

Sun City Center Charitable Foundation, Inc.**1363 Emerald Dunes Drive****Sun City Center, FL 33571-4427****Form 1023 Attachment Index**

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Attachment 3

Part 1: Question 10: Certain organizations are not required to file an information return (Form 990 or Form 990EZ). If you are granted tax-exemption, are you claiming to be excused from filing Form 990 or Form 990EZ? If "Yes" explain.

The Sun City Center Charitable Foundation does not anticipate annual receipts in excess of \$25,000, for the foreseeable future. If, however, The Foundation's annual gross receipts exceed \$25,000, the Foundation will certainly file the appropriate Form 990.

Attachment 6

Part IV: Narrative Description of Your Activities

History:

The Sun City Center Charitable Foundation, Inc. is a newly formed Florida Corporation Not-For-Profit in July 2014. Therefore we have essentially no history.

For the foreseeable future we will be a Not-For-Profit Florida Corporation managed by an all-volunteer staff. We are currently moving slowly with our planned activities until we have completed all necessary documentation and receive all government authorizations to proceed as a 501(c)(3) IRC Tax Exempt Organization by the IRS.

Current Activities:

We are currently in the process of planning a "Roll Out" announcement with reporters from our local media, including both radio and newspaper media. After the press release we will talk to local financial advisors, local attorneys and local businesses and residents to obtain their professional and financial support.

The Foundation will serve the nearly 25,000 senior citizens of Sun City Center Community and at-risk children of primarily migrant workers residing in neighboring communities. Our goal is to establish Funds that support areas of interest such as a Christmas Toys for Children Fund, Refurbished and New Computers for Needy School Children Fund, a Community Beautification Fund, an Animal Assistance Fund, and A Leave Your Legacy Fund. Donor Advised Funds and Field of Interest Funds will certainly be encouraged for residents and/or businesses who might wish to support the Foundation's areas of interest.

We wish to give every one of the nearly 25,000 senior citizen residents an opportunity to participate in the philanthropic process. We believe that our senior citizen residents and business community will fully support the goals and objectives of these funds, and that many will create their own donor advised and field of interest funds over the years. Our community is very sympathetic to all of the above areas of interest and we do not anticipate any problem fundraising and supporting our funds as well as granting money to other local IRS approved 501(c)(3) not-for-profit charitable organizations

From an educational perspective we are supporting the refurbishment of used computers that will then be donated to local elementary schools who will give them to needy children to enhance their educational and academic achievement. Since much of today's schoolwork and class assignments in Florida are available through the Internet, it is important that children have the skills and equipment to access the Internet. Many of the parents of children in our adjacent communities do not have the resources to provide computers for their children. This situation hurts their opportunity to learn and keep up with the more affluent families. Our goal is to rectify that situation.

The Foundation has also established a Legacy Fund whereby residents are asked to bequeath at least \$1,000 to the Legacy Fund as appreciation for the wonderful lifestyle they have experienced during their retirement years in Sun City Center. Those funds will be used to continue to improve the communities appearance and recreational facilities, as well as improving the lifestyle for residents.

Future

This Foundation intends to be a developer of resources, seeking solicitations from the public and private sector, donating funds for special programs, and for the development of permanent and accessible endowments to community residents for purposes dedicated to the betterment of the community and residents. The Foundation also intends to be a grant maker, carrying out the charitable goals of the community as well as assessing community needs and setting priorities for the distribution of its unrestricted funds.

It will take several years before this organization is financially able to offer grants to other charities. The awarded money will be tracked to ensure that it is being utilized for the purposes of the grant. After the organization is financially able to offer grants to the community, then the selection of each grant recipient will be by majority vote of the Board of Directors of the Sun City Center Charitable Foundation, Inc.

Who Conducts the Activity?

The development, organization, and delivery of the activities shall initially be conducted by the Sun City Center Charitable Foundation Board of Directors and through an appropriate Committee structure. The Board has been deemed the best asset for carrying out such activities due to the member's professional backgrounds and experiences.

They will meet monthly to discuss foundation advertising, donation solicitation and acceptance, grant writing applications, and the acceptance of local grant applications, along with discussing other organizational agenda items.

As appropriate the Board may call on other public and private organizations to assist with providing assistance in ongoing activities.

When is the Activity conducted?

At this time, much of the activity is limited to Board of Director meetings, but letters are being prepared to solicit refurbished computers from local and national computer businesses and for used computers from local residents. We have also started approaching professional financial advisors and attorneys to enlighten them about our Foundation and it's purpose.

What City is the Activity Conducted in?

The target audience for the Sun City Center Charitable Foundation, Inc. lives in Sun City Center, FL, and adjacent communities such as Wimauma and Ruskin. Since a large number of our residents are snowbirds we anticipate conducting fundraising and business with our snowbird friends who spend summer months living in communities across our nation.

