**Donation Policies**

**Fiscal Sponsorship Projects**

**Financial Donations**

All donations must be deposited into your grant project’s fiscal sponsorship account at SE Uplift in order to be considered tax deductible. Both cash and check donations can be accepted. Checks must be made payable to SE Uplift with a note indicating your grant project's name. Donations can either be sent directly to SE Uplift or collected by your project and then submitted to SE Uplift.

**Donation Tracking & Reports**

SE Uplift will generate a quarterly report with your project balance and a list of all donations received during the quarter and the date, amount, name and address of each person that donated.

It is mandatory to acknowledge any donation with a thank you letter that includes SE Uplift’s tax ID so that the donor may receive their deduction. To make this step as simple and streamlined as possible you have the option to use a letter-template generated by SE Uplift that includes both gratitude language as well as the necessary information. You are also welcome to draft your own letter based on the template, or in your own words.

**In-Kind Donations**

All in-kind donations of tangible goods for your grant project will be tax-deductible through fiscal sponsorship with SE Uplift and require the same acknowledgement as financial contributions. We have created a sample donation receipt for you to use for this purpose.

All in-kind donations must be tracked and reported to SE Uplift on a quarterly basis. We have created a sample spreadsheet that outlines the information that you will be required to track and submit to SE Uplift each quarter.

If you have questions, please contact SE Uplift at 503-232-0010 x 312 or Kelly@seuplift.org.