







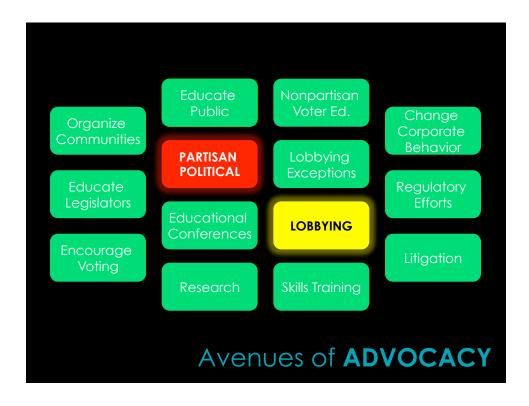
For free coaching about laws impacting nonprofit advocacy: advocacy@afj.org / keely@afj.org 866.675.6229

For free tools, fact sheets, and publications www.bolderadvocacy.org

@KeelyAFJ #BeBold

	501(c)(3) Private Foundation	501(c)(3) Public Foundation/ Charity	501(c)(4) 501(c)(5) 501(c)(6)			
Examples	Sherwood FOUNDATION' Weitz FAMILY FOUNDATION	WOMEN'S FUND of Ornaha NCEF NEBRASKA CONSERVATION EDUCATION FUND	SIERRA CLUB SEIU NICV Nebraska League of Conservation Voters			
Tax Treatment	Tax-Exempt Contributions tax-deductible	Tax-Exempt Contributions tax-deductible	Tax-Exempt			
Lobbying Activities	EXTREMELY LIMITED Tax on foundation and managers	LIMITED Insubstantial Part or 501(h)	UNLIMITED			
Electoral Activities	Cannot support or oppose a candidate for office	Cannot support or oppose a candidate for office	Secondary activity Follow federal and state election law			









Create systemic change
 Sustainability for your organization
 Educate legislators for better policy:
 You are an expert
 Get to know policy makers so they know to
 turn to you
 Empower your constituents and communities
 ADVOCACY WORKS!

Why ADVOCACY?



Form	990 (2015)			Page 3		
Part	IV Checklist of Required Schedules					
	,		Yes	No		
1 Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? If "Yes," complete Schedule A 3						
2						
3	Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to	_		No		
	Section 501(c)(3) organizations. Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II 5	4	Yes			
	is the organization a section sofic,(भ), sofic,(२), or sofic,(६) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? If "Yes," complete Schedule C, Part III 'क्रि.	5		No		
	6 Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? If "Yes," complete Schedule D, Part 1					
7 Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? If "Yes," complete Schedule D, Part II 📆						
	Did the organization maintain collections of works of art, historical treasures, or other similar assets? If "Yes," complete Schedule D, Part III	8		No		
Forn	n 990-EZ (2016)			Page 4		
46	Did the organization engage, directly or indirectly, in political campaign activities on behalf of or in oppositi to candidates for public office? If "Yes," complete Schedule C, Part I		46	res No		
Pa	All section 501(c)(3) organizations only All section 501(c)(3) organizations must answer questions 47–49b and 52, and complete the 50 and 51. Check if the organization used Schedule O to respond to any question in this Part VI		les fo	r lines		
47	Did the organization engage in lobbying activities or have a section 501(h) election in effect during the lyear? If "Yes," complete Schedule C, Part II	tax	47	res No		
49	a Did the organization make any transfers to an exempt non-charitable related organization?	. [49a			

- Does your organization lobby?
- Does your organization take a stance on particular piece of legislation, the budget, or ballot measures?
- If no, did you know your organization can legally engage in lobbying?
- If yes, do you know there are two tests to calculate your limit?

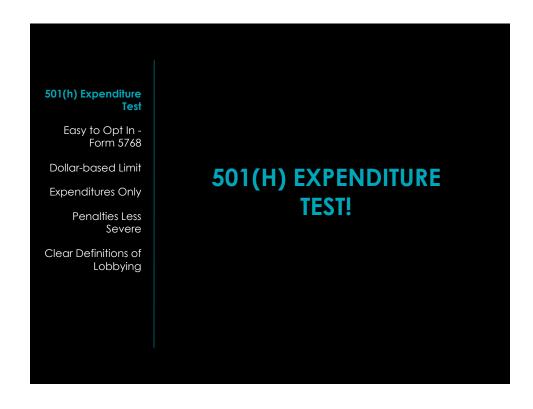
HOW MUCH **LOBBYING** FOR PUBLIC CHARITIES?

