



# 2021 RULES & PROCEDURES FOR PARTICIPATING ORGANIZATIONS

**GIVING PERIOD | JUNE 1 - JULY 23**  
**EVENT DAY | SATURDAY, JULY 17, 9:00AM**

## ABOUT THE COMMUNITY FOUNDATION OF TETON VALLEY

For over a decade, the Community Foundation of Teton Valley has been working to fulfill its mission to elevate lives through the power of generosity. The Foundation produces the annual Tin Cup Challenge, hosts nonprofit professional development workshops, distributes grants through our Competitive Grants and Youth Philanthropy programs and helps donors establish philanthropic funds.

## ABOUT THE TIN CUP CHALLENGE

The Tin Cup Challenge embodies Teton Valley's generous spirit - with one out of every four households participating in charitable giving through this event. Since 2008, this collaborative program has raised over \$16 million to support local nonprofits working to elevate the quality of life in Teton Valley.

With a single gift to the Community Foundation during the Tin Cup Challenge, donors contribute to as many nonprofits as they like, knowing these organizations will receive 100% of all gifts designated to them, as well as a percentage-based **Matching Grant** from the Community Foundation. This Matching Grant is made possible through the generosity of donors contributing to the Challenger Fund each year. These donors cover the costs to produce the Tin Cup Challenge and ensure that participation in the program is free for eligible organizations.

The 14th Annual Tin Cup Challenge Event Day will be held **Saturday, July 17, 2021 at the Driggs City Park**. This community celebration helps promote the power of generosity in Teton Valley and serves to increase awareness about the vital programs and services provided by local nonprofits. The event will consist of a competitive 5K/10K Run, a 5K Fun Run/Walk, free beverages, snacks, family-friendly activities, and nonprofit informational booths. **Please note that depending on Covid-19 factors, this event and its activities may be adapted or replaced to ensure public health and safety.**

## ABOUT THE CHALLENGE GRANT

The Tin Cup Challenge Grant structure was developed to provide matching grants that broadly support local organizations, as described below:

- Gifts designated for specific organizations, up to \$25,000 per organization, are eligible for a percentage matching grant.
- Fiscally sponsored organizations participate under the same, single \$25,000 cap of their sponsor.
- The percentage at which eligible designated gifts are matched is variable each year. This percentage is based upon the ratio of total eligible designated gifts received vs. the total amount raised in the Challenger Fund.

## ELIGIBILITY CRITERIA

1. Organizations must be a 501(c)3, government entity or faith-based organization.
2. All 501(c)3 organizations must be in good standing with the Internal Revenue Service.
3. Organizations must be in good standing with the Community Foundation of Teton Valley.
4. At the discretion of the Community Foundation of Teton Valley, organizations *MAY BE* eligible to participate through fiscal sponsorship by another eligible organization. **Organizations requiring a fiscal sponsor should contact the Community Foundation of Teton Valley before applying for participation.**
5. Related organizations may be required to participate as a single organization and are eligible for only one matching grant, with a shared cap of \$25,000.
6. Qualifying organizations may participate in either the Tin Cup Challenge or Old Bill's Fun Run, but not both.
7. An organization must qualify as "local" pursuant to **ANY ONE** of the definitions below:
  - An organization that predominantly serves Teton Valley (Teton County, Idaho and/or Alta, Wyoming) with a local board comprised predominantly of Teton Valley residents, **OR**
  - An official Teton Valley chapter in good standing of a state/regional/national membership organization, with a local advisory board comprised predominantly of Teton Valley residents, **OR**
  - A state organization with Teton Valley representation on the board; at least one paid employee whose responsibilities are predominantly comprised of program work in Teton Valley; and dedicated office space in Teton Valley, **OR**
  - A regional/national organization with a board or local advisory board comprised predominantly of Teton Valley residents; at least one paid employee whose responsibilities are predominantly comprised of program work in Teton Valley; and dedicated office space in Teton Valley.