How Does the Activity Further Your Exempt Purposes? ☐

The Foundation is formed for educational and charitable purposes as well as being able to provide an increase in the quality of life for our 25,000 local senior citizens and hundreds of at-risk children through monetary and/or material support.

What Percentage of Your Total Time is Allocated to the Activity? ☐

1. Foundation's Monthly Board Meeting (2 hrs.) –Includes discussions of topic related to the establishment and operational procedures for the Foundation.
2. Follow-up Meetings and email consume considerable time. Issues surfaced during a Board meeting and new ideas generated by Board members consume considerable time at follow up meetings and by using the email process.
3. Individual directors spend considerable time on their own working to address action items assigned to them during our Board meetings.

Once we hear from the IRS that we have been approved as a 501(c)(3) Charitable Foundation, then we will become heavily engaged by executing our Marketing Strategy. Each Board member will be busy talking to potential residential and business donors.

How is the Activity Funded?

The Sun City Center Charitable Foundation, Inc. will be funded primarily through contributions from the general public and from private organizations, including, but not limited to individuals, nonprofit organizations, government agencies, private companies, and corporations. Until we receive our IRS 501(c)(3) status we will be funded by Board members who are committed to the purposes of the Foundation and its success.

List Alternative Names Under Which You Operate?

None

Attachment 7

<u>Name and Address</u>	<u>Title</u>	<u>Compensation</u>
Walter G. Cawein 1363 Emerald Dunes Drive Sun City Center, FL 33573	President	None
Edmund L. Barnes 1205 Knights Gate Court Sun City Center, FL 33573	Vice President	None
Paul Wheat 2211 Westminister Manor Lane Sun City Center, FL 33573	Secretary	None
Debbie Caneen Director of Admissions Sun Towers Retirement Community 101 Trinity Lakes Drive Sun City Center, FL 33573	Director	None
Connie Lesko 646 Sundance Trail Wimauma, FL 33598	Director	None
Gwenn Miller 441 Noble Faire Dr. Sun City Center, FL 33573	Director	None
Clifford Oldham 206 Sola Lane Sun City Center, FL 33573	Director	None
Thomas P. Ritenour 881 Reflections Loop East Winter Haven, FL 33884	Director	None
Marvin S. Sudman 1807 Del Webb Blvd E Sun City Center, FL 33573	Director	None
Dallas Tuthill 2023 Berry Roberts Drive Sun City Center, FL 33573	Director	None

The Foundation currently does not have any Trustees or Employees

Attachment 8

Part V: Question 5a: Have you adopted a conflict of interest policy consistent with the sample conflict of interest policy in Appendix A to the instructions? If "Yes," provide a copy of the policy and explain how the policy has been adopted, such as by resolution of your governing board. If "No," answer lines 5b and 5c.

Yes, the Conflict of Interest Policy for the Sun City Center Charitable Foundation can be found at **Attachment 8a. The policy has been unanimously adopted by the Board of Directors during its monthly Board meeting January 20, 2015.**

1/26/15

Attachment 9**Part V: Questions 9b – 9f: Compensation and Other Financial Arrangements With Your Officers, Directors, Trustees, Employees, and Independent Contractors**

The Sun City Center Charitable Foundation, Inc. does not have any oral or written financial arrangements with anyone, and we intend to keep it that way for as long as possible. If the need should ever arise for a paid part time staffer, or a paid investment professional then a market value stipend will be offered each party. Since Sun City Center is largely a community of volunteers, and if appropriate, we may seek volunteers with professional experience to help us. The individuals will certainly receive public notoriety from the Foundation for their contributions to the Foundation.

There are no signed leases, contracts, loans or other agreements relating to such arrangements. The proposed compensation herein is based on speculation only, and may never be necessary.

Attachment 10

Part VI: Question 1b: In Carrying Out Your Exempt Purposes do you provide goods, services, or funds to organizations? If “yes” describe each program that provides goods, services, or funds to organizations.

The Sun City Center Charitable Foundation is organized and shall be operated exclusively for charitable and educational purposes to include but not be limited to at-risk-youth outreach and welfare, senior citizen welfare, and the overall appearance of our community.

Furthermore, it is anticipated that the Foundation will grant money to other 501(c)(3) charities, and donate computers to local primarily elementary Hillsborough County, FL schools. For example, computers that have been refurbished to meet school technical requirements will be donated to the schools who will then give the computer to needy children. Also, toys and money raised for toys for children during the holiday season will be given to local charities for distribution to needy families. Those schools and charities who will receive such funds and merchandise will be selected by the majority vote of the Board of Directors.

