WMM
WOMEN MAKE
MOVIES

231 WEST 29TH STREET | SUITE 1006 | NEW YORK, NY 10001-5059
TEL: 212.925.0606 | WWW.WMM.COM

PRODUCTION ASSISTANCE PROGRAM
FISCAL SPONSORSHIP HANDBOOK

Welcome to Fiscal Sponsorship, a key component of the Production Assistance Program of Women Make Movies! Women Make Movies, Inc. (WMM) is the only national non-profit media arts service organization in the United States dedicated to the production, promotion, distribution and exhibition of media made by and about women. Fiscal Sponsorship is only one of the benefits of the Production Assistance Program. Additional support includes consultations, discounted workshops, and proposal feedback.

This Handbook is broken down into four sections: Responsibilities (page 2), Policies (page 5), Procedures (page 7) and Benefits (page 12). Please read through these sections carefully as most questions are answered here.

Thank you for choosing WMM to help further the progress of your project. We look forward to working with you!

RESPONSIBILITIES TO WMM

We're so thrilled that you chose to work with WMM as your fiscal sponsor. We take the relationship with you and your project very seriously and we're here to support you in any way we can. We hope that the feeling is mutual and that you honor our work together by adhering to the few responsibilities outlined below.

- **END OF YEAR REPORT**

  This is a form you must complete and return to us by mid-January. There is a quick turnaround because of IRS deadlines, so please plan to set aside this time each year to respond in a timely manner. We will email you the form in December with instructions about when it is due.

- **ADDITIONAL FOUNDATION REPORTS**

  Some funders require that you report back to them by a certain deadline as stated in your grant letter from the foundation or agency. WMM is responsible for delivering grant reports directly to the foundations. Filmmakers are required to complete the grant reports and turn them into our offices 30 days before their due date. Meeting deadlines will not only protect WMM's reputation as a fiscal sponsor, but also our filmmakers as responsible and professional grantees. Submitting reports late will threaten your chances of future funding and jeopardize opportunities for other filmmakers.

- **KEEP US INFORMED OF ALL GRANTS FOR WHICH YOU ARE APPLYING**

  As your fiscal sponsor, WMM must be aware of all fundraising which is being performed by you for the project, and you as a recipient of funds through WMM, must carry out fundraising for your project as an agent of WMM. Please let us therefore know by email all grants that you are applying to for funding. If your proposal has not changed significantly, simply list the name of the foundation, corporation or agency and the amount you are requesting. Make sure WMM has an up-to-date proposal. This will not only keep us informed but should your potential donor contact us regarding your project, we will be able to answer their questions and concerns knowledgeably. Please make certain that you send us a copy of the new proposal prior to sending it out to funders.

❖ **NO ADDITIONAL NON-PROFIT SERVING AS A FISCAL SPONSOR**

WMM is the exclusive non-profit fiscal sponsor of your project. For example, if your project receives contributions from the National Endowment for the Humanities, or from the National Endowment for the Arts, WMM must be the recipient of such contributions. There are some exceptions to this rule, for example for grants and contributions requiring a non-New York based fiscal sponsor, or as otherwise approved by WMM.

❖ **PAY YOUR ANNUAL FEE**

There is a $35 annual fee that is charged automatically on the anniversary of the date you applied to the program. If you were given a waiver upon applying, we will be in touch for your credit card information to get that paid.

❖ **COMMUNICATE WITH US!**

Contact us to make the best use of available resources. Keep us up to date about your project activities, goals, changes, and successes. We want to direct available resources your way. After completing your project or closing your account, keep us up to date about screenings, festivals, awards, and distribution agreements. We want to boast about your accomplishments far and wide!

We prefer email communication. It enables us to communicate quickly and efficiently with you. We have worked hard to put together this packet to answer as many questions as possible, but we need your help. Our team works hard to respond to all inquiries in a timely manner, however it may not be possible to respond to you immediately. Rest assured, we will contact you as soon as we possibly can.

