



**Fort Collins
Public Access Network**

Official Use Only

Producer's Last Name: _____

Date Processed: _____

Show Underwriting

All sponsorships and underwriting must be reported to the Fort Collins Public Access Network. Any sponsorship or underwriting for Fort Collins Public Access Network (FCPAN) Producer productions must be managed by FCPAN as the fiscal agent of the project/production.

By following this process, all sponsorship and underwriting funds are tax-deductible under FCPAN's 501(c)(3) status. Fort Collins Public Access Network retains 25% of donated funds, and releases the remaining 75% of sponsorship and underwriting funds to the FCPAN Producer, provided that these funds be used only to cover "expenses incurred in production, and do not constitute a profit or wage for the producer." We have provided the table below for FCPAN and the producer's to track these expenses.

Once an FCPAN Producer becomes a Program Provider, as defined by FCPAN's Operating Policy and Procedures, the Program Provider is no longer required to have FCPAN act as the fiscal agent of the project/production, and is free to negotiate underwriting and sponsorship agreements without involving FCPAN, provided that their show continue to abide by FCPAN's content regulations and contains no commercial material.

The Underwriter/Sponsor you have solicited will be required to submit the agreement on letterhead indicating the amount of the donation, what the funds are to be used for, the length/term of the agreement, and the type and nature of the on-air acknowledgment.

This letter needs to be filed with FCPAN before any on-air acknowledgment is given.

Expense Tracking Table: **Please Note: Receipts are required for all money exchanged**

| Who is Paying | What is Purchased | Date/Length | Type of Acknowledgment |
|---------------|-------------------|-------------|------------------------|
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I understand & accept the above policies and agree to submit receipts & tracking of expenses related to the underwriting of my show, and to get a letter from the sponsor before acknowledgment.

Signature

Date (MM/DD/YYYY)

Print Name