We will support all related activities by granting funds to organizations that support our mission and qualify as exempt under Internal Revenue Code Section 501(c)3.

Attachment 11

Part VIII: Question 4a: Do you or will you undertake fundraising? If "Yes," check all the fundraising programs you do or will conduct. (See instructions.) ☐ Attach a description of each fundraising program.

The Foundation intends at some point to conduct solicitations to include but not be limited to media: mail, email, personal, foundation grant, government grant, real property, and eventually by accepting donations on our website. Such solicitations will be used to support each of our established Funds including Christmas toys for Kids, Refurbished Computers for kids, Community beautification, Recreational Facilities enhancements, and to enrich the welfare of pets, animals, and our Senior Citizens.

Mail Solicitations

We will be sending fundraising letters to select businesses and individuals at least annually to request that they donate funds to support our established funds, and or to create a new Fund of interest to them.

Email Solicitation

We will be utilizing internet solicitation methods, including but not limited to email, social media contacts and other mediums.

Personal Solicitation

We will be fundraising by approaching a broad spectrum of entities and individuals in person to share the mission of the Sun City Center Charitable Foundation, Inc. and seek public support.

Foundation Grant Solicitations

We will be applying for private or public foundation grants. We have no current arrangement for this method at this time.

Vehicle, Boat, Plane, or Similar Donations

We do not anticipate donation of boat or planes, but in case of donated vehicle (such as automobile) we accept this kind of donations with the intent of using the vehicles for the corporation's mission. The donated vehicles will not be use for any other activities other than those that will further our status.

Accept Donations on Our Website

We plan to accept donations on our website. This function will eventually be accessible through a "donate" tab on the website of the corporation. The payments will be processed by PayPal, Inc. and will be directed to the corporation's bank account.

Other

Slideshows and Lectures. We will be accepting donations during our lectures and slideshow program and expeditions.

Small Scale Fundraising Events. At times we will be holding road-side small-scale awareness and fundraising at local events such as annual community events. The work performed for such events shall be "Volunteer Labor" and without compensation.

Web-related Donations. We may make arrangements with commercial organizations for donations based on sales referrals. For example, some web sites (such as Amazon.com) allow nonprofit organizations to receive donations for sales which were referred from their web site. Some local businesses in our area might also make such offers to non-profit organizations. We would only consider this for items and services related to our organization's activities. We currently have no specific plans or contracts, but it's prudent to mention the possibility.

Sale of Merchandise. We may have shirts, hats, mugs and similar items available through our website which will bear our logo and mission statement. We are only considering the sale of donated and contributed products at this time. The revenue from this activity is anticipated to be insubstantial and we have no current arrangement or contract for this.

Attachment 12

Part VIII: Question 4d: List all states and local jurisdictions in which you conduct fundraising. For each state or local jurisdiction listed, specify whether you fundraise for your own organization, you fundraise for another organization, or another organization fundraises for you.

The Sun City Center Charitable Foundation will perform its own fundraising, and will conduct most of its fundraising in Sun City Center, Hillsborough County, Florida. However, because we have so many "snowbirds" from all over the country residing in Sun City Center, we would like to reserve the right to engage in fundraising with our snowbirds who may reside in any or all 50 States of the United States whether via email solicitation, mail-outs, or possibly presentations.

We will not raise funds for other organizations; No other organization will raise funds for us and we will only fundraise for ourselves. This rule holds true for all 50 States of the United States.

1/26/15

Attachment 13

Part VIII: Question 4e: Do you or will you maintain separate accounts for any contributor under which the contributor has the right to advise on the use or distribution of funds? Answer “yes” if the donor may provide advice on the types of investments, distributions from the types of investments, or the distribution from the donor’s contribution account. If “yes” describe this program, including the type of advice that may be provided and submit copies that may be provided and submit copies of any written materials provided to donors.

We do not anticipate maintaining separate accounts for contributors nor soliciting contributions where the donor has the right to advise how to use or distribute the funds. However, we will comply with and recognize special requests, notes, terms and conditions which are specified by contributors and will maintain a separate account for that specific donation. An example of this rule is foundation grants. There may be situations whereby we solicit a foundation grant for a specific purpose; (e.g. Toys for Kids, or Animals, or Senior Citizen Welfare) and in those cases the grant, if awarded, will probably have restrictions on the activities it can support. Honoring those terms is inherent in the grant application process.

Please see our “Agreement to Establish a Donor Advised Fund” **attached**.

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Attachment 14

Part VIII: Question 11: Do you or will you accept contributions of: real property; conservation easements; closely held securities; intellectual property such as patents, trademarks, and copyrights, works of music or art; licenses; royalties; automobiles; boats; planes, or other vehicles; or collectibles of any type? If yes describe each type of contribution, any conditions imposed by the donor on the contribution, and any agreements with the donor regarding the contribution.

