

The FJC Fiscal Sponsorship Program Application Instructions

Answer each of the following questions fully as possible. Note that all materials must be provided in English. Budgets and other financial statements should be provided in U.S. Dollars. **If a particular question does not apply to your organization or project (e.g., legal status or tax returns.), please indicate as such in the application.** This will not necessarily affect your ability to participate in the program. **Please submit as much information via electronic format as possible.** Failure to provide answers in an appropriate format or without sufficient detail will result in the delay of your application.

In general, the application must demonstrate that:

1. The project is charitable.
2. The project carries out FJC's tax-exempt, charitable purposes under Section 501(c)(3) of the Internal Revenue Code.
3. The project has the ability to accomplish its charitable purpose – including, but not limited to, expected sources of revenue.
4. The applicant has the ability to protect resources from diversion to non-charitable purposes or exploitation by terrorist organizations and/or their support networks or the private inurement to any individual.

The application will be submitted to FJC's Board of Directors for final approval. If you have any questions throughout the application process, do not hesitate to contact Nikki Carpenter at (212) 714-0001 or carpenter@fjc.org.

The FJC Fiscal Sponsorship Program Application

1. On the first page of the application, please list:
 - a. The name of the organization.
 - b. The name, e-mail address, and phone number of the organization's contact person.
 - c. The available postal, e-mail, tax ID numbers, URL addresses, and telephone numbers of each place of business of the organization. *Please note that a designated staff member must have regular access to email in order to maintain communication with FJC.*
2. Describe in details the organization's or project's:
 - a. Mission;
 - b. Relevant history;
 - c. Activities/programs and proposed performance measures;
 - d. Goals, including future plans; and,
 - e. Fundraising plan – include information about potential sources of revenue.
3. Include a **2-year** projected budget for the organization/project within an Excel worksheet. Be sure to itemize and detail both revenue and expenses, breaking down the line items as much as possible and including rates of pay where possible.
4. Provide, in narrative form, brief biographies for the key staff, board, and/or experts affiliated with the project. Biographies should describe the educational and professional background of the key individuals involved in the project and should demonstrate that those involved have the experience and skills necessary to successfully manage the project.
5. Include evidence of the legal status of the organization or project (such as organizing documents, articles of incorporation, trust agreements, tax classification or certification from appropriate authorities).
6. Include recent financial statements for the organization or project, as well as a copy of the latest tax return, financial statements and/or other relevant filings.
7. If you have already filed Form 1023 with the Internal Revenue Service, provide a copy of the application and all supporting documents submitted. If you have not, please describe future plans, if any, to do so.
8. Describe any prior experience with funding from FJC, other organizations, the public sector, or individuals. Where applicable, please provide references.
9. List any private benefits that may be gained as a result of the project.
10. Describe how you learned of FJC's Fiscal Sponsorship Program.
11. Provide information for individuals that can serve as references for the work performed by your organization or project.
12. Provide any other material requested in advance of the submittal of the proposal to FJC's Board of Directors.