

GUIDING PRINCIPLES FOR SPARKPOINT FUND DEVELOPMENT



Goals:

1. Develop and propose recommended strategies by evaluating demographic need and build a consistent funding stream to support SparkPoint.
2. Research and identify funding streams to pursue that can support SparkPoint.
3. Ensure that on-going, consistent, and regular communication occurs amongst partners to maintain transparency and accountability and to avoid fund development conflicts.

Roles, Responsibilities, and Expectations:

- The Steering Committee and the Fund Development Committee will operate a comprehensive unit that provides an open discussion on topics related to resource development, strategy, and distribution.
- The Fund Development Committee will operate in a transparent manner that fosters partner trust, input and understanding of SparkPoint decisions and policies.
- The Fund Development Committee will work as a direct sub-committee to the Steering Committee where the entity will serve to provide sustainability best practices and recommendations.
- Steering Committee members disagreeing with final decisions are free to express their views to the lead agency, but should respect the decision of the entire body.
- The Guiding Principles for fund development will be reviewed at the onset of each fiscal year to reflect the SparkPoint center's fund development agreements.

Transparency, Accountability, and Equity:

- To be consistent with the model of transparency, SparkPoint partners should notify all steering committee members when applying for funding that names SparkPoint in proposal.
- The Steering Committee will strive to raise concerns about specific issues related to resource development during the period of time allotted by the committee prior to final decision-making.
- Any concerns about the Fundraising Committee must be raised to the lead agency which will express these views to the chair of the Fundraising Committee. The

Steering Committee will hold a discussion to rectify concerns on a case-by-case basis.

- To ensure equitable input concerning distribution of resources over multiple agencies, the Steering Committee will examine new resources on a case-by-case basis.

Decision Making Process:

- The Steering Committee will strive to reach consensus on fundraising decisions, but the use of voting will be acceptable in final decision-making.
- When the Steering Committee does not arrive at a consensus, fund distribution will be decided by either a 2/3 majority, a general majority of all steering committee members, or majority of members present during the time of voting.
- The Fund Development Committee is not permitted to make executive decisions without the approval of the Steering Committee.
- The Fund Development Committee is required to meet at least once per quarter to review observance of Guiding Principles. Emergency sessions can be called as necessary to fulfill all requirements of the committee.
- Due to the smaller membership of the Fund Development Committee, all members of the Fund Development Committee must vote in final decision-making.

Fund Development Strategy:

- Future funding from SparkPoint's general fund will be determined by the Steering Committee in the development of the following year's budget.
- SparkPoint partner budgets must reflect the cost of staffing at the SparkPoint center.
- If multiple agencies qualify to apply for funding, the Steering Committee will decide who should apply on behalf of SparkPoint based on strengths and partner agency relationships.

SAMPLE SPARKPOINT SUSTAINABILITY COMMITTEE SCOPE OF WORK

The SparkPoint Sustainability Committee will focus on resource development and fundraising that can help to strengthen the range of services that the Center is able to provide. In addition to SparkPoint members, the committee could also include potential project funders and supporters. Its activities will include:

- Operational Requirements: determine the funding level that will be required to cover the monthly operational costs of the SparkPoint Center.
- Service Support: Determine funding needed to support the key services that the partners agree should be part of the SparkPoint service menu but which require additional income in order to be included.
- Research on funders/resources: locate potential funders and providers of other resources for operations and key services.
- Identify strengths and assets of partners: identify assets of SparkPoint partners (e.g. networks, corporate and foundation contacts, skills in marketing/branding, etc.) that can be leveraged for fund and resource development.
- Sustainability plan: develop a sustainability plan that includes a five-year timeline, goals, activities, and persons/organizations responsible for each.
- Reporting: The Sustainability Committee will be responsible for providing an annual report to the SparkPoint partners describing its activities in the preceding year, the status of the sustainability effort, and the goals for the year ahead.