



Requirements for Organizations Using Arts and Culture Alliance of Manistee County 501(c)3 Status

Name of Organization: _____

Organization must conform to IRS rules for non-profit organizations.

Organization cannot financially benefit any person in the organization.

Organization or activity must promote, create or relate to arts and culture.

Describe the main purpose of organization or project. (Mission statement may be attached):

If the 501(c)3 status is to be used for a grant application, a copy of the application must be given to the ACA for review in order to ascertain that it meets 501(c)3 criteria. After a grant application has been approved and the project completed a copy of the final report, including expenditures, must be given to the ACA. The ACA has the right to refuse the use of its 501(c)3 status to any organization.

The ACA must be designated as the fiduciary for grant funds, which will then be transferred to the organization for administration.

If 501(c)3 designation is used for tax deductible donations, an annual report detailing income and expenses of the organization must be submitted to ACA by January of the next calendar year.

The organization requesting the ACA's 501(c)3 coverage must return a signed copy of this agreement each year that the designation is in effect.

Signature of President of Organization

Date

Please send all forms to Linda Cudney, 19708 Cadillac Hwy, Copemish, MI 49625

Suggested language to use when soliciting tax deductible donations:

This organization has 501(c)3 non-profit status as a member of the Arts and Culture Alliance of Manistee County. Contributions are deductible under section 170 of the 501(c)3 Internal Revenue Code. You also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055.