



Subject: Administrative Fee Policy

Purpose

PEF is a non-profit organization that works collaboratively with the community to help address the immediate needs of the Clark County School District (CCSD) to ensure all of its students can succeed. Our goal is to ensure donor funds are spent efficiently for the purposes for which they were intended. Part of ensuring this outcome is for PEF to administer these programs as effectively as possible. As such, we charge an administrative fee for the donations we handle. Those fees range from 3%-15%, depending on the extent and complexity of the work required to manage and administer the donation. Fees are established after discussion and agreement with each individual donor in each situation.

Scope

This policy applies to:

- Donors or partners who establish a fund at the PEF with the expectation of creating one-year or multi-year scholarships and require PEF to advertise scholarships, recruit applicants, review and score applications, select recipients, pay scholarships, as well as monitor and/or otherwise administer scholarships for students in Nevada or other parts of the country;
- Schools and partners who establish a fund or donate money for the PEF to manage and also require PEF to accept, disburse, and/or monitor funds; and
- Grants where the PEF assists in writing applications, and/or accepts funds and tracks grant activity as required by donors and/or applicable government rules.

Calculation of Administrative Fees

Scholarships: Fees will vary depending on the work involved or whether PEF receives other donations or in-kind services from the donor. All fee levels will be charged in agreement with the donor.

- No fee will be charged to school-sponsored scholarships due to the in-kind services provided by the Clark County School District.
- Scholarship donors who set up a fund with the intent to award a scholarship that renews annually will be charged an administration fee of 3% for the total dollar commitment, charged when scholarship funds are deposited.
- Scholarship donors who establish a fund with an intent to award a scholarship that renews twice a year will be charged an administration fee of 5% for the total dollar commitment, charged when scholarship funds are deposited.
- Donors who award scholarships across multiple states will be subject to a 5% fee or 10% fee; as agreed, depending on the number of applications anticipated and the amount of tracking and other administrative activities as required by the donor.



- Scholarships that require monitoring or administrating above and beyond what would be considered typical scholarship management will be subject to a 10% fee.
- PEF reserves the right to establish, in agreement with the donor, reasonable management obligations, procedures, and policies to efficiently administer individual scholarships and the overall Scholarships Plus Program.

School and Program Services: Fee is based on a fair estimate of PEF's internal management costs.

- Schools or donors who establish a fund or donate funds to be managed by the PEF for a project that is outside the PEF's core programming will be subject to a 3% fee for the total amount deposited into the program, school, or school project fund.
- PEF reserves the right to establish reasonable management obligations, procedures, and policies to administer each school and program service efficiently.

Grants: Fee is based on PEF work required or the percentage allowed by the grantor.

- Grants that the PEF assists in writing for CCSD departments will be subject to a 3% administrative fee, or higher, based on the work required, subject to agreement by PEF and CCSD.
- Grants that PEF assists in writing for an outside agency, or accepts for an outside agency, may be subject to a 5-15% administrative fee, depending on the grant requirements, deliverables as well as reporting obligations and/or frequency.

Other Considerations

- Administrative fees are in addition to any mandatory credit card and investment fees, if applicable, which shall be the responsibility of the donor.
- Donors who make significant contributions to PEF beyond the scope of the aforementioned areas may be eligible for a reduced administrative fee.
- PEF will not accept donations stipulating that no administrative fees or overhead cost coverage is permitted.
- Subject to notice, disclosure, and donor agreement, PEF management reserves the right to adjust fees on a case-by-case basis due to specific administrative costs associated with a particular donation, fund, or grant and/or additional work requested or required by the donor.

Effective Date: July 1, 2023

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