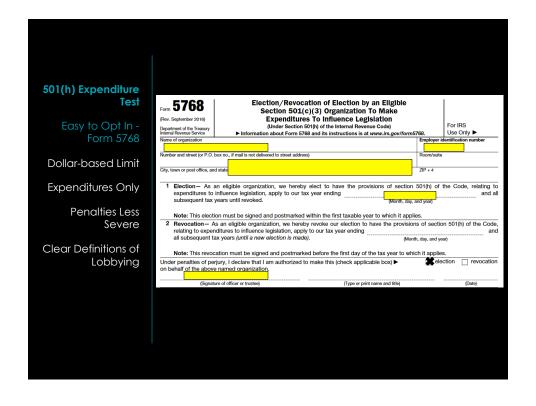
INSUBSTANTIAL PART TEST

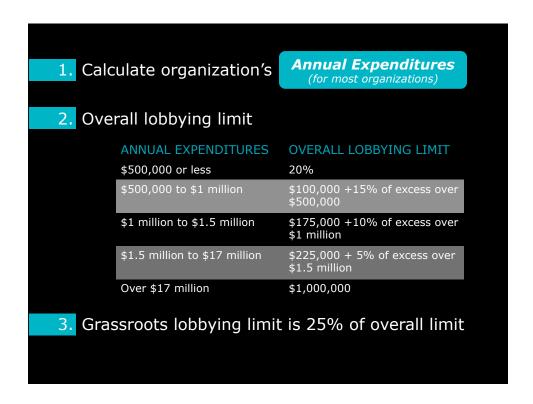
- 1. What is "insubstantial"?
- 2. Default test
- 3. Activities-based
- 4. Lobbying not defined
- 5. Penalty

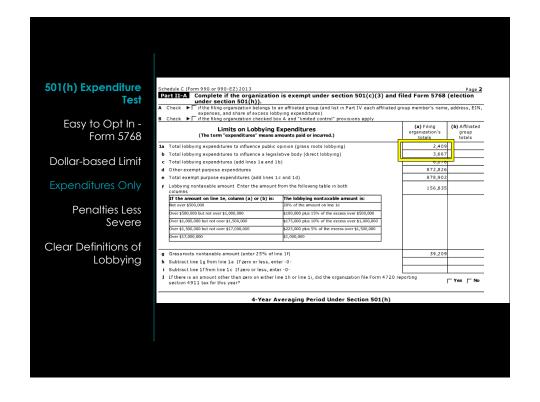
or

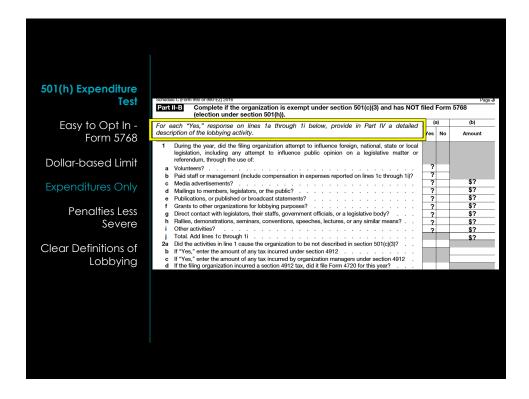














	Lobbying Expenditures During 4-Year Averaging Period									
Calendar year (or fiscal year beginning in)	(a) 2011	(b) 2012	(c) 2013	(d) 2014	(e) Total					
2a Lobbying nontaxable amount	339,264	356,420	363,219	372,317	1,431,220					
b Lobbying ceiling amount (150% of line 2a, column(e))					2,146,830					
c Total lobbying expenditures	142,497	58,743	57,967	135,332	394,539					
d Grassroots nontaxable amount	84,816	89,105	90,805	93,079	357,805					
e Grassroots ceiling amount (150% of line 2d, column (e))					536,708					
f Grassroots lobbying expenditures	63,149	24,028	12,7	103,079	203,032					
			25%	T Excise T	⁻ ax					



Contacting legislators to propose, support, or oppose legislation or the government's budget process.

Urging the public to contact legislators to propose, support, or oppose legislation or the government's budget process.

Advocating the adoption or rejection of legislation.

WHAT IS LOBBYING UNDER THE INSUBSTANTIAL PART TEST?

501(h) Expenditure Test

Easy to Opt In -Form 5768

Dollar-based Limit

Expenditures Only

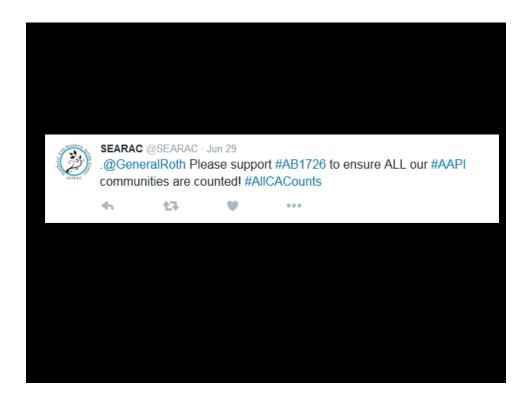
Penalties Less Severe

Clear Definitions of



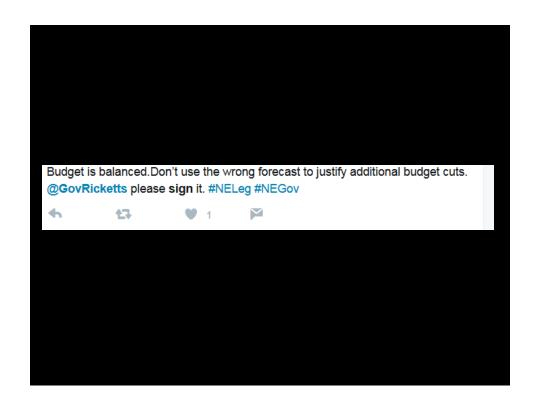






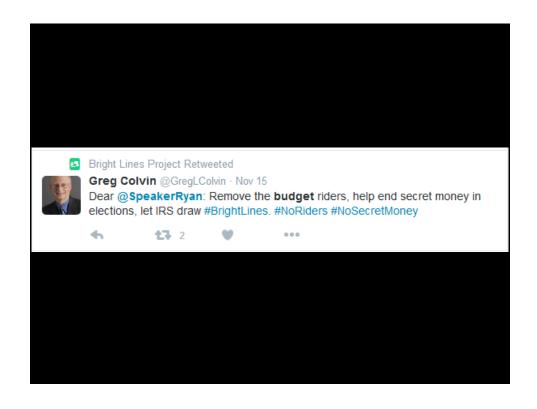


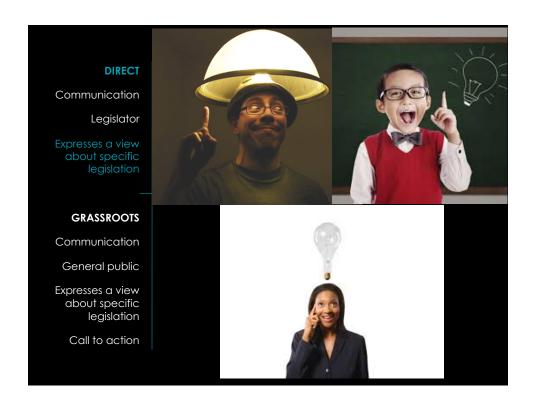
















DIRECT

Communication

Legislator

Expresses a view about specific legislation

GRASSROOTS

Communication

General public

Expresses a view about specific legislation

Call to action

CALL TO ACTION

DIRECT

Communication

Legislator

Expresses a view about specific legislation

GRASSROOTS

Communication

General public

Expresses a view about specific legislation

Call to action

TELLING TO CONTACT

legislator(s)

PROVIDING ADDRESS,

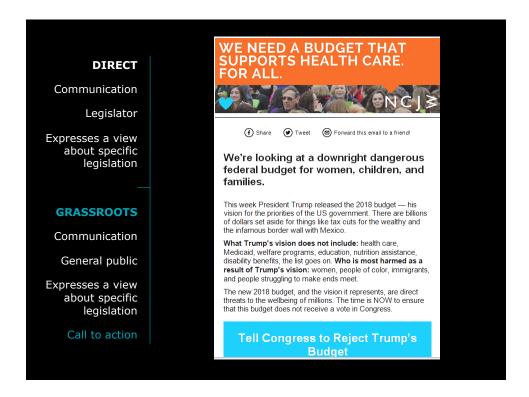
telephone number, and/or other contact information of legislator(s

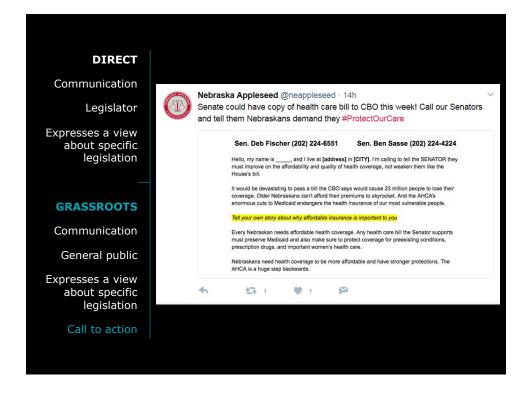
PROVIDING MECHANISM

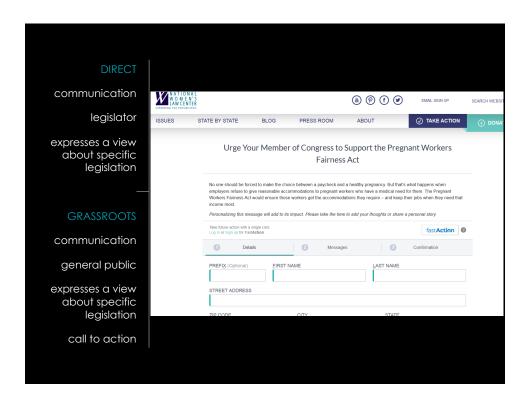
to enable communication with legislator(s)

IDENTIFYING

legislator(s)



