

The FJC Fiscal Sponsorship Program

The following is a check-list for all applications to the FJC Fiscal Sponsorship Program. Please submit as much information via electronic format as possible.

1. Include evidence of the legal status of the applicant (such as organizing documents, articles of incorporation, trust agreements, tax classification or certification from appropriate authorities).
2. Describe the applicant's history, goals, mission, activities, future plans, financial support and proposed performance measures.
3. Include recent financial statements for organization or project.
4. Provide a copy of the latest tax return, financial statements and/or other relevant filings.
5. Include the organization or project's budget – fundraising plans, fundraising projections, and anticipated funding sources.
6. Describe any prior experience with funding from FJC, other organizations, the public sector or individuals. Where applicable, please provide references.
7. List any private benefits that may be gained as a result of the project.
8. List the staff, board, and/or experts affiliated with the project – provide profiles where available.
9. Provide a copy of the application and all supporting documents submitted if you have already filed a Form 1023 with the Internal Revenue Service.
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 actual application.
13. Include the completed attached cover sheet.

Application Procedures

In general, the application must demonstrate to FJC's satisfaction that:

1. The project is charitable;
2. The project carries out FJC's tax-exempt purposes, i.e., it is in furtherance of its charitable, educational, religious, scientific, or literary purposes;
3. The applicant has the ability to accomplish the charitable purpose, and;
4. The applicant has the ability to protect the resources from diversion to: non-charitable purposes or exploitation by terrorist organizations and/or their support networks or the private inurement to any individual (other than as reasonable compensation for services or goods provided to the project and/or donor to fiscal sponsorship activity).

In connection with the last item and U.S. government guidelines, the applicant must be able to supply the following additional information:

1. The available postal, email, tax ID numbers and URL addresses and telephone number of each place of business of an applicant;
2. The names and available postal, email, tax ID numbers and URL addresses of individuals, entities, or organizations to which the applicant currently provides or proposes to provide funding, services, or material support to the extent possible;
3. The names and available postal, email, tax ID numbers and URL addresses of any subcontracting organizations utilized by the applicant.

Once FJC has reviewed the above listed information, the application will be submitted to the FJC Fiscal Sponsorship Committee for review and final approval. Upon the Committee's approval of the application, the Applicant will be notified and sent the appropriate Agreement to complete and return to FJC. If you have any questions throughout the application process, please don't hesitate to our office at (212) 714-0001, 888-GIVE-FJC or FJC@FJC.org.



FJC A FOUNDATION OF PHILANTHROPIC FUNDS

520 Eighth Avenue, 20th Floor New York, NY 10018 Tel:212-714-0001 Toll Free:888-GIVE-FJC Fax:212-714-0303 E-mail:FJC@FJC.org

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Cover Sheet

NAME OF ORGANIZATION _____

COMPLETE
ADDRESS _____

OFFICIAL CONTACT PERSON: NAME _____ TITLE _____

PHONE _____ FAX _____

EMAIL _____

DATE OF FORMATION OR INCORPORATION (if applicable) _____

PURPOSE OF ORGANIZATION OR PROJECT: