

Pinellas Park Angel Fund, Incorporated

Policies and Procedures

Introduction

This document shall act as the bylaws for the Pinellas Park Angel Fund, Incorporated. The Pinellas Park Angel Fund, is a non-profit organization created by the City of Pinellas Park to collect charitable contributions and distribute the funds to Pinellas Park residents and utility customers. Core funding for the organization comes from donations made through the utility billing process and from voluntary contributions. The Fund does not intend to duplicate existing services, but to support the efforts of the many organizations that currently serve our community, and to help create new opportunities where gaps exist.

The Pinellas Park Angel Fund, provides temporary financial assistance to Pinellas Park households to meet their basic needs. In addition, the organization supports special events and initiatives designed to bring new resources to the community. The Fund's priorities areas may be modified through its annual work programs to include other issues of importance to Pinellas Park residents.

Objectives

The Pinellas Park Angel Fund, Incorporated will solicit tax-deductible contributions from residents, businesses, and other contributors to support the following programs:

- Emergency financial assistance to incorporated Pinellas Park residents for past due rent, mortgage payments or utilities
- Emergency financial assistance to unincorporated Pinellas Park potable water, reclaimed water, and sanitary sewer utility customers.
- Scholarships to support participation in summer camp programs offered by the City of Pinellas Park. The child must be enrolled in the participating summer camp and the household must be residents of Pinellas Park to be eligible.
- Sponsorship of community events that link Pinellas Park residents to new resources, while helping to build strong partnerships with and among various service organizations within Pinellas Park

Fund Governance

The Board of Directors of the Angel Fund consists of the five members of the Pinellas Park City Council. The Board of Directors shall be made up of a President, a Vice President, a Secretary/Treasurer, and two Directors. The Board of Directors shall elect a President, Vice President and Secretary/Treasurer from among its members and shall serve a period of one (1) year. The City Manager for the City of Pinellas Park shall fill the role of Executive Director.

The Board of Directors and the Executive Director annually approves the Angel Fund's programming and budget. The Finance Administrator for the City of Pinellas Park shall fill the role of the Chief Financial Officer and will handle approving any necessary budget changes approved by the Board of Directors and overseeing annual audit. The Coordinator will be that of the Community Services Manager in the Community Development Department of the City of Pinellas Park. The Coordinator will assist the Angel Fund team with reviewing applications and ensuring daily tasks are handled.

Types of Assistance

Financial assistance funds are provided assist to low-income per the Eligibility Criteria section of this document. The funds can assist incorporated Pinellas Park households with past due rent, mortgage and utilities payments and unincorporated Pinellas Park utility customers. Eligible applicants will be granted funding on a first-come, first-served basis until available funds are expended. (Funds go directly to the service provider or landlord, not the applicant).

Scholarships are granted for recreational programs for youth and teen summer camps offered by the City of Pinellas Park. To be eligible for scholarships, the child must be enrolled in a summer camp offered by the City of Pinellas Park at the time of the application and be a resident of the City of Pinellas Park.

Community events that help to leverage additional resources to benefit low-income and disadvantaged households may also be supported through sponsorship by the Pinellas Park Angel Fund. Sponsorship may include support for site costs to encourage selection of Pinellas Park locations, or funding to support and encourage participation by other area service providers. There are limited funds for event sponsorships per fiscal year.

Budget and Fund Management

The Pinellas Park Angel Fund is a non-profit charitable organization. Contributions to the Fund are tax-deductible for federal income tax purposes pending recognition by the Internal Revenue Code as a tax-exempt charitable organization under IRC 501(c)(3).

The City of Pinellas Park and the Pinellas Park Angel Fund have agreed that the City may collect regular contributions from its residents, businesses and utility customers to support the activities of the Fund. Contributions collected by the City are transferred to and maintained in a trust account.

Angel Fund revenues derive largely from voluntary contributions from City of Pinellas Park utility customers. Utility customers may request that a monthly contribution of a fixed amount be added to their bill, or may write in an amount of their choice to make a one-time contribution through their utility bill. (Automatic contributions to the Fund are not included in delinquency statements and are not subject to collections procedures.)

