

Project Gift Administration (PGA) Quick Reference Guide

APPLYING FOR A PGA

1. Why would I apply for a PGA?

- a. An organization may not have the capacity, expertise, or time to manage the financial transactions of a large capital project.
- b. An organization will benefit from Parks Foundation Calgary's (PFC) charitable status and our ability to provide **TAX RECEIPTS** for eligible project donations.
- c. An organization will benefit from having their own project account with free accounting services.

2. Who can apply for a PGA?

Any **NON-PROFIT ORGANIZATION** that submits a completed application with all the supporting documentation can apply.

3. What type of projects typically apply for a PGA?

Any community-led or sport related project can apply! Examples: playgrounds, schoolyard naturalization, public park murals, community gardens, community recreation facilities and more.

4. What do I need to submit to apply for a PGA?

- a. Completed application form
- b. Certificate of incorporation and recent annual return
- c. List of Board of Directors and Bylaws
- d. Detailed Project Budget
- e. Letter of Permission from Landowner (if applicable)

5. How does an application get approved?

- a. Applications are reviewed by PFC staff to ensure **ALL REQUIRED DOCUMENTS** are included.
- b. Complete applications are then forward to our Board of Governors for approval.
- c. Applications are accepted and reviewed on an on-going basis.
- d. Organizations will typically get a response back on their application within 1 month of applying.

6. How is PFC able to offer the PGA program to organizations?

All administration fees for projects under 1 million dollars are granted by an **ANONYMOUS DONOR** to PFC through the PGA program.

7. What is the monetary value of the PGA?

The PGA program covers up to \$20,000 (2% of project costs) in account administration fees which PFC receives to support our operating budget.

AFTER APPROVAL

SETTING UP A PGA ACCOUNT

8. What is the process to setup a PGA account?

- a. An organization's PGA acceptance email will contain agreements to be signed by a **SIGNING AUTHORITY** from your organization.
- b. Included with the agreements is a form requesting a list of signing authorities responsible for authorizing disbursements.
- c. Organizations will submit their signed agreements along with a **\$2500 DEPOSIT CHEQUE** to open their account with PFC. *The deposit cheque is NOT a project fee charged by Parks Foundation Calgary.*
- d. PFC's accounting department will look after the opening and administration of the project account.

9. Is the \$2500 deposit a fee associated with the PGA?

No, the full amount of all funds deposited can be used towards the project including the \$2500 deposit cheque. These funds are simply used to open your project account.

10. Do **ALL** project funds have to be deposited with PFC?

YES - all funds, grants and donations received for your project are required to be deposited into your PFC project account.

11. What is the role of the signing authorities?

Signing authorities authorize all payments from your project account. This allows PFC to pay invoices directly to project vendors. Signing authorities can also request project account updates at any time.

12. Who can be a signing authority?

Consult your organization's by-laws or policy manual. Typically organizations use the same signing authorities they have setup for their cheques. We recommend assigning a minimum of three signing authorities, including your project lead or chair.

PROJECT DONATIONS

13. How can donors donate to a project that has been approved for PGA?

- a. Online from the [PFC website](#): click the  button on the [Community-Led Projects Page](#). Specify your project name in the PayPal payment page where it asks the question 'Which project are you supporting?'.
 - i. *Please let donors know when using the PayPal online payment system, to click on the 'share your address with Parks Foundation Calgary' box if they wish to receive a tax receipt.*
- b. By mail: mail in a completed [donation form](#) and cheque made out to **PARKS FOUNDATION CALGARY**.
- c. By phone to PFC Accounting department (403)974-0753.
- d. Create a link from your organization's website directly to PFC's [Community-Led Projects Page](#).

14. What if a donation cheque is made out to an organization and not the Parks Foundation Calgary (PFC)?

We strongly encourage organizations to ask for all cheques to be made out to **PARKS FOUNDATION CALGARY**. However, if this is not possible, a cheque can be deposited into the organization's own bank account and a cheque of equal value written to the PFC. Donations not written directly to Parks Foundation Calgary will not be eligible for tax receipts.

