

## The Friends of the James River Park Project Proposal Solicitation Guidelines

The Friends of the James River Park (“FOJRP”) is fortunate to partner with many individuals, organizations, and companies to help promote our mission. In order to facilitate such partnerships, it is necessary that the FOJRP require potential partners (solicitors) to comply with the following guidelines when soliciting the FOJRP.

- 1) All proposals should be submitted at least two weeks prior to the next board meeting. Proposals submitted in writing will be subject to 30 day review by the board. After the 30 day review period, the board will provide an opportunity for the solicitor to conduct a brief presentation for the board at its next regularly scheduled board meeting.
- 2) Solicitors are required to obtain three bids for proposals over \$5,000.
- 3) To avoid the appearance of a conflict of interest, FOJRP will not fund projects for the pecuniary benefit of relatives or close friends of board members.
- 4) The proposal must fit within the FOJRP budget and mission and be consistent with our obligations as a 501(c)3 organization.
- 5) FOJRP will ask all solicitors to exit the meeting prior to any votes on project proposals or funding.
- 6) Solicitors are required to provide their Taxpayer Identification Number or social security number if requesting more than \$600; and should include tax status and any necessary tax information with the solicitation.
- 7) Fundraising for projects that benefit the James River Park System may be conducted under the umbrella and 501(c)3 status of FOJRP only with prior approval of the board. If FOJRP agrees to hold funds on behalf of a project, the funds will only be used for approved purposes. Any funds remaining after project expenses have been incurred and paid become the property of FOJRP. FOJRP will charge a one percent administrative fee for acting as a pass through entity for projects.

The FOJRP Board of Directors will review all requests in the order they are received and will schedule brief board meeting presentations accordingly.