

SFAI Fiscal Sponsorship Application Process

An SFAI fiscal sponsorship may help to enable the movement of resources from funders and donors to your projects, activities, and great ideas **that share our mission**. Being fiscally sponsored is extremely cost effective, an important consideration for organizations that are just emerging, testing new approaches to difficult problems, run entirely by volunteers, or working in issue areas where funding is scarce.

In a fiscal sponsorship relationship, SFAI extends its charitable umbrella over select projects and grantees **whose missions closely match our own**. Donations earmarked for a project operating under SFAI's sponsorship are actually given to SFAI, which allows donors to receive the full tax benefits of making a charitable donation. SFAI then restricts funds dedicated only to the support of your project, with a fee taken out for administrative costs. Donations and grants are disbursed to you on behalf of your project, and you are responsible to provide regular reports documenting your project activities and expenditures, in accordance with the terms of an agreement executed by the both parties.

To apply for fiscal sponsorship with SFAI, we suggest that you review our website and mission, to ensure that your proposal is mission-aligned and that you are aware of the SFAI community and our values. If you want to submit a proposal, please be prepared to explain your project or program in detail, and include the following information via email to info@sfai.org with the subject header "Fiscal Sponsorship."

1. Cover letter to include:
 - a. Name of Your Organization/Individuals responsible for the Project and/or Program;
 - b. Narrative project description, including your capacity to undertake the project and referencing your portfolio or website as appropriate;
 - c. Timetable of activities (please note, SFAI will provide fiscal sponsorship in increments of one year maximum, renewable upon agreement by both parties);
 - d. Lead staff bios and job descriptions; and
 - e. List of Board of Directors or Advisory team for the Project (at least Three individuals), and their contact information (they may be contacted for reference).
2. Project budget and recent financial statement (1 year max);
3. Proof of you or your organization registered as a State of New Mexico Limited Liability Company. You may register your project in the State of New Mexico at the Secretary of State website;
4. Copy of completed IRS Form SS-4 (application for Employer Identification Number – EIN);
5. If you are applying for fiscal sponsorship for a particular artistic/ creative project, provide your website and/or portfolio demonstrating past works and capacity to undertake the project; and
6. Complete checklist of all required materials (above list).

Upon receipt of the above materials, the SFAI Board of Trustees will determine eligibility and whether to proceed with the Fiscal Sponsorship Agreement between SFAI and the Project. SFAI staff may require additional information on a case to-case basis.

Please see the following page for administrative notes, prior to submitting your application.

Administrative Notes regarding SFAI Fiscal Sponsorship

Agreement: Your project will need to comply with the requirements outlined in an executed agreement, including a requirement to keep SFAI informed on a regular basis regarding project activities. A draft of the agreement will be forwarded to you upon receipt of your application. The final, executed agreement between both parties will override or supercede any other verbal agreement and any of the conditions noted below.

Fundraising: SFAI must pre-approve all fundraising solicitations, and is not responsible for fundraising, promotion, or execution of your project.

Fees: An administrative charge of 10% of donations shall be deducted by SFAI to defray our costs of administering the restricted fund. In addition, a servicing fee of \$250 shall be required upon acceptance of fiscal sponsorship. This amount will be credited to your first 10% of contributions. This servicing fee may be waived by the SFAI Board of Trustees at their discretion, for hardship or otherwise.

Record-keeping and Oversight: SFAI will maintain records that document our oversight and ensuring that your project is furthering SFAI's mission and purpose. The project will maintain itself as a separate legal entity and is not an agent or legal representative of SFAI.

Ownership: The project owns and assumes its products and equipment and debts. The project owns all of its work products. Any tangible or intangible property, including copyrights, obtained or created by the project are the sole property of the project.

Roles and Responsibilities: Project staff does not work for SFAI, and project correspondence should not be on behalf of SFAI.