## RULES & PROCEDURES

Due to the complexity and size of the Tin Cup Challenge, the Foundation has developed rules and procedures to govern participation in the program. Participation in the Tin Cup Challenge is contingent upon compliance with the Rules & Procedures listed in this document. Failure to comply may result in forfeiture of the matching grant and disqualify the organization from participation in the Foundation's programs in the future. The Foundation reserves the right to verify compliance with any and all of the following:

1. All organizations are to operate within the spirit of the Tin Cup Challenge: to function ethically and honestly with mutual respect, in order to promote community harmony.
2. Funds raised through the Tin Cup Challenge **MUST**:
  - a. Be used for non-religious, charitable programming only.
  - b. Be used to benefit Teton Valley. Programs must take place in Teton County, Idaho or Alta, Wyoming.
  - c. Not be used for political activity or lobbying.
3. Matching Grant Funds:
  - a. Cannot be endowed.
  - b. Cannot be subsequently granted to another participating organization.
  - c. Must be used within 18 months from the issuance of grant checks in accordance with approved Tin Cup Challenge *Use of Funds* statements and must be returned to the Foundation if they are not used.
4. The Community Foundation mails Tin Cup Challenge brochures to all Teton County, Idaho and Alta, Wyoming residences/post office boxes. In response to donor concerns regarding waste and expense, please do not mail additional brochures or donor forms to Teton Valley residents.

5. Official Race Entry and Donor Forms are available at local businesses, nonprofits and at [www.TinCupChallenge.org](http://www.TinCupChallenge.org) during the Giving Period.
6. All contributions received through the Tin Cup Challenge are subject to the Community Foundation of Teton Valley's variance power, meaning that the Foundation's Board of Directors shall have the power to modify or eliminate any restriction, condition, limitation or trust imposed with respect to any funds or property the title to which has become vested in this corporation if, in the sole judgement of the Board of Directors, such restriction, condition, limitation or trust becomes unnecessary, incapable of fulfillment or inconsistent with the charitable needs of the community or area served.
7. Participation does not *guarantee* that organizations will receive funds. Organizations are responsible for soliciting donations on their behalf.

## DEADLINES & MANDATORY MEETINGS

- March 16:** KICK-OFF MEETING at 9:00am via Zoom. This is mandatory for organizations that have never participated in the Tin Cup Challenge or have had an absence in participation for more than 2 years. It is highly suggested that new staff who are responsible for Tin Cup Challenge participation attend. 9:30-10am: Personalized help with your Tin Cup application & logins.
- April 16:** APPLICATION DEADLINE – Nonprofits wishing to participate must submit applications by this date, including prior year grant reports and documentation of fiscal sponsorship.
- April 16:** MANDATORY GRANT REPORT – 2020 Tin Cup Challenge Grant Reports due. Returning participating nonprofits will be required to submit the report as part of their 2021 Tin Cup Challenge application. Organizations not returning will be required to submit the report to the Community Foundation via email at [bthysell@cftetonvalley.org](mailto:bthysell@cftetonvalley.org).
- May 17:** MARKETING DEADLINE – After notification on May 3<sup>rd</sup>, Participating Nonprofits must provide and/or verify the following by 5pm on this date:
  - **Photograph** – at least one image of your nonprofit in action (jpg). An impactful photo that reflects Tin Cup funds at work in the community. Your picture(s) will be used in the Community Foundation's marketing and outreach, including, but not limited to social media posts, [www.TinCupChallenge.org](http://www.TinCupChallenge.org), print and digital ads, and/or the Foundation's Annual Report.
  - **Quote** – from you, a volunteer, or a constituent detailing the impact and benefits of your programming or mission.
  - **Community Counts Blog Post** – a short article detailing how the benefits of the Tin Cup Challenge impact your programming, staffing, and mission capabilities.
  - **Nonprofit Directory** – [verify your listing](#), including your logo, phone number, social media accounts, address, and Tax ID number.
  - **Updated Logo** – please send a new logo if yours is outdated on our Nonprofit Directory.
    - Submit all marketing materials to [cvitucci@cftetonvalley.org](mailto:cvitucci@cftetonvalley.org).
- August 25:** AWARDS PARTY at 6pm at the (TBD). Thank the Foundation's Challengers and celebrate all that the Tin Cup Challenge does for our community! Participating organizations must send a representative to pick up checks. Failure to attend will result in forfeiture of the matching grant.

## CONTRIBUTIONS

- Gifts are accepted during the 2021 Tin Cup Challenge Giving Period - June 1<sup>st</sup> through July 23<sup>rd</sup> at 5pm. Contributions received after July 23<sup>rd</sup> will be returned.

- Organizations are prohibited from submitting donations on behalf of donors. Donors should mail or deliver their contributions, along with an official donor form, to the Community Foundation.
- Organizations should not provide tax receipts for contributions made through the Tin Cup Challenge, as these donations are made directly to the Community Foundation of Teton Valley. The Community Foundation accordingly provides all tax receipts.
- Contributions must be 100% tax-deductible, as follows:
  - **Eligible contributions:** Checks (made payable to Community Foundation of Teton Valley and accompanied by an official donor form); online credit card gifts at [www.TinCupChallenge.org](http://www.TinCupChallenge.org); corporate matching gifts received by the deadline; gifts of stock. Please contact the Foundation to donate securities.
  - **Ineligible contributions:** Gifts in exchange for goods and services including, but not limited to: event proceeds raised through raffles, drawings and auctions; fees for programs, admission, registration, and event tickets; membership dues; tuition; pledge payments (gifts cannot be made to fulfill a legally binding pledge agreement).