It is anticipated that the majority of the contributions received by the Foundation will be cash, however, the Foundation may eventually determine by majority vote of the Board of Directors to accept real property donations limited to such items as real estate, stocks and automobiles, if said contributions further the purposes of this corporation. We will not accept donations if any conditions imposed by the donor on the contribution limit the corporation's ability to achieve its purposes or force this corporation to conduct activities that are not in furtherance of its 501(c)(3) purposes. We will ensure that donations are accepted in accordance with 501(c)(3) regulations and we will properly determine fair market value according to IRS Publication 561. We currently have no specific plans to accept anything other than cash, but it's prudent to mention the possibility.

Attachment 15

Part VIII, Questions 13a, 13b, 13d, 13f, 13g

Overview:

The selection process for identifying appropriate 501(c)(3) organizations to receive funds from the Foundation will be tightly managed, because we want to support organizations that have a definite structure in place with a firm standing in the community. Physical visits to the facilities and connecting with program management is important to the Foundation's Board of Directors to assure that our donated funds reach the intended residents and neighbors in need.

Grants will become a part of what we do in future years. It makes sense that while our effort to support toys for Christmas and computers for school children in need creates important volunteer experiences for people, that we will eventually see significant amount of cash contributions. As our funds grow we see the Foundation becoming willing to receive requests for grants in writing, followed by site visits and meetings with requesting organization(s).

We plan to monitor the charities we grant money to through site visits, staying in communication with the directors of the organization(s) and through reviews of their 990 filings. We have no written contracts with any organization nor money earmarked for specific organization(s). We intend to use organizations to help fulfill our mission and purpose.

13a: Do you or will you make grants, loans, or other distributions to organizations? If "yes" answer lines 13b through 13g.

The Foundation will distribute funds to other 501(c)(3) organizations and local schools. We do not offer or provide grants or loans to other organizations. Distributions to other organizations will be documented with copies of receipts, letters or other relevant documents. According to our bylaws, any distribution would have to be approved by the board of directors. The method of approval would be documented. Distributions to organizations have not yet occurred since the incorporation.

13b: Describe how your grants, loans, or other distributions to organizations further your exempt status?

The exempt purpose of the organization is to donate funds to charitable organizations within Sun City Center, FL and immediate surrounding areas. Distributions to 501(c)(3) organizations further this exempt purpose. We will not offer or provide loans or grants to other organizations. The board of directors will conduct due diligence and maintain control of any funds contributed and will comply with all applicable laws and guidelines to further our exempt status.

13d: Identify each recipient organization and any relationship between you and the recipient organization.

The Foundation has not yet distributed funds and therefore has not identified recipient organization(s).

13e: Describe the records you keep with respect to the grants, loans, or other distributions you make.

The Foundation will keep a record of the date and amount of the distribution to the recipient charitable organization(s) and will retain the organization's proof of exempt status.

13f: Describe your selection process, including whether you do any of the following:

The selection of the recipient organization will be made by the affirmative vote of a majority of the Board of Directors. The only requirement for considerations that the organization be a 501(c)(3) organization and that it supports the activities of the Foundation.

(i) Do you require an application form? If "yes" attach a copy of the form.

Yes, please see Grant Application and Proposal Form attached as Appendix G.

(ii) Do you require a grant proposal? If "yes" describe whether the grant proposal specifies your responsibilities and those of the grantee, obligates the grantee to use the grant funds only for the purposes for which the grant was made, provides for periodic written reports concerning the use of grant funds, requires a final written report and an accounting of how grant funds were used, and acknowledges your authority to withhold and/or recover grant funds in case such funds are/or appear to be, misused.

Yes, please note that all grantees are obligated to use grant funds only for the purposes for which the grant was made, provide periodic written reports concerning project status, and an accounting of how grant funds were used. Grantees are also informed of Foundation's authority to withhold and/or recover grant funds in case such funds appear to mis-used.

Please see Grant Application and Proposal Form attached as **Attachment 16** and Grantee Reporting Form attached as **Attachment 17** for more detailed grantee requirements.

13g: Describe your procedures for oversight of distributions that assure you the resources are used to further your exempt purposes, including whether you require periodic and final reports on the use of resources.

All distributions will be limited to 501(c)(3) charitable organizations. A member of the Board will be assigned the responsibility to monitor project status and funding profile for each project. The Director will report on the project progress and status to the Board of Directors during each monthly meeting. Also, Foundation treasurer will maintain a listing of all grants and will report funding status at each Board of Directors meeting.

Attachment 17, Grantee Reporting Form also will assure us that our resources are being used to further our exempt status.