❖ **REPRESENTATION OF RELATIONSHIP WITH WMM**

When soliciting contributions, grants, and in-kind gifts for a WMM fiscally sponsored project, the project administrator may not represent the project as a joint venture or as a production of WMM. This is extremely important since we have no artistic, creative, or editorial control over your project.

❖ **WMM APPROVED LANGUAGE**

It is important that our relationship is clear both for you and us and that it falls within the guidelines of tax deductibility.

Approved language would be:

To make a tax-deductible contribution, you may donate to the project via our fiscal sponsor Women Make Movies.

If you do not wish to use this language, WMM requires prior approval of your fundraising materials. You must submit all fundraising material for approval* <u>two weeks</u> *prior to printing or publicizing events for your project.

Fundraising materials include the following:

- Website or email blasts
- Invitations or other printed materials
- Letters
- Flyers

The project administrator must provide WMM with copies of all correspondence, proposals, solicitation materials and other promotional materials relating to the project before final printing and/or public distribution. Mention of WMM on websites is included this policy.

You must adhere strictly to the following language:

A Women Make Movies Production Assistance Program Project

You may also use the language:

Established in 1972, Women Make Movies is a 501(c)(3) non-profit media arts organization registered with the New York Charities Bureau of New York State. As the fiscal sponsor, WMM accepts donations or grants on behalf of the filmmaker and takes the responsibility of administering the funds received in support of the development and completion of the film.

For any social media, you must clearly identify WMM as your fiscal sponsor. For example, the following would **NOT** be a correct tweet.

"So proud to be a co-producer on this! See my last tweet about how to give to Women Make Movies."

The **CORRECT** tweet would be:

"So proud to be a co-producer on this! You can make a donation to the project through our fiscal sponsor Women Make Movies."

❖ **CREDITING WOMEN MAKE MOVIES ON FINISHED FILM/PROJECT**

WMM shall receive appropriate credit for the Project with the view of publicizing its activities: "This project was completed with the support of the Women Make Movies Production Assistance Program" and the credit shall

include a WMM logo. The credit shall be in the same section with the project's funders. You agree to submit your donor credits to WMM prior to creating your master.

You must also include a WMM logo, which can be found here on our website.

- **COMPLETED FILM**

  You must submit a DVD or Vimeo link of the completed film to WMM within one month of completion.

- **INSURANCE**

  You agree to add WMM as an additionally insured to your errors and omissions insurance policy, if such policy is required.

POLICIES

Below are certain policies that we ask you to follow while you are part of the Production Assistance Program. These policies were designed to adhere to relevant tax laws and therefore it's important to adhere to them if we are to maintain our standing as your fiscal sponsor.

- **You, anyone with whom you jointly file taxes, and/or your staff, may *not* make tax-deductible contributions to your own project including crowdfunding donations.**

- **If you change the person or entity to whom money from your account will be disbursed, you must also deliver a signed contract with that person or entity at the time of the change.**

- **WMM does not provide loans or advances to your project.**

- **You may not use any portion of the funds disbursed by WMM for your project to carry on propaganda or otherwise to attempt to influence specific legislation, either by direct or indirect methods. See the addendum at the end of this handbook for examples of what is and is not permissible.**

- **You may not regrant funds disbursed by WMM to any individual, organization, association, or entity for any non-charitable or non-educational purposes or any purposes other than those set forth in the description of your project as submitted to WMM.**

- **Raising funds through a non-profit organization does not prevent you from entering into a co-production agreement, receiving royalties, or selling the completed film.**

- **WMM accepts contributions from donors, not investors.** You may have both investors and donors fund your project, but you must follow the requirements listed below to do so.

❖ **WMM Requirements for Hybrid Fundraising**

If you choose to simultaneously receive donations and investments for your project, you must satisfy the following requirements in addition to all requirements set forth in your WMM Fiscal Sponsorship Agreement and the WMM Fiscal Sponsorship Handbook.

