

TFEC Fiscal Sponsorship Application



PROJECT FISCAL SPONSOR

The Foundation for Enhancing Communities (TFEC) appreciates the opportunity to consider your application for fiscal sponsorship and review your Project's purpose, goals, action items, budget, and fundraising plan. We aim to review all applications within one month of submission, but this time frame is not guaranteed.

Steps to Apply for Fiscal Sponsorship

Complete the Fiscal Sponsorship Application

- Please check all eligibility requirements before starting the application.

What Happens Next?

- **Phase 1:** During the review process, reviewers may contact you directly with questions or feedback about your application.
- **Phase 2:** TFEC receives your application, reviews it, and contacts you to set up a phone screening to learn more about your Project, answer any questions about Fiscal Sponsorship with TFEC, and share IRS and governmental fiscal sponsorship guidelines.
- **Phase 3:** Your application will be submitted for final review (including legal and insurance assessment) to determine if TFEC can extend fiscal sponsorship to your Project. This phase could take up to three months since the fiscal sponsorship committee may have additional questions or request further documentation.
- **Phase 4:** Once your Project has been determined to be eligible for fiscal sponsorship:
 - Your Project's fiscal sponsorship administrative fee will be determined based on your Project's scope of work, budget, and needs
 - You will work directly with a TFEC team member in developing your Fiscal Sponsorship Agreement
 - You will sign the Fiscal Sponsorship Agreement

- You will work directly with a TFEC team member to complete your Project's goals and objectives.

Questions About the Fiscal Sponsorship Process?

Reach out to Debbie Garrison, Senior Philanthropic Officer, at Projects@tfec.org or 717-236-5040 ext 122

FISCAL SPONSORSHIP APPLICATION

* Required Response

Fiscal Sponsorship Application Acknowledgment

I have read the eligibility criteria for TFEC's fiscal sponsorship, which are listed below. *

- Projects are not providing a duplication of community services
- Projects do not attempt to influence legislation as a substantial part of their activities
- Projects cannot participate in any campaign activity for or against political candidates
- Projects must not be organized or operated for the benefit of private interests
- No part of the Project's donations may inure to the benefit of any private shareholder or individual
- Project fundraising activities comply with fundraising guidelines from the IRS and any federal, state, or local laws and regulations that may affect these activities
- The project and any of its activities must not present unacceptable levels of liability for TFEC as determined by TFEC's legal consultants
- The project and any of its activities must fall within TFEC's current insurance coverage, as determined by TFEC's insurance broker
- The project and any of its activities cannot provide any childcare/daycare services
- Projects cannot build, renovate, or repair residential or commercial housing facilities.
- TFEC only considers Projects managed by individuals residing in Central Pennsylvania
- No international projects are being accepted at this time

PROJECT PRIMARY CONTACT INFORMATION

Project Primary Contact Name*

First _____ Last _____

Project Primary Contact Address*

Street Address _____

Address Line 2 _____

City _____ State _____ ZipCode _____

Project Primary Contact Phone* _____

Project Primary Contact Email* _____

SECONDARY PROJECT CONTACT INFORMATION

(cannot be related to the Primary Project Contact)

Project Secondary Contact Name*

First _____ Last _____

Project Secondary Contact Address*

Street Address _____

Address Line 2 _____

City _____ State _____ ZipCode _____

Project Secondary Contact Phone* _____

Project Secondary Contact Email* _____

WHICH MODEL ARE YOU APPLYING FOR FISCAL SPONSORSHIP? *

___ Model Option 1: Long-Term Sustainability - Establishing Two Funds at TFEC: Fiscal Sponsorship and Endowment Fund

This model focuses on continuous initiatives that utilize fiscal sponsorship as a primary mechanism for fundraising and community event management. It is specifically aimed at establishing an endowment fund at TFEC to offer a means of financial stability for the Project's goals and objectives, providing opportunities for community engagement, fundraising, awareness, and support for long-term sustainability.

Is this Fund is already established*

___ Yes, The Name of the Fund at TFEC is _____

___ No, I need to set up the Fund with TFEC

___ Model Option 2: Projects Providing Community Mission-Driven Activities and Not Holding Any Fundraising Events and Seeking Fiscal Sponsorship to Accept Corporate Sponsorships And Donations.