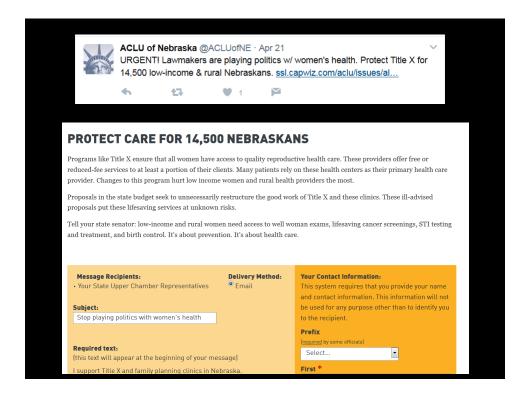








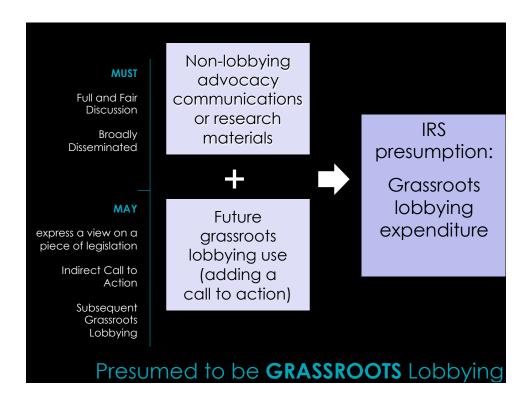


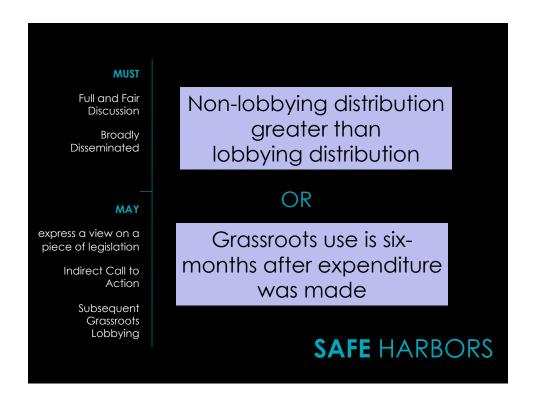






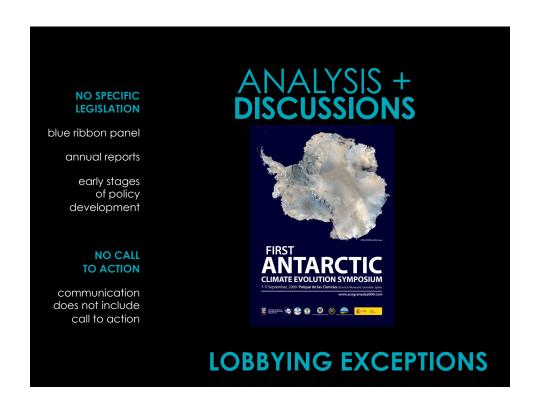














RECORDKEEPING MATTERS

The least appreciated most important thing

1. Filing obligations:

Charities must report lobbying to the IRS every year Lobbying disclosure reporting (fed, state, local)

Strategic reasons:

Maximize lobbying limits and avoid excessive lobbying

Protect against false accusations

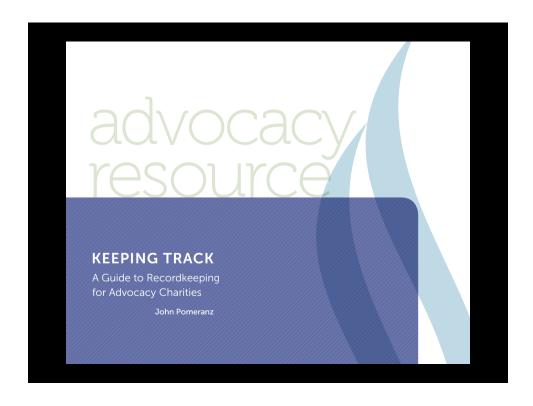
Enable creation and operation of affiliated entities

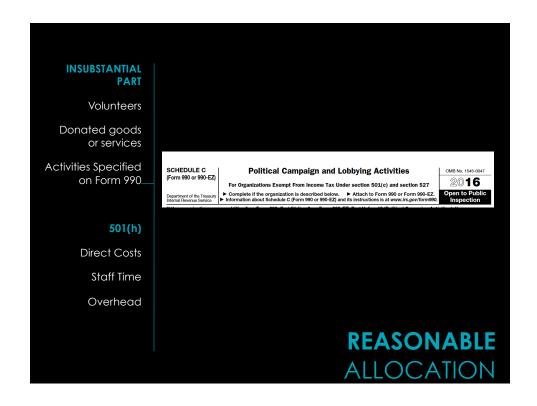
Help fundraise for lobbying and advocacy more effectively

Management and governance:

Manage staff and other program costs Simplify grant reporting

RECORDKEEPING for charities





1. BE REASONABLE:

Very few explicit rules

Pick a system that reasonably reflects activities and expenses and isn't overly complicated

2. BE CONSISTENT:

Once you decide on a system, avoid frequent changes Change only to correct problems, not to try to game the system

