



FISCAL SPONSORSHIP PROGRAM

ONLINE DONATION INSTRUCTIONS

The IDA accepts donations via PayPal through our website, www.documentary.org. To see examples of projects featured on our site go directly to our donations page at: http://documentary.org/resources/fiscal_sponsorship_donate.php

In order to set up online donations for your fiscally sponsored film, please provide the following information:

- Title of your film
- Name(s) of Director(s)
- Name(s) of Producer(s)
- One paragraph synopsis of your film - less than 150 words total.
- A jpg photo – 72 dpi and resolution 120x150 (portrait) or 150x120 (landscape).
- A link to your website – optional
- Email address for any contact about your posting - this will not be posted and is for our records only

Include all of the required information *in the body of an email* and *attach* the photo. Send the email, with the subject line **Online Donations Information – Your Film Title**, to: amy@documentary.org.

Once your film is posted and ready to accept donations you will be provided with a link that will bring donors directly to your film's description on our site. If you would like to accept donations via your own website *you must use the link we provide*. You may not link directly to PayPal from your website. Using a direct link to PayPal could result in your donations being applied incorrectly or returned to the donor and will result in removal of your film from our website. *All donations must be made via IDA's website.*

We are able to provide this online service with the help of PayPal. It is important to remember that in addition to IDA's 5% fee, PayPal takes a fee of 2.9% + \$0.30 per donation. Your donors will have the option at check out to request a receipt for tax purposes.