1. Only entities that meet the definition of 'donor' as set out in the WMM Fiscal Sponsorship Handbook can receive the tax benefit.
2. WMM will not accept contributions from investors. You are responsible for receiving investments and complying with any associated tax, reporting, and financial requirements from investments. If you accept an investment, you must maintain a separate bank account exclusively for the receipt of funds from WMM. You cannot use donations to pay back principal, returns to investors, or any other unauthorized expenses.
3. Investors are not permitted to make tax deductible donations to your project through WMM. Donors to WMM are not permitted to enter into investment agreements with projects they have supported.
4. Any investments you receive for your project must not create an actual or potential conflict with your obligations as set out in your WMM Fiscal Sponsorship Agreement, WMM's Fiscal Sponsorship Handbook, WMM's tax-exempt purposes, the provisions of Section 501(C) and 509(A) of the Internal Revenue Code, or other such applicable provisions of the law.
5. Notwithstanding receipt of investments, your project must continue to have a clear, charitable purpose and mission that is consistent with WMM's charitable purpose and mission, and you will give this charitable purpose and mission priority over commercial interest and profit. If, at any time during your project, involvement from an investor interferes with or changes the charitable purpose of your project so that it is inconsistent with WMM's charitable purpose and mission, you must immediately notify WMM and cease your fiscal sponsorship.
6. At all times, you must maintain independence from investors, and the project director must retain creative control over the project.
7. Within 30 days of accepting an investment, you must disclose to WMM that you have received it.
8. Financial arrangements with investors and third-party funders should be disclosed in the "Narrative" section of the year-end report.
9. All project-related offering memorandum, prospectus, and agreements must adhere strictly to securities law and be prepared by a qualified and licensed attorney with experience in such arrangements.

❖ **WMM Requirements for In-Kind Contributions**

Although accounting guidelines for goods and services donations (i.e. food, equipment, etc.) are reasonably defined by tax law, WMM highly recommends consulting with an accountant to assist in these and other fiscal matters.

1. Any project wishing to offer goods/services in exchange for donations must have the offer approved by WMM beforehand.

2. ONLY materials/products are tax-deductible. Labor cannot be tax-deductible. Materials/products should be submitted as invoices on the person's or company's letterhead, along with a completed In-Kind Contribution Form.

❖ **WMM Requirements for Direct Solicitations / Crowdfunding Campaigns**

Donations made in response to direct solicitation (direct mail, fundraising event, crowdfunding campaign, etc.) where an item is given or awarded (i.e., DVDs, t-shirts, etc.) are only tax deductible at a rate *less the value* of the goods being offered. Even if the goods are being donated to the campaign, the value must be subtracted from the tax deductible rate. Some examples are:

- If you are giving away a DVD of your completed film and you would sell it at $25 retail. This means that if donors receive a DVD for any donations $500 or up, the amount of their donation will be tax deductible minus the retail value of the DVD, which is $25. In that case, their tax-deductible amount would be $475.
- If you have an auction benefit events and a donor bids $800 for an item that is retailed at $600, the tax- deductible amount for the donor would only be $200.
- If you are having a fundraising event where tickets are charged, you must submit to WMM a breakdown of the value of the giveaways, goods/services provided, the amount that is tax deductible to the donor and the direct expenses associated for each event.

When conducting a crowdfunding campaign, all perk values must be approved in advance of launching and must be included on the campaign's page.

In all cases, please be sure that your donors are made aware of the tax-deductible value for their tax purposes either on an invitation, crowdfunding campaign page, or in your written materials.

PROCEDURES

We know there is a lot of paperwork but these procedures are vital in helping us maintain proper fiscal oversight of your project and in serving the needs of each project efficiently and effectively. However, never hesitate to get in touch if you have any questions.

