



## LEGACY FUND GUIDING PRINCIPLES

The GUIDING PRINCIPLES have been developed to serve as a guide, and are not binding. Though decisions will be made based on individual situations, these principles are reminders of our once-a-year discussions about how we will determine community priorities that will best leverage our cash and promotional donations.

### 1. SELECTING RECIPIENTS

- a. Recipient's efforts focus on: Education; Health; Safety Net Issues.
- b. We will grant larger donations to a handful of nonprofit organizations.
- c. We focus our giving on projects that have a lasting impact on our community. These may be physical spaces that include naming rights and/or key initiatives.
- d. A formal review of the impact of the prior year's donations will be provided by each nonprofit organization receiving funds. The review will be provided no later than one year following the receipt of funds.
- e. When a donation is made in support of a physical space:
  - i. The physical space should be completed within a reasonable near-term timeframe (e.g. not later than 3-5 years from the date of the commitments)
  - ii. A Memorandum of Understanding (MOU) will be signed between The Press Democrat and the agency, and will include a contingency plan for re-directing funds if the physical space does not come to fruition.

### 2. MULTI-YEAR DONATIONS

- a. A maximum of 25% of the total annual Legacy Fund may be pledged in a multi-year commitment.
- b. We reserve the right to evaluate the agency's progress each year, and determine whether the original criteria are being met prior to paying funds in the remaining years.

### 3. MEMORANDUM OF UNDERSTANDING SPECIFICATIONS WILL INCLUDE

- a. A description of how the funds will be used.
- b. A Contingency Plan for re-directing funds if the original designation – be it a physical space or initiative – does not come to fruition.
- c. All conditions and stipulations of Celebrate Community Partners' requirements.
- d. The ways in which Celebrate Community Partnership will receive public acknowledgement of the gift.

### 4. 100% of THE LEGACY FUND IS GRANTED EACH YEAR

Our giving is intended to help with one-time costs, such as, but not limited to:

- a. Building funds
- b. Remodeling or building improvements
- c. Start-up costs
- d. Closing the gap in a fundraising campaign
- e. Expanding an initiative into a new geographic area in the North Bay