15. Is there a minimum or maximum amount that can be donated to a project?

No, \$5 - \$5 million, it all adds up and helps reach your goal!

16. What is the minimum donation amount required to receive a charitable tax receipt?

\$100

17. How does an Organization get notified if someone makes a donation to their project directly through PFC?

The donor and amount will be listed on your project account report. It is up to the organization to request an account report as needed.

18. How long does it take a donation to show up on your project's account report?

Up to 2 weeks.

19. What happens if a donor's Credit Card is denied or a cheque bounces?

- a. PFC will notify the organization of a payment error and relevant fees.
- b. PFC will provide contact information for the donor from the donation records.
- c. Organizations are responsible to contact the donor to inform them of the payment error and request an alternative method of payment to PFC, including any bank fees associated with the error.

20. Who is responsible for PayPal & Credit Card transaction charges, NSF charges?

- a. The organization.
- b. Typically a 2-3% fee will be charged by third-party services for online payment. These charges are deducted from the total donation amount.
- c. The organization's account report will itemize these types of third-party fees.
For example: PayPal charges 2.9% + \$0.30 per transaction. A \$100 donation would equate to a \$96.80 project donation and \$3.20 in third-party fees.

ACCOUNT REPORTING & UPDATES

21. How often can an organization request a copy of their account report from Parks Foundation Calgary (PFC)?

As often as the organization needs.

22. What is the process for requesting the account report?

- a. A simple email or phone call to the PFC accounting department (403)974-0753.
- b. Reports can only be shared with signing authorities or project lead on the account.

23. What information can be found on the account report?

- a. Deposits
- b. Donations
- c. Disbursements
- d. Third-party transaction charges
- e. Gift administration allocations which cover PFC administration costs

VENDOR INVOICING

24. Who do vendors send invoices for payment to?

Vendors need to address and send invoices to organizations.

25. How are vendor invoices paid?

- a. Vendors submit invoices directly to organizations.
- b. Organizations verify and approve payment to vendors by having two signing authorities sign the invoice.
- c. Signed invoices are then forwarded to PFC, via mail or email, for payment.
- d. PFC will pay the vendor directly from funds in the organization's project account.

26. Who do I send approved invoices to at PFC?

- a. Mail: Parks Foundation Calgary
Attn: Accounting Department
225 – 13th Ave SW, Calgary T2R 1N8
- b. Email: Dolores Sakauye, dsakauye@parksfdn.com
- c. Drop them off at the Parks Foundation Calgary office.

27. When can vendors expect payment?

- a. Once an authorized invoice is received by PFC it will be processed and a cheque mailed to the vendor within 2 weeks.
- b. It is recommended that organizations verify and approve payment within a few days of receiving a vendor's invoice and forward authorized invoices to PFC, in order to meet the standard 30-day vendor payment deadline.

CLOSING YOUR PGA PROJECT ACCOUNT

28. Once a project is complete what does an organization need to do to close the account?

- a. Contact the PFC Accounting department indicating your project is complete.
 - i. Email: Dolores Sakauye, dsakauye@parksfdn.com
 - ii. Phone: (403)974-0753

29. What happens to any remaining funds in an organization's PGA account when their project is complete?

- a. Unused funds contributed by your organization directly can be returned upon request.
- b. Donations that received a tax receipt cannot be returned.

30. Is an organization sent a final account report automatically once the project is complete?

- a. No, final reports are sent upon request.
- b. Organizations can request reports as needed.
- c. Reports can only be shared with signing authorities on the account.

31. Who is responsible for completing any required grant reporting (PFC, CFEP, or other) after a project is complete?

The organization is responsible for completing all required grant reporting for their project.

32. Can an organization use the same PGA account for another project?

PFC prefers each new project to apply for a new PGA project account. Contact PFC Accounting department to discuss exceptions.

If you have additional questions or need further guidance please don't hesitate to contact the Parks Foundation Calgary office at 403-974-0751 or info@parksfdn.com.

Helping Calgary communities realize their dreams

