

# Another Way Enterprises

PO Box 853

Cottage Grove, Oregon 97424

www.anotherwayenterprises.org

*Our Mission: To promote stronger communities and facilitate development of sustainable local economies through public education, research, networking, and support of sustainable local enterprises and community building activities.*

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## **A.W.E. PROJECT PACKET**

Another Way Enterprises (A.W.E.) is dedicated to "promoting a stronger community and sustainable local economy" in Cottage Grove. A.W.E. provides a non-profit umbrella for local projects who are dedicated to building community through their volunteer efforts. Below you will learn more details on being an A.W.E. project.

### **Tax-Deductible Donations**

Donors to your project are eligible for a tax-deduction based on their donation amount. This allows you better fundraising capabilities.

### **Grant Eligibility**

Many grants are only available to non-profits. Once you become a project, your project is considered to be a part of Another Way Enterprises, an Oregon public benefit non-profit, 501(c)3 tax exempt organization, and eligible to apply for grants.

### **Website**

The A.W.E. website provides an online presence for our projects. The website has an Our Projects section that includes individual project pages for each project, including links to the project's website and/or Facebook page. Our website also offers a PayPal link for each project that wants one on the Donate page.

### **Management Structure and Procedures**

A.W.E.'s administrative structure is designed to allow maximum self-management for each project while still maintaining an appropriate level of responsibility to the organization as a whole. These policies and procedures are designed to facilitate

clear and efficient communication between the A.W.E. Board of Directors and the A.W.E. projects. These are not static structures but ones that should change with time as A.W.E. learns how to be better at what it does. To learn more, please review our Policies & Procedures Manual.

## **Mission Statement**

A.W.E.'s mission is to promote stronger communities and facilitate development of sustainable local economies through public education, research, networking, and support of sustainable local enterprises and community building activities.

We ask each project to generate its own mission statement that, by law, must fall within the guidelines of A.W.E.'s mission statement. This statement not only serves as an information point for the public, but also as the foundational piece of your charter with the A.W.E. Board. By agreeing to accept your project we are authorizing you to raise and spend money in the service of your mission statement.

## **Project Reports**

A central component of your project's responsibility to the A.W.E. Board is to keep the Board informed about your project. To that end we ask you to submit a written update approximately one week before our bi-monthly board meetings. The Board will make every effort to remind you to send in your update, but we ask that you include this in your project's planning cycle. This allows the Board to be sure our project's activities are in keeping with our mission statement and allows the Board to plan for whatever support your project may require from us.

## **Grants**

When you apply for a grant or sign a contract you are committing not only your project to the terms of agreement, but A.W.E. as a whole. In other words, the A.W.E. Board is ultimately responsible for any contract entered into by your project. Therefore all grants, leases, and contracts need the approval of the Board. This includes any reporting or monitoring paperwork required by a particular grant. The writing of those reports is your project's responsibility, but be aware that the Board must review and approve these reports and will need sufficient time to do so.

## **Board/Project Interface**

If you have an agenda item that requires A.W.E. Board approval please provide a copy, either written or emailed, of your proposal to the Board at least one week in

advance of our scheduled board meeting. If you are unable to do this please do not expect that your agenda item will be acted upon. If you absolutely need action on an item before the next board meeting, address your request to the Board President. The President will be responsible for gathering approval or disapproval from all board members. The Board meets every other month on the last Monday of the month. This meeting schedule is subject to change, and the Board will send you notice of any scheduling changes.

### **Bank Account**

Your project's funds will be maintained in A.W.E.'s bank account. Please see the Policies & Procedures Manual for deposit and reimbursement details. You must adequately document all revenues (including source) and expenses (including receipts). At the end of the year you are responsible for submitting a year-end financial report to the A.W.E. Board.

### **Annual Administration Fee**

Each project will be assessed an annual fee for administrative costs. This fee is based on the amount of funds each project has in the A.W.E. bank account and will be assessed on each project's account balance averaged on a bi-monthly basis.

### **Policies & Procedures Manual**

The Policies & Procedures manual contains detailed information on the topics mentioned above. Please use the manual as a reference guide for your project and follow the procedures carefully. If you have any questions on a specific policy or need assistance with following a procedure, please contact the Board via email.