



REQUIREMENTS FOR SPECIAL PROJECTS

As a special project of CREATE Foundation we agree to the following expectations:

- Ongoing projects that are in the process of applying for 501(c)(3) status (if approved, special projects have two years to receive their 501(c)(3) status from the IRS).
- The special project advisor will notify CREATE of any persons authorized to recommend disbursements from the special project fund.
- Unless the special project is a registered 501(c)(3) charitable organization, it should always identify itself as a special project of CREATE when soliciting contributions or promoting the special project to the public through any type of event, media, or signage (Required by the MS Secretary of State).
CREATE's logos can be found at www.createfoundation.com/standards
- Special projects must record minutes regarding approval of disbursements by their advisory committee.
- Special projects should not have employees or recurring contract workers.
- Disbursements should be requested at least 72 hours in advance of pick up or mail out.
- Disbursements should support the project purpose and should not endanger CREATE's 501(c)(3) status.
- Special projects should not be using a separate checking account unless they have 501(c)(3) status.
- A minimum annual fee is charged for the above services. The fee is \$200 for up to 25 transactions per year, and an additional \$1.00 per transaction over that amount.

Please sign and date acknowledging that you have read the above requirements.

BY: _____
Special Project Fund Advisor

Date: _____

Special Project Fund