• **There can only be ONE person corresponding with us**. If you are not the project administrator, the appropriate project administrator contact information should be listed. They are *the main correspondent with WMM.* If the main contact should change, the preceding point person is responsible for handing over all materials, including this Program Handbook, to the new person and for informing them of our procedures.

❖ **CONTRIBUTIONS**

WMM maintains all funds we receive on your behalf in a separate account. WMM takes a 6% fee (a 7% fee for NSF and State Arts and Humanities Council grants) from each check donation. Any funds received via credit cards will

also be charged a 3% fee to cover transaction costs. Once cumulative contributions reach $350,000, the general fiscal sponsorship fee will be 4% excluding State, Arts and Humanities council grants.

Donors must make checks payable to: Women Make Movies, *with your project title on the memo line*.

- Our bank is very strict. In order to avoid a return fee, checks MUST be made out to Women Make Movies or our bank will not deposit them into your account (there is a $35 fee for all returned checks). The bank will not take "WMM", "Women Make Films" or any other name that is not "Women Make Movies". Do NOT endorse the check on the back.
- Submit all check donations with a Contribution Notification Form. If you have multiple checks, please list each donation you are sending with the amount for each. It is important to include the donor's name (the Executive Director if it is a foundation), address, and email. If you don't send this information, we will not be able to send the Acknowledgement Letter. WMM sends acknowledgement letters for all donations. If a donor is sending the check to WMM directly, you are responsible for notifying us in advance using the *Contribution Notification Form*. There is a field on the form that allows you to note the approximate date of the check arrival.

❖ ACKNOWLEDGEMENT LETTERS SENT BY WMM

WMM sends Acknowledgment Letters to all donors. These letters are sent within one month of receipt of the donation. You will receive copies of these letters. However, we encourage you to also send a letter thanking your donors.

It is your responsibility to keep track of every donation, including the donor's contact information. WMM is not required to keep complete records of donors who have donated less than $250.

❖ DEPOSITS

WMM deposits donations on Wednesdays. Your donation should be received by WMM before 3:00 PM EST on Tuesday in order for it to be included in Wednesday's deposit. On Wednesday, a PA Program staff member will send you a confirmation email with the date of the deposit and when the deposit will be available for disbursement. If there is an emergency and you need a donation deposited off-cycle, please email us at fsprogram@wmm.com.

- No deposits are made December 15 to January 1 as we prepare for End of Year Reports, so please plan accordingly.

❖ DISBURSEMENTS

Complete and submit a *Disbursement Request Form* by Friday at 3:00 PM EST to receive a disbursement the following week**:**

- **Request a portion or all the monies in your account.** There is no minimum account balance required. You can request any amount that you have available in your account. However, WMM will not disburse amounts of under $25. All disbursements should before upcoming expenses.

- **You must detail how you plan to spend the money you are asking to be disbursed. Please include an itemized list that includes dollar amounts for each line item.**
- **Request for funds in amounts of $100 or more**. If after your Disbursement Request amount is factored and there's less than $100 in available funds remaining (i.e. $71 or 45, etc.), we will disburse the entire balance.
- **Remember to deduct fees from your donations**. The balance of your account is your total contributions less the fees (6%, 7%, or 9%). Example: if you had a $4,000 contribution and requested $4,000; your Disbursement check would actually be $3,760.
- **There is a $30 fee for disbursements to be sent via wire.** US based projects can sign up for ACH bank transfers at no additional cost. Please see the FS section of our website or contact fsprogram@wmm.com to request the proper form.

Disbursement checks are sent to your bank on file on Tuesdays and take 1-2 business days to hit your account.

"Check Payable" information: If mid-way through the project you establish a production company with a Federal ID number, please fill out the Project Information Update Form and attach a copy of your Federal ID certificate and a new W9.

❖ **INCOMING WIRE TRANSFERS**

We can accept wire contributions from your donors. Notify PA Program staff to obtain our bank information. Allow 3-5 days for us to receive the transfer from the bank. Our processing schedule is the same as checks. You should send in a Contribution Notification Form, noting that the contribution is coming by wire.

