

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:** Reviewers may contact you directly with questions or feedback about your application during the review process.
- **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 complete an online review of TFEC's Project Services Handbook

- You will sign the Fiscal Sponsorship Agreement
- You will work directly with a TFEC team member in reviewing the following steps to begin implementing your Project's scope of work

Questions About the Fiscal Sponsorship Process?

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

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.

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? (check the box in front of the option)

Option 1: ONGOING PROJECTS | FISCAL SPONSORSHIP AS THE FUNDRAISING\EVENT VEHICLE FOR AN ENDOWMENT FUND AT TFEC *

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

Option 2 - PROJECTS IN THE PROCESS OF SEEKING THEIR TAX-EXEMPT STATUS AND STARTING A FUND WITH TFEC *

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 3 - PROJECTS TO APPLY FOR COMMUNITY, STATE OR FEDERAL GRANTS TFEC *

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

Option 4 - ONE-TIME OR SHORT-TERM (1-3 YEAR) PROJECT WHERE IT DOES NOT MAKE SENSE TO CREATE A NEW NONPROFIT OR TO ESTABLISH A FUND AT TFEC *

Please describe the timeline for completion of your project

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? *