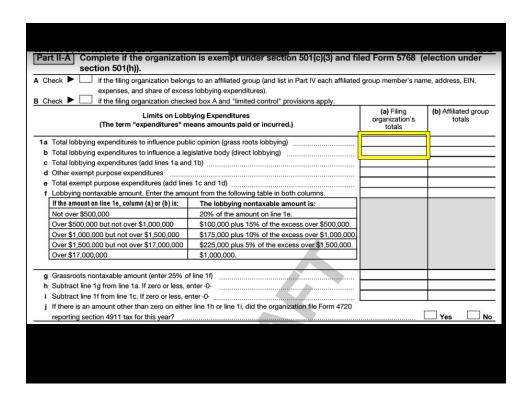
GENERAL RULES

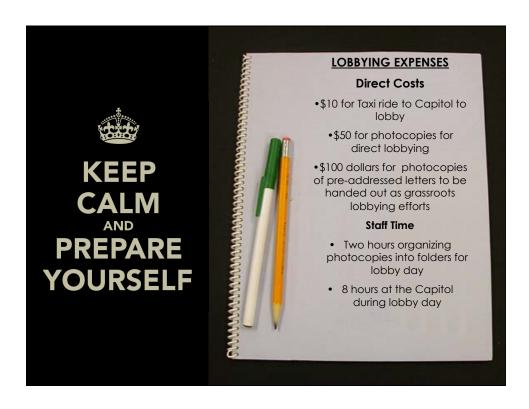


ore	ach "Yes," response on lines 1a through 1i below, provide in Part IV a detailed description	(a	a)	(b)
	acti res, response on mes ra unough in below, provide in Part iv a detailed description be lobbying activity.	Yes No		Amount
1	During the year, did the filing organization attempt to influence foreign, national, state or			
	local legislation, including any attempt to influence public opinion on a legislative matter or referendum, through the use of:			
а	Volunteers?		х	
b		Х		
c			х	
	Mailings to members, legislators, or the public?		Х	
	Publications, or published or broadcast statements?		Х	
f	Grants to other organizations for lobbying purposes?		Х	
g	Direct contact with legislators, their staffs, government officials, or a legislative body?	X		40,000
h	Rallies, demonstrations, seminars, conventions, speeches, lectures, or any similar means?		Х	
i	Other activities?		X	
j	Total. Add lines 1c through 1i			40,000
2a	Did the activities in line 1 cause the organization to be not described in section 501(c)(3)?		X	
b	If "Yes," enter the amount of any tax incurred under section 4912			
С	If "Yes," enter the amount of any tax incurred by organization managers under section 4912			
d	If the filing organization incurred a section 4912 tax, did it file Form 4720 for this year?			

Part IV | Supplemental Information Provide the descriptions required for Part IA, line 1; Part IB, line 4; Part IC, line 5; Part II-A (affiliated group list); Part II-A, lines 1 and 2 (see instructions); and Part II-B, Line 1, Lobbying activities: HAS ONE STAFF MEMBER WHO ENGAGES IN A LIMITED AMOUNT OF LOBBYING ACTIVITIES, WHICH INCLUDED MEETING WITH LEGISLATORS AND/OR THEIR STAFF MEMBERS AS WELL AS SENDING ACTION ALERTS TO MOTIVATE OUR BASE OF CONSTITUENTS. WE FILE LOBBYING EXPENSE REPORTS FOR THIS STAFF MEMBER ON A QUARTERLY BASIS. IN FISCAL YEAR 2016 (OCTOBER 1, 2015 - SEPTEMBER 30, Schedule C (Form 990 or 990-EZ) 2015 27 7020511 733030 2846 2015.05050 SEXUALITY INFORMATION AND E 2846___1 SEXUALITY INFORMATION AND EDUCATION SCHEdule C (Form 990 or 990-EZ) 2015 COUNCIL OF THE UNITED STATES, INC. 13-2508249 Page 4 Part IV Supplemental Information (continued) 2016), THIS AMOUNT TOTALED \$40,000.









NAME							EMP	IOVE	E TU	ME SI	ICCT					
MONTH: JANUARY							CIVIP	LUTE	E 111	VIE SI	1001					
DAY OF MONTH	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	
	1	2	3	4	5	6	7	8	9	10	- 11	12	13	14	15	TOTAL
Regular Hours												Π		Т		
Lobbying Direct									Г	П	П	Т		П	Т	
Lobbying Grassroots														Т	Т	
NAME: Jane Doe							EMD	INVE	C TIM	IE SHI	ССТ					
MONTH: JANUARY							CIVIP	LUTE	C IIIV	іс эп	CC 1					
DAY OF MONTH	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	
	-1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	TOTAL
	1															
Access to Justice																0
Lobbying: Direct																0
Lobbying: Grassroots																0
	П	П		П								П		П	П	
Nonprofit Advocacy																0
																0
Lobbying: Direct												\neg		\neg		0
Lobbying: Direct Lobbying: Grassroots				<u>L</u> _												
													\Box	寸	\neg	
												\dashv	\dashv	7	+	
Lobbying: Grassroots																0

