



Project Guidelines

COMMUNITY ENRICHMENT FOR KLICKITAT/SKAMANIA COUNTY

CEKC Mission: To enrich community services and engage in activities that strengthen the social and economic well being of Klickitat and Skamania County residents.

Upon acceptance as a project, you will receive additional forms. Please review, sign and return all requested materials to the CEKC Administrative Assistant in a timely manner. These forms include:

1. Memorandum of Understanding (MOU) - Complete and return after approval of project.
2. Fiscal Sponsorship Agreement - Complete and return after approval of project.
3. Insurance Information - Working with the CEKC Administrative Assistant, we will assess your plans to ensure adequate coverage is secured for your events and activities.
4. Application for use of CEKC's 501(c)(3) status as fiscal sponsor and EIN - Complete and return prior to any use of CEKC's Employer Identification Number (EIN).
5. Donation Receipts - Template provided by CEKC; projects are responsible for issuing copies to CEKC for accounting, to donors upon request, and keeping a copy for internal project records.
6. Project Bylaws must coincide with those of CEKC. *Submit a copy of your governing documents with your application.*
7. Quarterly Financial Report - Projects must report the source of revenue for all income (sales, grants, donations), as well as information about project expenditures, every three months.
8. Banking Information - You will work with CEKC's bank administrator to complete banking procedures:
 - New Account Setup
 - Project Banking
 - New Account Login
9. Grant Completion Report - Upon completion or termination of your grant or project, a simple form is required to close out the project as well as provide a project overview and feedback for CEKC.

You will also be expected to:

- Submit all required paperwork and financial reports, including budget and planned activities; an end of year report will be required. Failure to comply may lead to termination of fiscal sponsorship.
- Keep CEKC informed of any incidents that may violate policies or personal rights.
- Treat others in a courteous and respectful manner, be a positive role model when representing, supporting and promoting CEKC activities.
- Handle fundraising and finances in an ethical manner.
- Respect, adhere to and enforce the rules, policies and guidelines established by CEKC. Failure to do so may result in termination.

CEKC does not discriminate against any person on the basis of race, color, national origin, disability, sex, age or sexual orientation in admission, treatment, or participation in its programs, services and activities, or in employment. No person shall be excluded from participation in, or be denied the benefits of any service, or be subjected to discrimination because of race, color, nationality, religion, sex, age, disability, or sexual orientation.