❖ **RECEIPTS**

Though we do not ask for receipts at the time of the disbursement, you must retain all receipts for the money you spend using funds disbursed by WMM. At the end of each year, our accountant will choose 10-15 projects to audit and if your project is chosen, we will be in touch to let you know what materials are needed. In addition, if you have received over $100,000 in disbursements, please be prepared to show your receipts at the end of the year. ATM receipts and cancelled checks are NOT considered project expense receipts. ***Note, WMM will send a 1099 for all monies disbursed to you during the year. If you are a US producer, you agree to submit 1099s for anyone you paid over $2,000 and, upon request, to submit copies of the 1099s to WMM. If you are based outside of the United States, you agree not to spend any funds disbursed through WMM in the U.S.***

❖ **ACCOUNT NUMBER**

Once your project starts receiving monetary donations, it is assigned an account number and a balance sheet. This account number will appear on the bottom part of your first check. You will need to use this account number on subsequent disbursement forms, so please note this number.

❖ **END OF THE YEAR ACCOUNTING REMINDER**

You will receive a report of donations and disbursements for your project at the end of the year when we request your final report.

❖ **YOUR PROJECT'S FINANCIAL ACTIVITY**

We fully understand the amount of time and effort it takes to complete an independent film; some of our sponsored projects have been open for a number of years. Some filmmakers will do their best to raise funds for their project to no avail, after which they choose to discontinue the project.

Also, while some filmmakers choose not to filter all funds they receive through WMM (i.e. they receive a grant that does not require a fiscal sponsor, or individual donors do not care about getting a tax benefit for their contribution), we encourage you to utilize our program to the fullest extent.

Please note that if there has been no financial activity for two years, WMM reserves the right to close your account.

❖ **HOW TO CLOSE YOUR ACCOUNT**

To close your account you must complete:

- *Account Closure Form*.

Please note that an account can *only* be closed if/when all:

- Funds have been withdrawn;
- Required reports to funders have been submitted; and
- Donors have been notified of the project's status.

If you have received funding for a project that you cannot complete, you MUST be accountable to your donors. Please inform us of your obligations and we'll discuss the best options for closing your project.

❖ **OUTREACH / IMPACT CAMPAIGN**

If you plan to seek distribution/outreach funds, we will need a new proposal and budget for these activities and you are responsible for providing them to WMM.

❖ **COMPLETING GRANT APPLICATIONS**

For grant applications, foundations may want specific information about your fiscal sponsor. To help complete the grant application, some of that information can be found by going to:

www.wmm.com > PRODUCTION ASSISTANCE PROGRAM> MEMBER LOGIN Password: fsmaker

If the application is asking for detailed information about the organization or WMM needs to be listed as the grantee, you must get approval from WMM to apply BEFORE beginning the application. Once you've been approved to apply, you must submit the final version of your application to us two weeks in advance of the due date. It's important that we see your final proposal so we can confirm that the relationship with WMM is accurately described.

For your reference, the following is language describing WMM and its role as the fiscal sponsor. You should include this language in all grant proposals.

> Women Make Movies (WMM), a nonprofit organization based in New York, is the world's leading distributor of independent films by and about women. WMM also helps women filmmakers realize their film productions with its unique Production Assistance Program, which offers filmmakers nonprofit tax-exempt status, consultations and workshops. Hundreds of films by women have been produced with the support of the program, winning Academy awards, Emmys and prizes at major film festivals worldwide. As a fiscal sponsor, Women Make Movies accepts and administers contributions for projects which have been carefully reviewed and accepted into our Fiscal Sponsorship Program. WMM is legally responsible for the funds received and insures that the funds are used for charitable activities, as agreed upon between the donor and recipient and that the donor reporting requirements are met in a timely fashion. We also provide technical assistance and consultations on the development of the project however al artistic and proprietary rights, title, interest in and to the completed project will belong to the Project Director.