This model provides an opportunity to secure corporate sponsorships and attract donations from individuals and organizations aligned with the community mission-driven activities organized by the Project. These sponsorships and donations will support initiatives that benefit the Project's goals. However, it is essential to note that active fundraising activities (gala, golf outing, etc.) are not permitted under this model. Projects can decide to start an Endowment Fund at any time.

Please describe the type of events you are planning to hold in the community

___ **Model Option 3: Projects Seeking Tax-Exempt Status with Temporary Fiscal Sponsorship**

This option is tailored for projects currently in the process of obtaining their 501(c)(3) tax-exempt status. During this interim period, these projects can benefit from fiscal sponsorship, which provides them with the necessary administrative and financial support while they work towards securing their own nonprofit status. This allows them to operate and seek funding without the full burden of establishing a new organization from scratch.

Have you started the 501c3 process? *

___ **Yes, please describe where you are in the process.**

___ **No, we anticipate starting to apply on this date.** _____

___ **Option 4 — Model Option 3: Grant Application Projects through TFEC with Temporary Fiscal Sponsorship**

This model encompasses Projects that seek to apply for various community, state, or federal grants utilizing TFEC's resources and support. By leveraging TFEC's established infrastructure and reputation, these projects gain access to grant opportunities that can provide essential funding. This model is particularly beneficial for Projects seeking Fiscal Sponsorship for a limited timeline of the grant terms of completion (usually one to three years). Fiscal Sponsorship must be secured prior to submitting grant applications.

Please describe the type of grants and amounts you plan to apply for and when the deadlines are for submitting the grants. *

Model Option 5: One-Time or Short-Term Projects with Temporary Fiscal Sponsorship

This model is suited for one-time or short-term projects, typically lasting one to three years. However, creating a new nonprofit organization or establishing a fund at TFEC would not be a practical or efficient approach. This option allows for implementing specific initiatives that address immediate community needs without the long-term commitment or complexity of launching a new entity. To be considered for this model, a clear outline of the community issues, an ideal solution along with the Project's defined timelines, and clear objectives that need to be addressed promptly.

Please describe a clear outline of the community issues, an ideal solution, the Project's defined timelines, and clear objectives that need to be addressed promptly. *

PROJECT INFORMATION

What is the name of the Project for which you seek fiscal sponsorship? *

Where is the location of your Project, i.e., where will activities take place? *

(Please provide geographic information)

If you have one, what is the website address of your Project?

If you have any other social media pages for your Project, please list them here.

Is your Project currently being fiscally sponsored by another organization? *

Yes No

If yes, please describe*

Is your Project incorporated as any legal entity? *

Yes No

If yes, please describe*

PURPOSE OF THE PROJECT

What is the charitable mission and purpose of your Project? *

(Please tell us what problem/challenge your Project seeks to solve. Please also tell us what the expected positive influences of your Project will be, including how many people will benefit as a result of your work or any other benefit to the community?)

GOALS OF THE PROJECT

How does your Project seek to solve the challenge/problem? *

ACTION ITEMS FOR THE PROJECT

Please list current and proposed activities your Project will engage in to meet this community need. *Please be specific, realistic, and as thorough as possible.* *

PROJECT BUDGET

Please attach a detailed line item of expenses and income for your Project's 1st year. *

A Project budget must be included with your Fiscal Sponsorship Application.

PROJECT FUNDING PLANS

Do you currently have funding for your Project? *

Yes No

If yes, please describe*

Where do you expect the funding to come from? (Please check all that apply) *

- Individual donations
- Fundraising community events
- Foundation grants
- Governmental grants
- Corporate sponsorships
- Web page donation page
- Other

If Other, please describe*

Do you currently have commitments for any of your funding*

- Yes
- No

If yes, please describe*

ADDITIONAL PROJECT QUESTIONS

Is your project currently working, or is it planned to work with independent contractors? *

- Yes
- No

If yes, please describe*

Do you currently have or intend to develop any significant intellectual property? *

Yes No

If yes, please describe*

Is there anything else you would like to tell us about your Project that you feel we should know or understand? *

How did you hear about us? *