

CITY OF COOS BAY PARKS COMMISSION

Agenda Staff Report

MEETING DATE	AGENDA ITEM NUMBER
December 4, 2025	4.a

TO: Chair Lyons & Commissioners

FROM: Christina Teixeira, Grant Coordinator

THROUGH: Jennifer Wirsing, Public Works Director

ISSUE: Charitable Partnership Fund (CPF) Incubator Program.

SUMMARY:

Discussion and recommendation from the Parks Commission on whether to pursue participation in the Charitable Partnership Fund (CPF) Incubator Program.

ACTION REQUESTED:

If it pleases the Commission, provide a recommendation on whether to move forward or not with developing a draft program concept for potential participation in the Charitable Partnership Fund (CPF) Incubator Program.

BACKGROUND:

The Charitable Partnership Fund (CPF) is a Portland-based nonprofit founded in 1999 to build capacity and increase philanthropy through cooperative charitable programs. CPF operates an Incubator Program that allows community groups, individuals, and municipalities to develop charitable initiatives under CPF's nonprofit umbrella. Since its founding, CPF has sponsored and administered more than 400 charitable programs and distributed more than \$15 million nationwide. Programs range from environmental stewardship and education to community health, arts, and community development. CPF provides fiscal, legal, and administrative support, eliminating the need for immediate 501(c)(3) formation while enabling tax-deductible donations and ensuring full IRS compliance.

For the Parks Commission, CPF's Incubator Program could serve as a tool to expand community engagement and philanthropic support without forming a new nonprofit organization or increasing the workload on City staff. Participation would allow a volunteer-led group to support community-driven park projects and collaborations—such as cleanups in partnership with OBAB, native planting, interpretive signage, environmental education, lighting improvements at Eastside Park in partnership with the Eastside Neighborhood Watch, or small-scale restoration—through a CPF-managed charitable account. Under the CPF model, programs identify a small volunteer program committee made up of at least three community members, including one volunteer who would serve as the Program Administrator. CPF requires this committee to operate independently from all government bodies, including the Parks Commission, to avoid conflicts with Oregon public meetings laws, quorum requirements, and limitations on City governance. The Parks Commission's role remains limited to policy-level guidance and receiving periodic updates.

If a proposal is approved by CPF, the organization would enter into a Memorandum of Understanding with the designated volunteer Program Administrator and create a segregated charitable account for donations and grants. CPF manages all fiscal sponsorship functions, including tax receipting, accounting, IRS compliance, and annual reporting, while the volunteer committee handles project coordination, community engagement, and fundraising. The Parks Commission does not administer CPF

funds. The City is not involved in financial management or procurement related to any CPF-sponsored project, and City resources are not used for program fundraising or administration. This model increases community capacity and supports volunteer-led stewardship while maintaining clear boundaries for the Commission and City staff.

CPF also provides clear options for programs that later choose to end or transition. If the volunteer committee decides that the CPF model is no longer the right fit, the Program Administrator may notify CPF in writing to request closure. CPF handles all aspects of winding down the program, including final accounting, confirming that no outstanding commitments remain, and preparing required final reports. Any remaining funds must be transferred to another qualified 501(c)(3) organization with a similar charitable purpose. Funds cannot revert to the City or the Parks Commission, and no City involvement is required in the closure process. Additionally, CPF supports programs that eventually wish to become independent nonprofit organizations. If volunteers choose this path, they may pursue formation of their own 501(c)(3) by completing the necessary state and federal filings. Once the new nonprofit receives its IRS determination letter, CPF may transfer the remaining program funds to the new organization in full compliance with federal regulations and then close the incubated program. Neither the Parks Commission nor City staff participates in forming or managing any resulting nonprofit.

Following this work session, the Parks Commission may consider whether it wishes to explore the CPF Incubator Program further. If so, the next steps would involve determining whether community volunteers are interested in forming an independent program committee. This volunteer committee—not the Commission and not City staff—would be responsible for developing proposed project concepts and preparing the program description and accompanying information required for CPF's application process. If CPF ultimately approves the volunteer-submitted application, CPF would establish and administer the charitable account while the Parks Commission receives periodic updates and provides high-level guidance only. If the Commission is not interested in pursuing this option after the work session, no further action is required, and discussion of the topic would conclude.

This item is provided for informational purposes and work session discussion only.

BUDGET IMPLICATIONS:

None

ATTACHMENT(S):

- CHARITABLE PARTNERSHIP FUND Incubator Process.pdf
- CHARITABLE PARTNERSHIP FUND Mission and Board.pdf