

Unrestricted Major Gifts Policy

- A. The ARFOP Fundraising Committee shall use the following criteria for recommending to the Board of Directors how unrestricted major gifts to the foundation shall be spent.
1. The project is included in a Master Plan or resolution approved by the Governing Body of the City of Overland Park.
 2. There is a signed agreement between ARFOP and the City of Overland Park outlining the funding arrangements for the project.
 3. The project is currently underway or scheduled to begin within 1 year of the gift.
 4. The project is included in the current annual budget of ARFOP or the appropriate Friends group or the project is scheduled for inclusion in the appropriate budget for the following year.
 5. The project fulfills any and all requirements/stipulations made on the gift by the donor.
 6. The project is preferably “durable or sustainable” – a capital building project or, if a program or event, one that is existing and on-going or likely to be repeated.
 7. The ARFOP Board or the Friends Group associated with the project has requested in writing that ARFOP consider the project for funding from unrestricted major gifts.
 8. The size of the gift is appropriate to the scope of the project
 9. The source of the gift is appropriate to the goals of the project, and the gift will not replace other targeted or anticipated sources of revenue for the project.
 10. The gift has the potential to leverage additional gifts, a follow-on gift from the donor, a matching grant from the City or other private gifts.
- B. In addition, the Fundraising committee –
1. Shall maintain in its files a list of prioritized current and 1-year-out projects appropriate for unrestricted major gifts. To do so, ARFOP shall communicate information about unrestricted major gifts to the Board of Directors and the Friends Groups immediately upon receipt. This information shall include the name of the donor and anything ARFOP knows about the donor’s interests and, if a company or foundation, its mission. ARFOP and the Friends Groups shall have 45 days to respond to the notice of availability with a proposal.
 2. Has considered the ability of ARFOP or the appropriate Friends Group to raise funds from other sources.
 3. May recommend that gifts of more than \$10,000 be used for more than one project.
 4. Shall have as a goal to distribute unrestricted major gifts as fairly and as equitably as possible among the projects of the Friends groups. Therefore, they may consider how previous unrestricted gifts have been used in making a recommendation.
- C. Process
1. At the time of receipt of a major unrestricted gift, ARFOP shall discuss with the donor any restrictions or stipulations on the gift and confirm these parameters in writing.
 2. ARFOP shall make available to the donor a copy of this policy.
 3. The Fundraising committee shall consider the possible projects for funding (as described in Part B, #1 above), and make its recommendation – based upon the results of review of the criteria listed above (Part A) – for funding 1-3 projects with the undesignated major gift.
 4. The ARFOP President (or other designated contact person) shall take these top 1-3 projects back to the donor for additional input. If the donor, at this time, restricts the use of the gift, to one of these projects, the process is complete (because now the gift is no longer unrestricted).
 5. If the donor again leaves the choice up to ARFOP, the Fundraising Committee shall make its recommendation(s) – based upon the results of review of the criteria listed above (Part A) – to the Board of Directors for approval.
 6. The Board of Directors approves the recommendation or refers unresolved issues or questions back to the committee for further review and a subsequent re-submittal to the Board at a later date.