



Coweta Community Foundation Fiscal Sponsorship Application

Part of the philosophy of the Coweta Community Foundation is that the most effective and innovative projects, programs, and agencies are often initiated at the grassroots community level. Many of these are too small or too new to have yet secured IRS recognition of their charitable status.

The Coweta Community Foundation, for a nominal fee, provides qualified emerging and transitioning nonprofits with fiscal sponsorship, which includes operating under CCF's 501(c)(3) umbrella, an existing back-office infrastructure, and the support of nonprofit management expertise.

Temporary projects and programs may also be ideal candidates for fiscal sponsorship because this allows the project or program to focus on achieving its objectives rather than the administrative issues and costs inherent in establishing a new corporation seeking IRS recognition of charitable status. Through fiscal sponsorship, such projects and programs will become projects and programs of CCF.

To be considered for fiscal partnership, any project must have a genuine charitable intent.

Proposal for Fiscal Sponsorship

The Proposal for project, program or agency Sponsorship needs to be completed before a project, program or agency can be considered for sponsorship by the Coweta Community Foundation (CCF).

Please read the following notes before starting the proposal.

- CCF is available to provide explanation, guidance, and feedback to potential project, program, or agency during the development of a proposal.
- Is the organization incorporated within the State of Georgia? Has the organization applied for or received IRS recognition under section 501(c)(3)? If yes, please contact CCF before completing the proposal.
- Please submit only typed proposals. The proposal can be downloaded from CCF's website at www.cowetafoundation.org
- Once accepted, the project/program/agency will pay a \$50 set-up fee at the time a Fiscal Sponsorship Agreement is signed.
- Proposals can be submitted to CCF via mail to PO Box 236, Newnan GA 30264, or emailed as an attachment to board@cowetafoundation.org

Coweta Community Foundation Fiscal Sponsorship Application

Name of Fiscal Sponsor _____

Type of Fiscal Sponsor ___ Project ___ Program ___ Agency

Primary Contact Name/Other Information

Last Name: _____ First Name: _____

Address: _____ City: _____

Zip Code: _____ Email: _____

Phone: _____

How did you learn about CCF? _____

PROPOSAL NARRATIVE

I. Mission and History

a. What is the mission of the proposed project/program/agency?

b. What is the end goal of the project/program/agency?

c. Describe the founding and/or operation of the project/program/agency to this point and who has been involved.

II. Plan

a. Describe the work done to date to research, design and pilot test or deliver the services of the project/program/agency.

b. What impact do you anticipate the project/program/agency will have on the community at large within two years?

c. Include a timeline for the first year of activities.

III. Need

a. What evidence do you have to support the need for the project/program/agency? Include sources of information.

b. What other organizations address similar challenges in the community?

c. What work has been done to collaborate with existing organizations or to ensure the project is not a duplication of existing services?

IV. Community Support

a. What organizations and/or individuals are involved in the project/program/agency? Describe how they will support the project/program/agency.

b. Describe in detail the plan to raise funds to meet the expenses of the project. The plan should include a mix of revenue sources and not rely solely on grants.

c. Describe any efforts to date to raise money or to explore raising money.

d. What financial support has already been committed to the project/program/agency?

e. CCF fiscal sponsored projects, programs, and agencies are required to maintain an advisory board for agencies and an advisory committee for programs and projects. List the project/program/agency's advisory board/committee members or individuals to be approached to serve on the advisory board/committee. Indicate who has committed to serving on the board/committee.

f. All project/program/agency will require a CCF Board member to serve as a non-voting member of your board/committee. Please list the CCF Board member who will serve on your board/committee.

V. Leadership

a. Describe the leadership-related experience of the program/agency director, or the individual who will act as the primary contact with CCF and who will provide leadership and oversight to the project/program/agency.

b. How has the leader's work-related, or volunteer experiences prepared this leader to develop and implement the proposed project/program/agency?

VI. Other

a. Describe what you view as major barriers to implementing the project/program/agency.

b. How much money, if any, has been raised to date for the project/program/agency?

c. Are there any debts or obligations related to the activities of the project/program/agency to date?

ATTACHMENTS

1. Project/Program/Agency business or activity plan to meet the mission and end goal of the project/program/agency.
2. Project/program/agency Budget (including revenues and expenses) and budget narrative (explaining how you arrived at the figures in the budget) for the first 12 months of the project. Indicate which funds have been committed.
3. Three letters of support from individuals or from a community agency in support of the project/program/agency.
4. Brochures or other supporting materials about the project/program/agency (optional)