



Application and Agreement Guidelines Step-by-Step Process

It is imperative that all organizations applying for and receiving Tacoma Neighborhoods Together (TNT) services follow these guidelines. Due to new IRS regulations, close attention will be paid to non-profit donations made to TNT which is a 501(c)3 charitable organization.

Failure to follow these regulations and guidelines may result in the loss of the program's 501(c)3 status. Non-compliance may also jeopardize the tax deductible status of donations.

Application submission

1. Project coordinator or Neighborhood Business District representative must submit a *TNT Application Form* **at least 60 days** before the date of their special event or activity, including a letter of support from the Neighborhood Business District Association. (Letter must be on district letter head with president's or appointee's signature.)
2. You may obtain an Application Form by calling (253) 573-2523.
3. Once the application has been reviewed by the TNT Board of Directors, it will either be approved or rejected.
4. A letter indicating project approval/rejection will be sent to the applicant and/or project coordinator. If approved, a *TNT Fiscal Sponsorship Agreement* will be mailed for review and signature(s).
5. Once the *Fiscal Sponsorship Agreement* is signed by all parties, TNT will provide its *Tax ID number* for donation procurement.

Donation procurement forms are available if needed. All correspondence to donors must be done by project manager, not by TNT (except for invoice payments.)

Account Activation

Reminder: Once the application is approved and funds are transferred to or deposited in the TNT account(s), an administrative fee of 2% will be charged for all account activity. All donations requiring tax deductible status must be paid directly to Tacoma Neighborhoods Together (e.g., checks made out to same) **with the project name indicated in the memo line of the check**. Deposit slips will be supplied to the project coordinator and are required for accurate deposit of funds.

All invoices must be submitted to TNT by the vendor or service provider at **PO Box 943, Tacoma, WA 98401**. Invoices will be paid from the account (by TNT) directly to vendor or service provider. No payments will be made as reimbursement or otherwise to the business district association, its agents or the project manager.

Any money left in the account (or subaccount) after the end of the project must remain in the account. No payments will be made as reimbursement or otherwise to the business district association, its agents or the project manager.

SPECIAL REQUIREMENTS

If your event or project will involve the selling or service of liquor, you must apply with the Washington State Liquor Control Board for a Liquor License. This temporary license is only available through a 501(c)3 entity, and therefore, you must indicate Tacoma Neighborhoods Together as the applicant.

You can obtain the application on line at <http://www.liq.wa.gov/publications/Liq61250%20-%20ap%20for%20nonprofit%20arts.pdf>

DESCRIPTION:

Non-profit Arts Organization -- \$250

Allows a non-profit arts organization which sponsors and presents artistic or cultural performances to sell spirits, beer and wine to patrons for consumption on the premises.

A **special occasion license** allows a non-profit organization to sell liquor at a specified date and place. All proceeds from the sale of liquor must go directly back into the non-profit organization. "Selling" includes soliciting, donations, and most package deals.

The fee for a special occasion license is \$60 per day per location, and allows sales of spirits, beer and wine by individual serving for on-premise consumption. Special occasion licenses are limited to 12 single-day events per calendar year. The organization should apply 45 days before the fundraising events. You can pick up a special occasion license application at any local liquor store or agency, or contact the customer service desk at (360) 664-1600.

A **banquet permit** is for a private, invitation-only event (not open or advertised to the public). The liquor must be provided free of charge or brought by individuals attending the event. Package deals are allowed that may include, for example, the cost of dinner, liquor, and entertainment. To assure participants receive an equal share, tickets exchangeable for drinks may be issued as part of the package price. No separate or additional charge may be made for liquor. You can get a banquet permit for \$10 at any local liquor store or agency.

A **raffle permit** allows a non-profit organization to raffle liquor at a specified date and place. The fee is \$10 for a single event or \$25 for an annual permit. Please contact the customer service desk at (360) 664-1600 for an application.

If you have any **questions** or wish to inquire about **other permits**, please call the customer service desk at (360) 664-1600.

Obtain the previous license number from Tacoma Neighborhoods Together board of directors.