

Sample Form 1023 Attachment

Protect the Environment Now Education Fund
EIN: 48-1841985

Part IV. Narrative Description of Your Activities

Save the Environment Now Education Fund. ("Fund") is organized to conduct and distribute research, studies, and analysis relating to environmental and economic issues. The Fund seeks to focus public debate on solutions to environmental problems and safe alternatives to threats to the environment. The Fund intends to develop policy solutions and proposals to address environmental problems including, but not limited to, air and water pollution, toxic waste generation and disposal, pesticide and herbicide use, workplace hazards, and soil degradation. The research, education, and outreach activities will be aimed toward promoting pollution prevention and changes in production sources that would assist in reducing or eliminating waste and pollution.

The Fund will concentrate its educational and outreach activities in communities and neighborhoods most directly affected by contamination, with an emphasis on low- and middle-income, multicultural, and rural communities. Resources will be directed toward grassroots organizations that work principally with these groups.

Research

The Fund will conduct research projects on specific environmental problems and threats, addressing those issues that affect day-to-day lives and health of people in these communities. This research will be the basis for developing educational materials. Each year, the Board of Directors, with the advice of technical and public policy experts, will approve several issues for research projects. For example, these topics might include household hazardous waste, energy production and market uses, low-chemical agriculture, and ozone depletion. The Fund's initial study will focus on household hazardous waste, particularly looking at possible collection programs, the effects of such waste in landfills and incinerators, and the related costs of such waste.

With the financial assistance of foundations, private donors, and the public, the Fund will collect information on and study these issues and will incorporate the results of its research into written materials that are accessible to members of the general public, as well as to grassroots leaders and policymakers. These materials will be announced in the press to ensure that the general public is aware of their availability. In addition, the Fund will sponsor workshops on results of the research for citizens and community leaders.

While the Fund may express a point of view or set forth recommendations on an issue, all publications will be written with a view toward exploring the broad range of approaches and solutions to complex public policy issues in order to ensure a full and open-minded presentation of the facts. For each project, the Board of Directors will seek to recruit technical and public policy experts, scientists, and other qualified individuals, including community and business leaders.

The Fund’s Board of Directors, officers, and staff are qualified by educational and professional experience to direct and conduct research on environmental issues. Each Director has been active in environmental and community organizations and on projects related to the environment.

Public Education

In an effort to promote understanding about environmental hazards and innovative policy approaches to these threats, the Fund will disseminate information from the research program to grassroots leaders, policymakers, and the general public. This includes contributing educational news to a newsletter.

The Fund will sponsor educational and public forums on various issues in order to increase understanding and knowledge of environmental issues and solutions.

Emphasis will be placed on providing forums that reach issues of interest to specific populations. For example, the Fund will seek to open debate on low-chemical agriculture and organic agriculture for family farmers, to educate the public on unsafe hazardous waste disposal, and to address contamination and remediation in rural and multicultural communities.

Part V. Compensation and Other Financial Arrangements

Lines 3a and 3b

Name	Stanley A. Dunbar
Title	Director
Qualifications	Owns a business in the watershed
Average Hours Worked	10 hours/month
Duties	Manage affairs of the Fund
Receive compensation from any other organizations that are related through common control?	No
Name	Robin Jennings
Title	Director
Qualifications	Bachelor’s degree in environmental education
Average Hours Worked	10 hours/month
Duties	Manage affairs of the Fund
Receive compensation from any other organizations that are related through common control?	No
Name	Marcia A. Tenser
Title	Director
Qualifications	Former officer - local neighborhood organization
Average Hours Worked	10 hours/month
Duties	Manage affairs of the Fund
Receive compensation from any other organizations that are related through common control?	No

Name	Pauline Karper
Title	President
Qualifications	Ten years experience in environmental organization management
Average Hours Worked	15 hours/month
Duties	Chief executive officer of the Fund; supervise and control all of the assets, business, and affairs of the Fund. Preside over Board meetings; perform other duties as directed by Bylaws of the Fund.
Receive compensation from any other organizations that are related through common control?	No
Name	Lawrence Gannett
Title	Secretary/Treasurer
Qualifications	CPA; owns accounting business
Average Hours Worked	15 hours/month
Duties	Keep and maintain record of minutes of Board meetings; keep and maintain corporate records; prepare and submit annual report of the Fund' custody of and responsibility for all funds and securities of the Fund; perform other duties as directed by Bylaws of the Fund.
Receive compensation from any other organizations that are related through common control?	No
Name	Sheila Cummings
Title	Executive Director
Qualifications	Ten years of experience with environmental education and advocacy organizations
Average Hours Worked	30 hours/week
Duties	Direct and manage daily affairs of the Fund; public spokesperson for the Fund; work with Board to develop projects and funding for the Fund.
Receive compensation from any other organizations that are related through common control?	Ms. Cummings may receive compensation from Protect the Environment Now, an organization related to the Fund through common control.

