

	KANSAS CITY MISSOURI POLICE DEPARTMENT	DATE OF ISSUE	EFFECTIVE DATE	NO.
	<b>PROCEDURAL INSTRUCTION</b>	5/27/2020	5/27/2020	20-04
SUBJECT			AMENDS	
Police Foundation of Kansas City				
REFERENCE		RESCINDS		
PI Fiscal Procedures		PI 14-05		

## I. INTRODUCTION

The Police Foundation of Kansas City (Foundation) was established exclusively for the Kansas City Missouri Police Department to assist in meeting the educational and equipment needs of the Department.

The Foundation is an independent entity recognized by the Internal Revenue Service as a Charitable Organization 501(c)(3).

The Foundation has been organized and recognized by the State of Missouri as a separate private entity. Operating guidelines for the Foundation are located in the Foundation Bylaws.

The Chief of Police is a non-voting Advisory Director to the Foundation.

## II. PROCEDURE

### A. Grant Requests

1. All grant requests must be forwarded to the Foundation from the Office of the Chief of Police. Grant requests must be submitted using the Police Foundation of Kansas City Grant Request Form, Form 223 P.D.
2. The Chief of Police or designee serves as official liaison, reviews and sends requests for funds, provides project oversight, and assists in grant administration.
3. All proposals must indicate why private funding is necessary and appropriate.
4. Please allow sufficient time for the grant request to be considered by the Foundation.
5. Members should be aware the Foundation will not pay for unauthorized expenses, unauthorized budget modifications, budget overruns, or purchases without prior written approval.

B. Contributions

1. The Foundation receives and administers grants and contributions of money, services, or property to fund, assist, or undertake programs and activities to strengthen the Department.
2. The Foundation, as a private entity, has established guidelines and parameters for the acceptance of money, equipment, goods or services.
3. Members who are contacted by citizens expressing a desire to donate money, equipment, goods or services may be referred to the Foundation through the Office of the Chief of Police. Anyone interested in donating equipment, goods or services should be advised to provide a written description of the donation and an estimate of the fair market value.

Richard C. Smith  
Chief of Police

Adopted by the Board of Police Commissioners this \_\_\_\_ day of \_\_\_\_\_, 2020.

Nathan Garrett  
Board President

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