LOBBYING REPORTING FORM

Employee Name: Jane R. Doe

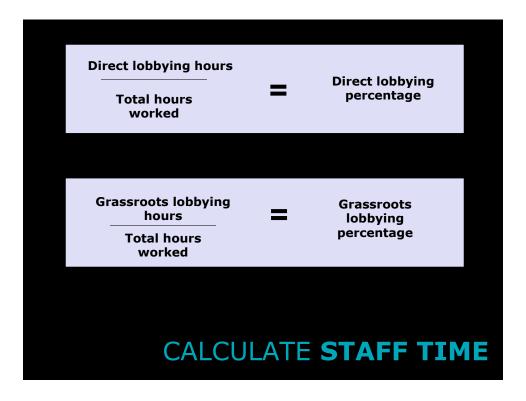
Date: <u>02/01/2011</u>

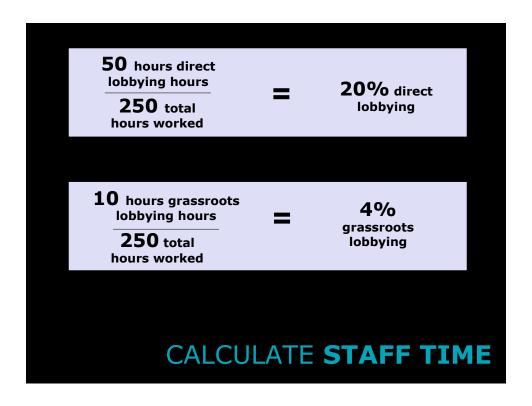
Description of Activity: Researched information on work/study programs for letter to Senator Jones on S.B. 1642(The Higher Education Authorization Act of 2011)

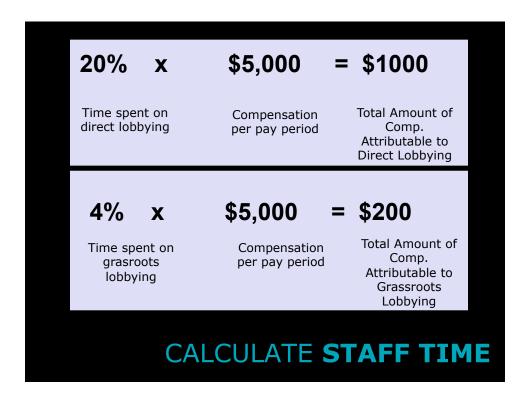
Time (round up to the $\frac{1}{2}$ hour):

Direct Lobbying: $\underline{1.5}$ Grassroots Lobbying: $\underline{0}$

		(rounded u		
Employee Name	Date	Direct Lobbying	Grassroots Lobbying	Notes
Jane R. Doe	2/01/2011	1.5	0	Strategy meeting



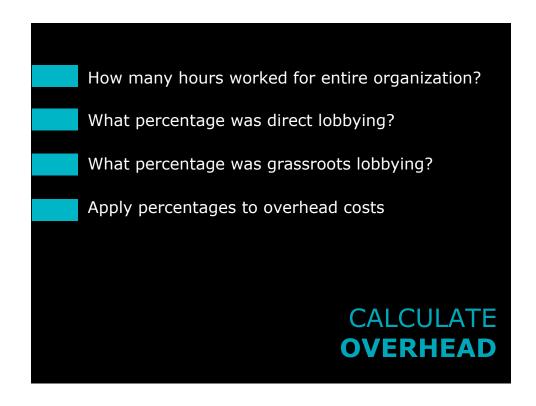






Expense Description	Amount of Expense
Rent	\$11,000
Receptionist	\$2,000
Administrative Assistant	\$2,400
Liability Insurance	\$2,000
Telephone & Internet	\$2,300
Postage	\$3,500
Office Supplies	\$400
Professional Fees	\$1,400
Total	\$25,000

MONTHLY **OVERHEAD**



Staff Member	Total Hours	Direct Lobbying	% of hours for Direct	Grassroots Lobbying	% of hours for GR	
Executive Director	250	50	20%	5	2%	
Deputy Director	200	25	12.5%	24	12%	
Research Director	175	0	0%	0	0%	
Research Assistant	175	0	0%	0	20%	
Access to Justice Project Director	200	25	12.5%	21	10%	
Total	1000	100		50		
Percentage of Total Hours			10%		5%	
10% X \$25,000 = \$2,500 Direct lobbying Overhead expense Expenditure						
	т	•		Direct lob	bying	
Direct lobbyi	ng ove	•	ense = Gr	Direct lob	bying ture O bbying	

Cost Center	Direct	Grassroots			
Direct Costs	\$	\$			
Staff Time	\$	\$			
Overhead	\$	\$			
Total Expenditures	\$	\$			
TOTAL LOBBYING EXPENDITURES					





A community/public foundation may **EARMARK** a grant for lobbying,

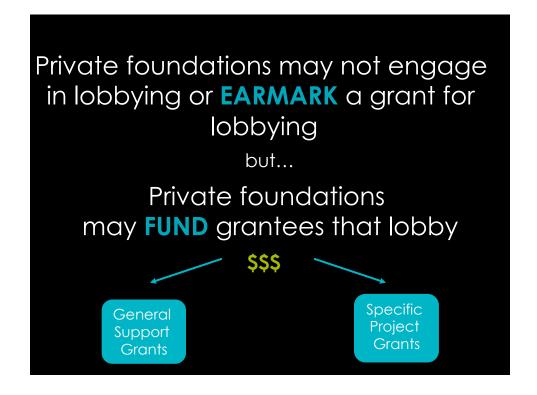
but must count the grant against its own LOBBYING LIMIT

Private Foundations **Tax on Lobbying**

Private foundations pay tax on lobbying expenditures

- 20% on foundation; 5% on managers
- 100% on foundation; 50% on managers





"A grant by a private foundation is earmarked if the grant is given pursuant to an agreement, oral or written, that the grant will be used for specific purposes."

