



Administrative Fee Policy

Mission

The Colorado Mountain College Foundation (Foundation) builds sustainable community support for the needs and strategic priorities of Colorado Mountain College and its students.

Purpose of the Policy

As the facilities and programs of Colorado Mountain College (College) expand, the role of the Foundation is critical. Fundraising at the Foundation not only includes soliciting contributions, but also gift processing and accounting as well as donor stewardship. Hence, to recover a portion of the Foundation's management costs, an administrative fee will be assessed to all gifts.

Policy

To offset the costs of fundraising, gift management, administration, and scholarship support the Foundation will assess a one-time administrative fee at the time that a gift is allocated to its intended purpose.

- 1) Unless a gift or grant agreement between/among the relevant parties specifically addresses the administrative fee, a 5% administrative fee will be assessed on all gifts other than In-Kind gifts solicited by the Foundation except on the following:
 - a. Gifts from the College or Foundation employees unless the gift is *not* readily identifiable as being from such an employee.
 - b. Gifts generated by employees' fundraising efforts unless Foundation employees are significantly involved in the efforts.
 - c. Grants received from private foundations.
 - d. Gifts where a donor has added to her/his contribution a "flat" administrative fee in lieu of the 5% administrative fee and where the difference between the flat administrative fee and the fee at 5% is deemed to be immaterial.
 - e. Legacy gifts or bequests which are subject to the terms per item 3) below.

- 2) Where a grant or gift agreement between/among the relevant parties specifically addresses the administrative fee, the grant or gift agreement takes precedent with respect to the administrative fee.

- 3) The administrative fee assessed on realized legacy gifts or bequests is determined as a percentage of the contribution according to the following sliding administrative fee scale:

<u>Gift Amount</u>	<u>Administrative Fee Rate</u>
> / = \$500,000	3%
\$100,000 - \$499,999	4%
< / = \$99,000	5%

- 4) Requests to waive the administrative fee must be approved by the Chief Executive Officer (CEO) of the Foundation in counsel with the Executive Committee (Committee) of the Foundation or the Committee Chair should the CEO determine that such counsel is necessary. Such approvals will be documented in writing. Any waiver must be in the best interest of the Foundation and the College.
- 5) The administrative fee will be disclosed to donors at the time of the gift.
- 6) The balance of the gift will be allocated to the intended purposes(s).

Changes to this policy

This policy has been reviewed and approved by the Foundation Board of Directors. The Board must approve any changes to or deviations from this policy.

Approved on August 15, 2019.