## GIFT REPORTS

The Community Foundation provides participating organizations with access to spreadsheets (Gift Reports) through a web-based platform called Donor View. Gift Reports include donor names, addresses, gift amounts and restrictions (if any) that donors provide to the Foundation. The approved contact person for each organization is emailed a user name and password for their Donor View account, along with instructions for using it. The Community Foundation provides this information only to the organization's designated contact person, who is responsible for distributing the password, as appropriate.

- Gift Reports are available through Donor View only. The Foundation does not provide verbal, printed or emailed Gift Reports.
- **Organizations are prohibited from contacting the Foundation to request verbal confirmation of individual designated gifts.**
- Organizations must allow sufficient time for Foundation staff to process designated gifts, keeping in mind that the Foundation receives the vast majority of contributions during the final two weeks of the Giving Period.
- **Details about gifts are available only after review and approval, which may not occur chronologically.**
- Gift entry and adjustments may continue through the week of August 16<sup>th</sup>, 2021.

## MARKETING & USE OF LOGOS

Through the Tin Cup Challenge, the Community Foundation serves as a significant grant maker in Teton Valley and appreciates recognition in participating nonprofits' marketing materials, whenever possible, including newsletters, social media posts, articles and annual reports.

To promote cohesive marketing for the Tin Cup Challenge, and help donors associate participating nonprofits with the opportunity for a Matching Grant, the Community Foundation provides access to the **Tin Cup Challenge Logo** as part of our [Media Kit](#). Once accepted, you can use Tin Cup logos through the end of the Giving Period. Do not alter the logo or advertise the Tin Cup Challenge until you have been notified as an approved participant and the Giving Period begins on June 1<sup>st</sup>.

Participating Nonprofits will be featured in full-page **Community Counts ads** in the Teton Valley News during the Giving Period. Ads will highlight each organization with a logo, photograph, and quote. You will receive a copy of your ad to share across your organization's social media channels as well. Download **Flat Tinny** from our [Media Kit](#) to help tell your nonprofit's story via social media and remind the community to give. Additionally, your organization's logo will be displayed as part of our **Nonprofit Garland** on Main Street in the

Mugler Plaza during the Giving Period. Update your [Facebook Profile Frame](#) and encourage your friends to do the same to encourage peer to peer giving and participation in this year's Tin Cup Challenge. Equally, you can help tout the [Tin Cup Photo Contest](#). You and your constituents can post photos of your nonprofit's impact in Teton Valley to illustrate your mission in action. Top winners will choose the nonprofit of their choice to award their nonprofit bucks.

**In Reference to:**

**Acceptable** - Tin Cup Challenge, 2021 Tin Cup Challenge, Tin Cup 2021, 14<sup>th</sup> Annual Tin Cup Challenge, Community Foundation of Teton Valley, Community Foundation.

**Unacceptable** – TCC, CFTV.

**Informational reminders:** In promotional collateral, organizations are encouraged to include the following:

1. Tin Cup Challenge Event Day is Saturday, July 17, 2021 at 9am in the Driggs City Park.
2. Organizations receive 100% of all gifts designated for them, plus a matching grant from the Community Foundation.
3. Donors are encouraged to designate gifts to multiple organizations with a single contribution.
4. Contributions on behalf of participating organizations must be accompanied by an official Donor Form and made directly to the Community Foundation of Teton Valley.

## EVENT DAY BOOTHS

- Requests for booth space are part of participating nonprofits' application process. The Foundation will email the contact person for each approved organization with detailed information for hosting an event day booth.
- Booths are not required, but are encouraged as an opportunity to promote a broad understanding of your organization's mission within Teton Valley.
- Organizations may not display or distribute religious or political materials, or information on programs or activities that are ineligible for Tin Cup Challenge funding.
- No financial transactions or selling of goods or services are permitted at the Tin Cup Challenge. If donors wish to support your organization on Event Day, please direct them to the Donations & Information booth to make gifts.

## STILL HAVE QUESTIONS?

Contact the Community Foundation of Teton Valley via telephone at 208-354-0230, email Program Manager, Brian Thysell at [bthysell@cftetonvalley.org](mailto:bthysell@cftetonvalley.org), or stop by 189 N. Main Street, Suite 112, Driggs, ID 83422.