"EARMARKED" DEFINED

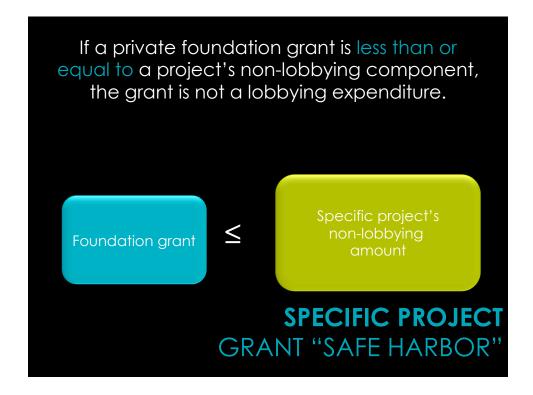


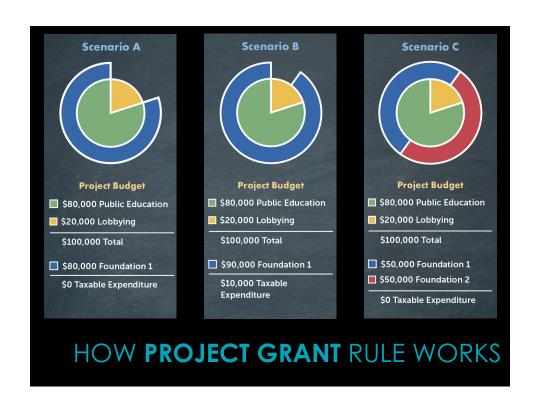
Private Foundation does not **EARMARK** grant

and...

foundation is not legally responsible for its grantee's lobbying

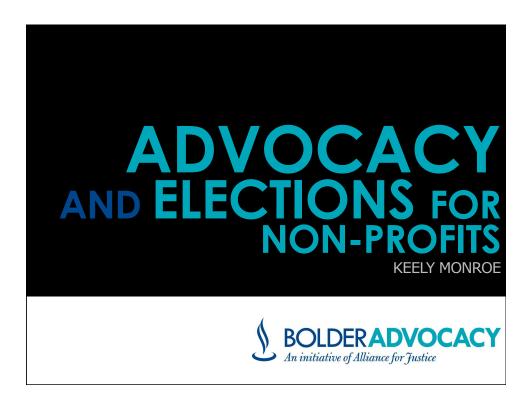
GENERAL SUPPORT GRANT "SAFE HARBOR"

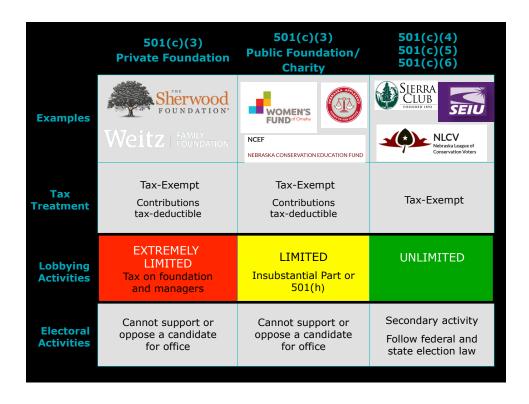




The grant agreement must: State in specific terms how the grant will be used Explain that the grantee must repay any funds not used for the grant purpose State that the grantee is required to provide annual reports showing how the funds were spent Specify that the funds cannot be used to lobby Expenditure Responsibility Grants







