

**Red Lodge Area Community Foundation**  
**Fee Schedule, Updated 11/7/2024**

**Fee                      Calculation                      When                      How**

**Foundation Services**

<b><u>Donor Advised Funds</u></b>	6%	Each Donation	End of Month	Calculation of total donations
<b><u>Field of Interest Funds</u></b>	6%	End of Month	End of Month	Calculation of total donations
<b><u>Endowment Funds</u></b>	6%	End of Month	End of Month	Calculation of total donations

<b><u>Fiscal Sponsorship Fees</u></b>				
Fund Donations	6%	Total Donations	End of Month	The base fiscal sponsorship administration fee of 6% of each donation provides for a web page on our site with a link to a donation form, tax receipts to each donor, a quarterly fund report, fund balance requests, sharing your info on our social media channels (when requested), and an annual donor list request. Additional services, reports, or lists are available according to the fee schedules below. Start up fees can be accrued to the account and paid once fundraising begins.
Credit Card Processing Fees	100%	Vendor Rate	Monthly, when statement received.	100% charged directly to the fund.
Grants Management	\$25.00/HR	Monthly	Monthly	If RLACF staff grant management and reporting is involved
Monthly Fund Reports	\$15.00	Monthly	Upon Request	Increased frequency charges at noted rate.
Event Donation Mgmt	\$30.00/HR/PP	Hourly Rate	Live event donation management	Directly from proceeds
Bill Pay Reconciliation	\$30.00/HR	Hourly Rate	Upon Request	
Research or Balancing Services	\$30.00/HR	Hourly Rate	Upon Request	
QR Donation Code Creation	\$15.00/EA	After 1st one	Upon Request	
Donor Lists	\$15.00/EA	Each	Upon Request	If more than the annual version is requested
Other Reports	\$15.00/EA	Each	Upon Request	For example, detailed breakdown of grantmaking
Communications	\$30.00/HR	Hourly Rate	Upon Request	posters, printing, constant contact, and other marketing
<b><u>Affiliated Grant Making</u></b>	6%	Each Donation	Donor Directed: Pass Through Funds to other Charities	End of Month

**NPSSC Membership**

**Membership Cost**

Average usage of 2 X Month	\$100/Annual	Annual	April 30th	After annual Meeting/Annual renewal letter sent
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<b>**FREE NPSSC Membership for organizations approved as Fun Run beneficiaries.</b>		Annual	April 30th	Organizations that are not part of the Fun Run will be contacted to become members or their codes will be deleted in 30 days
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**Building Uses**

Meeting Room: Staff Prep Time	\$20/Hour	Upon Use		
Meeting Room: Single Use Fee	\$25/Half Day	Upon Use		

**Back Office Services**

Bulk Mail Permit Share	Free	Upon Use		
Printing/Black & White	.05 Copy	Assesed monthly if we hold the fund, Annually otherwise		
Printing/Color	.10 Copy	Assesed monthly if we hold the fund, Annually otherwise		
File Cabinet Rental	\$45/year	Annual/April		
Payroll Services	\$30.00/Hour	Each Payroll		
Race Supplies	\$25/Use	Upon Use		
Audio/Video Services	\$30.00/Hour	Requested		
Consultative Services	\$50.00/Hour	Requested		
Grant Writing	\$30.00/Hour	Upon Agreement		5 hours a week free. After that, the fee applies. The grant writer is responsible for tracking hours.

**\*\*Any fee(s) can be waived at the discretion of the Executive Director**

**\*\*Any Rate increases are subject to 60 day notice to fund holders**