The Fund also accepts one-time contributions by separate check, with receipts available upon request. The Fund receives support from the City of Pinellas Park and may engage in donation drives, corporate solicitations, and other funding efforts as needed and appropriate.

The Pinellas Park Angel Fund Board of Directors approve an annual budget based on estimated contributions. The budget includes, at a minimum, a) operating expenses, b) community assistance funds, and c) a reserve balance. Operating expenses and community assistance funds may be expended at the discretion of the Executive Director. Expenditures from reserve funds require majority approval by the Board of Directors.

Sponsorship and Promotion

Staff have implemented several strategies to raise awareness of Angel Fund donation and assistance programs within the community including a heightened awareness of the program via social media and a streamlined and efficient application process. Community events that help to leverage additional resources to benefit low-income and disadvantaged households may also be supported through sponsorship by the Fund.

Event Sponsorship may be undertaken at the initiative of the Fund or in response to a specific request. In order to allow the Fund to be responsive to community needs between meetings of the Board, the Executive Director may authorize event sponsorship in amounts up to \$500 per event with notification to the Board of Directors. Expenditures of \$500 or more will require approval by the Board of Directors.

Eligibility Criteria

To be eligible for individual assistance from the Pinellas Park Angel Fund, the applicant's permanent residence must be within the City of Pinellas Park corporate limits or within the Pinellas Park Utility Districts.

Selection criteria includes household income and household size. All residents of the household, even those under the age of 18, are included in the household size count. Eligible applications are granted funding on a first-come, first-served basis until available funds are expended. Funds are paid directly to the service provider rather than to the individual.

Applicants must submit an online application providing household financial information via the City of Pinellas Park's website. In order to be eligible for assistance by the Pinellas Park Angel Fund, applicants must fall within the income limits set forth in the Federal Poverty Level Guidelines. Applicants will be required to submit the previous year's tax return and/or last three pay stubs, identification for all household members over the age of 18, birth certificates for all minor children under the age of 18 and bank statements in order to demonstrate eligibility and need.

Additional documents may be required depending on the type of assistance requested. In addition to financial information, applicants will be asked to provide a statement briefly describing the reason for the assistance.

A household and individual may submit only one application for assistance per 12-month period excluding summer camp. Additional applications will not be reviewed or considered for funding. Eligible applicants will be granted funding on a first-come, first-served basis until available funds are expended. Applicants will be required to certify that all of the information provided in or attached to their application is true and accurate. If submitted information is found to be falsified, the application is deemed ineligible for funding and the applicant may forfeit their ability for any future applications.

Receipt, Review and Approval of Pinellas Park Angel Fund Applications

The Pinellas Park Angel Fund Coordinator receives, reviews, and approves or denies all Angel Fund applications. Applications are available on a Civic Plus software platform found only on the City of Pinellas Park's website. Once the application is submitted, staff will thoroughly review all submitted documents. Once the application is deemed eligible and all required documents have been submitted, the application will be reviewed by a manager for final approval. After final approval, the Accounting Division is notified to create a check for the service provider or landlord. If the application is denied, the applicant is notified for the reason of denial.

Waiver of Liability

The Pinellas Park Angel Fund provides financial assistance for critical services to members of the community. The Pinellas Park Angel Fund does not itself provide services and assumes no liability for services or products provided by third parties. Recipients of financial assistance from the Pinellas Park Angel Fund will be required to sign an acknowledgement certifying that all of the information provided in or attached to the application is true and accurate.

Anti-Discrimination and Anti-Harassment Policy

The Pinellas Park Angel Fund is committed to maintaining work environments, programs, and activities that are free of discrimination, harassment, and other forms of hostile, antagonistic, or disparate treatment. The Pinellas Park Angel Fund does not discriminate on the basis of race, color, national origin, religion, gender, marital status, age, physical or mental disability, sexual orientation, personal appearance, or other personal characteristics in the administration of its programs and services.