Please clarify with the program staff at the foundation if they are looking for information about you/your project or your fiscal sponsor. Most often, when foundations ask for Organizational Background or Organizational Budget, they mean WMM, and you should clarify that WMM is your fiscal sponsor in your proposal. Whenever they ask for demographics, diversity statistics, or reference the Project, this generally signifies you/your project.

However, any time you are submitting information about WMM to a funder, you must let us know and send us a copy of your proposal for our files.

If a foundation requests something that is not available for download, you must contact us about it **two weeks** in advance so be sure to review the application's required materials ahead of time.

❖ APPLYING TO THE NSF, & OTHER GOVERNMENT GRANTING PROGRAMS

> For grants made by the National Science Foundation (NSF) or other State Arts and Humanities Councils, WMM is the Institutional Applicant, applying on your behalf. Although you provide the bulk of information and write the proposal for your project, WMM is responsible for submitting reports and project updates for those who are funded.

Application Timelines

You must notify us at least **one month prior to a deadline** if you will be applying for federal grants as WMM is the institution submitting the application on your behalf. Additionally, we must approve your **FINAL** proposal (not your rough draft) NO LATER THAN TWO WEEKS PRIOR TO FEDERAL DEADLINES. This allows us to give you feedback and any corrections within an adequate amount of time before the final deadlines.

BENEFITS

The following are just some of the benefits you'll receive as part of the Women Make Movies Production Assistance Program

DISCOUNTS TO WORKSHOPS /WEBINARS

Each project receives one free WMM fundraising workshop or webinar. For all other WMM workshops or webinars, you will receive the discounted rate of $10 off. We offer two workshop/webinar series each year: Spring and Fall.

Each series offers one fundraising or proposal writing workshop or webinar.

Please note that not every workshop/webinar is offered every 6 months.

FUNDRAISING AND DISTRIBUTION CONSULTATIONS

One of the benefits of being fiscally sponsored by WMM is the opportunity to receive feedback on your project proposal and/or sample. Each project is allowed two consultations throughout the life of its fiscal sponsorship with us. These meetings are held on Zoom.

- **Fundraising Consultations**

  Fundraising Consultations offer insight as to what a funder looks for in a proposal. The PA Program staff or consultant will read through your most current proposal and offer concrete notes and suggestions on ways to strengthen it.

  We encourage you to submit a link to your sample or fundraising trailer for feedback.

  We can also offer guidance and recommendations about where to obtain potential funding.

  Last, we encourage you to schedule your fundraising consultation after you have taken your free fundraising workshop or webinar.

- **Distribution Consultations**

Depending on what kind of help you are seeking, PA Program staff or consultants can give advice on distribution possibilities, festival strategies, potential broadcasters, or marketing ideas.

- **How do I request a consultation?**

To request a consultation, email fsprogram@wmm.com and specify which type of consultation you wish to schedule. The meeting usually takes from 30 minutes to one hour. Depending on which consultation you need, we'll forward a questionnaire which you must fill out and return in advance, along with a link of your work, a copy of your proposal, and any other additional materials we might request from you.

ACCESS TO ON-LINE RESOURCE MATERIALS

There are a multitude of resources available on our website: sample budgets and proposals, funder information, lists of distributors, screening venues, production resources, and much more! This is a tremendous benefit to program participants.We hope you will take advantage of it!

www.wmm.com > PRODUCTION ASSISTANCE PROGRAM> MEMBER LOGIN Password:
fsmaker

OPPORTUNITY TO HAVE YOUR FILM LISTED ON THE WMM WEBSITE WHICH IS AN EASY WAY FOR DONORS TO MAKE A CREDIT CARD CONTRIBUTION TO YOUR FILM

If you are interested in having your project listed on our site, please fill out the form linked here:

https://www.wmm.com/sponsored-project-form/

Updates are accepted at any time and usually go up within a week.

