



FISCAL SPONSORSHIP APPLICATION



ORGANIZATION INFORMATION

Organization Name: _____

Legal Name (if different than above): _____

Acronyms or other names organization is known by: _____

Mailing Address: _____

Email: _____ Phone: _____

Website: _____

Year Founded/Year 501c3 Designation: _____

TAX STATUS

If incorporated, where? _____

Note: it is the responsibility of each project to determine if they need to register/incorporate with the state/territory/commonwealth they have formed in/reside in as an entity. Registration requirements vary depending on your location.

Federal Employee Identification Number (EIN): _____

PRIMARY CONTACT INFORMATION

Name: _____

Title: _____

Email: _____ Phone: _____

BACKGROUND INFORMATION

Mission Statement:

FINANCIAL INFORMATION

What is the last day of your fiscal year? Enter date for current year: _____

Describe the day-to-day fiscal management of the project.

- How are funds accounted for as they are received by the project and who accounts for them?
- Does the project have written financial policies and procedures? (If so, attach a copy.)
- Any additional information that is relevant to your financial management/operations.

Who would NPC contact to inspect the project's financial books? _____

Why does the organization wish to participate in a fiscal sponsorship program?

If the organization is in the process of becoming a 501(c)(3), at what stage is the organization?

Describe the fundraising activities for the project.

- What type of fundraising does the organization engage in (i.e. foundation fundraising, individual gifts, events, etc.)?
- Please estimate the amount of revenue, number of the donations and timing of funds that NPC will be expected to process.

NARRATIVE

Organization History: Why/how you were founded, by whom and your past accomplishments?

Activities, Goals and Objectives: Describe the group's activities, including goals and objectives for the coming year. What are the issues your organization is dealing with? What are the needs of your community?

Constituency and Community: Please describe your constituency and community. We are interested in knowing about race, ethnic/cultural make-up, economics/class, age, gender, sexual orientation, ability/disability, etc.

Organizational Leadership: Description of the organization's leadership structure, how decisions are made and by whom, and how the organization's membership or constituency is involved. How are the people most directly impacted by the issues you are organizing around involved in your leadership?

Development Needs: What kinds of organizational development, technical assistance, technology and capacity-building needs has your organization identified, if any?

Analysis and Vision: Please give a summary of the organization's long-term vision for the project.

Challenges: What challenges do you face in your organizing and what particular dynamics do you face within the community(ies) in which you are organizing?

Collaboration: Is your organization controlled by or operated in connection with another organization? If yes, please list names of such organizations and the nature of the control or connection.

ATTACHMENTS

Please attach the following if applicable:

- A budget for your current fiscal year, with pending funding requests.
- An audit or compiled financial statement for the last fiscal year prepared by a CPA if available, OR if not, a financial statement showing income and expense for the last fiscal year prepared in-house.
- A financial statement showing income and expense for the current year-to-date, as well as pending and planned funding requests for the year prepared in-house.
- Your organization's financial policies and procedures, if applicable. See question 2b under "Finances" page.
- Copy of organization's EIN letter from the IRS.
- For organizations incorporated or registered with a U.S. state, U.S. territory or the Commonwealth of Puerto Rico government, a copy of the registration confirmation received from the government entity.
- A copy of your organization's articles of association, by-laws or other governance documents.
- A list of your Board of Directors/Coordinating Committee/or other decision-making body. This list must include full names, title if any (i.e. board president, board treasurer, etc.), home address