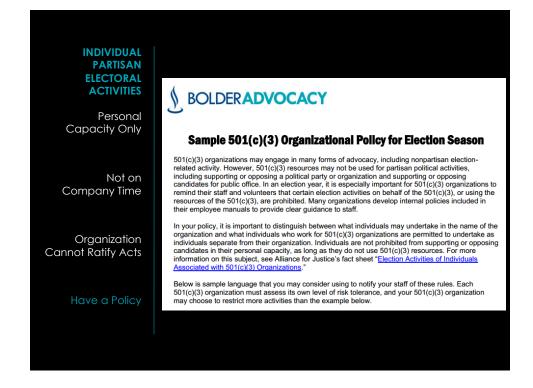






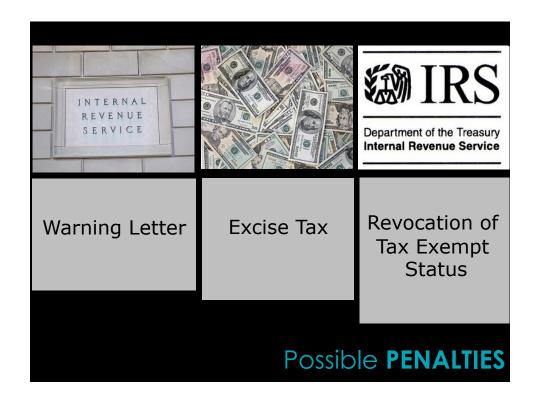












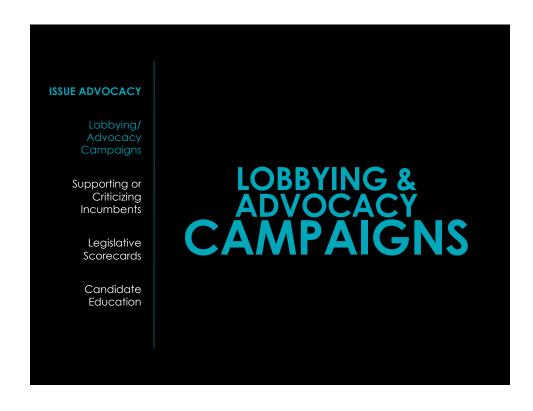


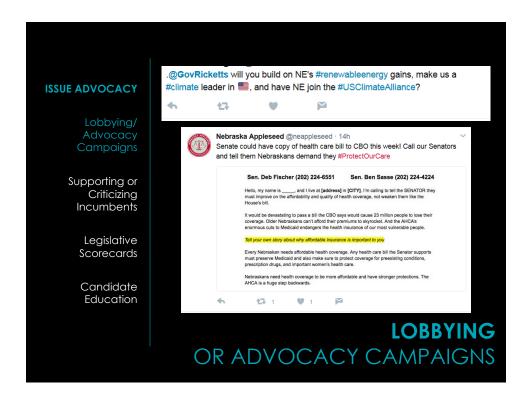


REMEMBER:

We care about Explicit **AND** Implicit Support or Opposition of a Candidate

- Does your organization have a track record of talking about these issues?
- How close in proximity to the election is it?
- How contentiousness is the issue?
- What is your organization's risk tolerance?
 How vulnerable are you willing to be?
- How vital it is to speak out?





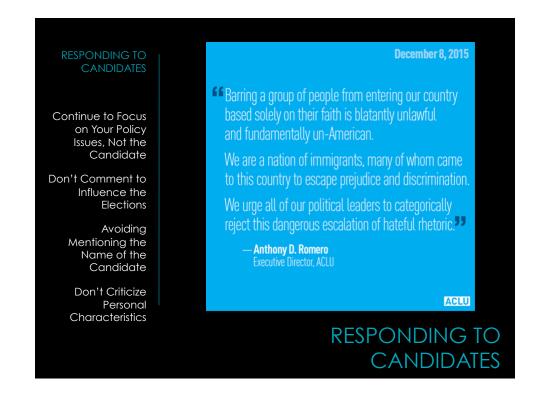




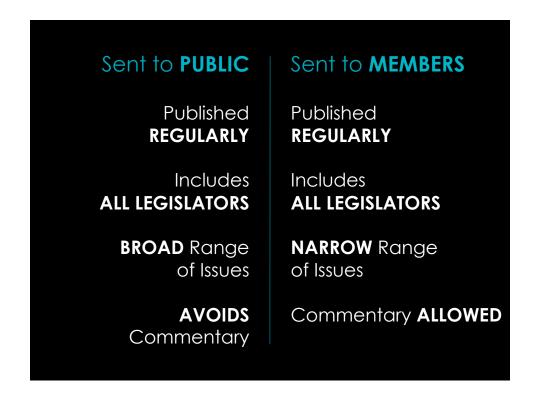


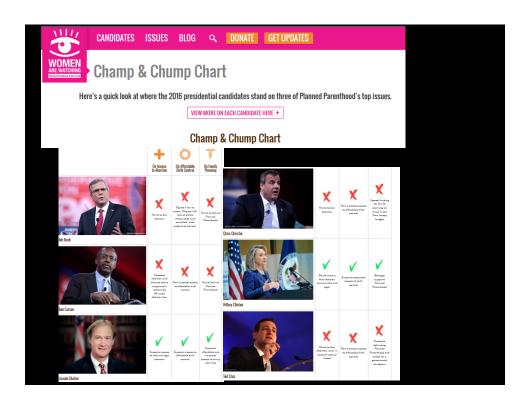




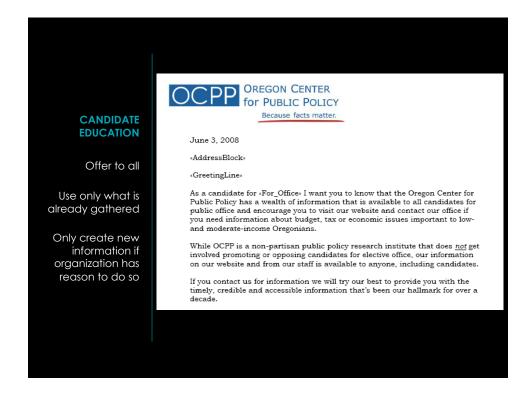
















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