In order to receive credit card donations, your project must first be listed on the WMM site.

When a donation is submitted, you will be sent a Contribution email from PA Staff once it has been entered into your account (less the 6% fiscal sponsor fee plus a 3% credit card fee).

If you will be linking to our on-line donation page, we provide a donation widget filmmakers can embed in their website that links to the project page.

SCREENING & CONFERENCE ROOM

WMM's conference room is equipped for occasional production meetings and small screenings related to your production. Rough cut screenings can be held in our conference room, for participants of your choice or with WMM staff present. We're also happy to suggest participants. We really encourage you to take advantage of the space to host rough cut screenings!

For more information or to book a time in the conference room e-mail fsprogram@wmm.com or PA Program staff.

ACCESS TO WMM CATALOG

You can view any title in our distribution catalogue. Looking at other titles addressing comparable topics to your own can be very helpful. It's important to be aware of similar projects that have been made. *To request a password protected link please email fsprogram@wmm.com or PA Program staff.*

REFERRALS TO PRODUCTION RESOURCES

Upon request, the Production Assistance Program staff can provide you with referrals. Please email us at fsprogram@wmm.com.

SUBMITTING YOUR PROJECT TO WMM FOR DISTRIBUTION

If your project is **by and about** women, and you feel it's a strong fit with WMM's mission, please get in touch with program staff when your film is at the rough cut stage so we can advise you on next steps for distribution consideration.

- **WMM QUICK REFERENCE GUIDE**

CONTACT INFORMATION:

Women Make Movies
231 West 29th Street, Suite 1006
New York, NY 10001
Production Assistance Program Manager:
212.925.0606 x3200
fsprogram@wmm.com

FEDERAL ID NUMBER:

13-2740460

FOR DOWNLOADABLE ACCOUNTING AND ORGANIZATIONAL FORMS:

1) Go to: www.wmm.com
2) Click on the PRODUCTION ASSISTANCE PROGRAM
3) Click on MEMBER LOGIN

Password: fsmaker

PERMISSIBLE AND PROHIBITED ACTIVITIES

Following is a WMM's guidelines on lobbying. This list is by no means exhaustive and is meant only to serve as guidance.

Some Permissible Public Policy Activities

Meetings with or letters to government officials, including legislators, about a problem needing a legislative solution, so long as there is either no reference to specific legislation or no view expressed on specific legislation.

Communications with members of the general public about a social problem, so long as there is either no reference to specific legislation, no position taken on the legislation or no encouragement of the public to contact legislators or other government personnel concerning the legislation.

Meetings with or letters to government personnel other than legislators or their staff (such as mayors, governors or their staff) about specific legislation if the personnel contacted are not participating in formulating the legislation.

Efforts to influence regulations or other actions of an executive, judicial or administrative body.

Public interest lawsuits.

Communications directly to legislators or their staff regarding legislation that might affect the communicating organization's existence, powers and duties, or its exemption from taxes.

Responding to written requests from a legislative body or committee (but not one legislator) for technical advice or assistance on particular legislation.

Communicating the results of nonpartisan analysis, study or research on a legislative issue, so long as there is no direct encouragement of members of the general public to contact legislators or other government personnel concerning the legislation.

Some Prohibited Public Policy Activities

A letter to or meeting with a legislator encouraging the legislator to vote either for or against specific legislation or to submit a specific legislative proposal to the legislature.

An advertisement or pamphlet encouraging people to contact their legislators and to urge them to vote for or against specific legislation.

A public meeting where individuals are asked to sign a petition urging legislators to vote for or against specific legislation.

Publishing articles and producing radio and television broadcasts urging recipients to become involved in a political campaign on behalf of or in opposition to a candidate.

Preparing a fact sheet for a legislative committee describing one view of proposed legislation important to an organization's objectives, when such fact sheet has not been requested in writing by the committee.

{01745843; 7}