Lines 9b-f

The Fund has three (3) Directors who also serve as Directors of Protect the Environment Now (“PEN”), a 501(c)(4) nonprofit corporation. The Fund and PEN will share facilities, staff, and office equipment as allocated by use on a reasonable basis. (See the attached “Agreement for Allocation of Costs and Reimbursement of Expenses” for the details of this arrangement.) The Fund will submit an invoice to PEN for its allocation of costs, and PEN will reimburse Fund for those costs.

All arrangements will be negotiated at arm’s length. PEN will reimburse Fund for its costs at fair market value. Fund will not earn a profit from these arrangements.

Part VI. Your Members and Other Individuals and Organizations That Receive Benefits From You

Lines 1a and 1b

The Fund will prepare studies and briefing papers for distribution to the general public, including both individuals and organizations. The fees for these materials, if any, will be nominal and will be based on the costs of production.

Line 3

The materials provided above will be given or sold without regard to the individual receiving them. Some individuals who receive materials may have a family or business relationship with an officer, director, trustee, employee, or independent contractor of the Fund, but this relationship will not warrant special discounts or eligibility to receive the materials.

Part VIII. Your Specific Activities

Lines 2a and 2b

While primarily a research and educational organization, as described in Part IV (above), the Fund may conduct some lobbying activities. The Fund is electing to have its legislative activities measured by expenditures, as defined in IRC Section 501(h) and IRS regulations. The Fund will allocate resources for activities to influence legislation in accordance with the 501(h) Expenditure Test and its related regulations. Form 5768 is attached.

Line 4a

The Fund will use its staff, directors, and others active in the organization to solicit individual and corporate contributions via mail, email, phone, and personal solicitations, and will devote a page on its website to soliciting and processing tax-deductible donations. The Fund will also seek out and submit proposals to government and foundation grant sources.

Line 4d

The Fund will conduct its own fundraising in each of the 50 states and the District of Columbia, and intends to comply will all applicable state and local fundraising laws and regulations. The Fund does not intend to fundraise for other organizations nor to use other organizations to fundraise for it.

Line 10

To the extent that the Fund will publish studies and other reports in its own name, the copyright is expected to be owned by the Fund.

Lines 13b-g

As described in Part V, Lines 9a-f (above), the Fund will from time-to-time provide grants to PEN for certain educational activities that will further the exempt purposes of the Fund (that is, the grants to PEN will be to carry out activities that the Fund could itself engage in). The Fund does not intend to make grants, loans, or other distributions to any organizations other than PEN. PEN is a 501(c)(4) organization affiliated with the Fund through common control and shared facilities, staff, and office equipment. The Fund's grants to PEN will be provided on the basis of proposals from PEN that fully describe the nature of the educational activities to be funded. Each grant will be for a fixed dollar amount, will define a grant time period, and will require a written report from PEN upon completion.

The written report will confirm that the grant was used for the purposes described in the proposal and furthered the exempt purposes of the Fund.

Line 15

As described throughout this application, the Fund has a close connection with PEN, a 501(c)(4) corporation. In light of their mutual goals, the Fund and PEN have common directors, as well as shared staff, facilities, and office equipment (as described above).

Part IX. Financial Data

A. Statement of Revenue and Expenses

Line 9

Itemized list currently unavailable.

The Fund intends to prepare studies and briefing papers for distribution to the general public, including both individuals and organizations, some of which may require a fee for purchase. The Fund may also seek grants from a governmental unit that are actually payments for research conducted for the government payer. Any such gross receipts received by the Fund will be reported to the IRS as part of the Fund’s annual information returns.

	Proposed 2006	Proposed 2007	Proposed 2008
Office Equipment	\$20,000	\$5,000	\$5,000
Phone	\$2,000	\$2,000	\$2,000
Office Supplies	\$2,500	\$2,500	\$2,500
Copying/Printing	\$5,000	\$5,000	\$5,000
Postage	\$5,000	\$5,000	\$5,000
Travel	\$2,500	\$2,500	\$2,500
TOTAL	\$37,000	\$22,000	\$22,000