

FISCAL SPONSORSHIP GUIDELINES & POLICIES

Thank you for setting up a fiscal sponsorship. Your fund will be administered by GiveSendGo Charities, a 501(c)(3) public charity.

Please review the following form and proceed to our online application.



GiveSendGo Charities
www.GiveSendGo.org

GIVESENDGO CHARITIES

FISCAL SPONSORSHIP POLICIES & GUIDELINES

1. **Purpose:** The purpose of a Fiscal Sponsorship must meet two requirements.
 1. First, any sponsored project must align with our charitable purposes and goals.
 2. Second, our sponsorship is to help validate the charitable nature of the project.

Projects will be rejected if they; benefit the primary workers of the project beyond a fair and reasonable rate, fail to establish clear and reasonable charitable goals, assist in any political endorsements, or don't meet the credibility standards of GiveSendGo Charities.

2. **Credibility Standards:** For a flourishing sponsorship, the project must meet specific criteria to establish credibility in the public eye.
 1. **Visibility:** All projects or their hosting organization must have a properly functioning website and a presence on a social media platform.
 2. **Credibility:** Each organization seeking sponsorship for their project must have an established history with the public before the partnership.
 3. **Public Following:** The applying organization must have a general public following to secure a strong sponsorship. The organization will be responsible for marketing its project appropriately to its audience.

Organizations should acknowledge the reality of their projects. This typically means they spend time evaluating and establishing realistic goals and time standards for their project. We must establish every sponsorship with a sober mind to help advance your charitable purposes. Our organization WANTS to help you.

For Example: Frank is SUPER excited about a project that has been on his heart for a long time. He has spoken with friends, relatives, and even some potential investors, whom all think his ideas are worthwhile. Frank quickly sets up his project, believing that within a short time, it will bring in more significant donations based on the well-wishes of those around him. Still, when the sponsorship begins, Frank is disappointed by his project's slower nature and needs more than anticipated resources to keep it going. Because of this, the project dies before it can begin. Had Frank taken the time to examine his project's potential risk or cost, he would have established a better plan with more realistic expectations. A more extensive sponsorship can take extra time and resources to establish. Frank should have taken the time to, while expressing his excitement, collaborate with the sponsoring organization to evaluate the best move forward that would benefit both the project and the sponsor.

3. **Responsibilities:** Responsibilities (as listed below) are standard for any fiscal sponsorship. Our fundamental responsibility is communication between the Sponsor and the Project Manager to ensure the project's charitable capabilities.
 1. **Project Manager (PM):** The applying organization must select one individual to represent the project to the sponsoring organization. They are encouraged to set up a small committee within their project to delegate to when possible.

2. **Project Committee:** A Project Committee models the nature of an actual nonprofit and can be a valuable asset to your project. It should comprise of two or more individuals, not including the project manager. These individuals do not need to be compensated or have previously been part of the project. The committee should approve decisions and reports before submission to the sponsor.
3. **Quarterly Commitments:** All reports and general communication will be done quarterly. If needs arise that require more attention, they should be communicated promptly so we can assess the project's current needs.
4. **Marketing:** All marketing efforts must begin through the project and its organization. Sometimes, GiveSendGo Charities will take extra measures to market to a generalized audience. Collaboration can happen at the request of the PM, but the sponsor has the right to decline all requests.
5. **Record Keeping:** You must estimate your quarterly budget and donations to fulfill your application process requirements. These are only used for reference. Following the initiation of the sponsorship, the PM must submit a simple and straightforward quarterly report of all project-related expenses. This helps the sponsor better assess the project's needs so we can be more effective with our resources.

Fiscal Sponsorship: Who Does What?	
Fiscal Sponsor	Sponsored Project
Lends credibility of 501(c)(3) status to project	Has an obligation to disclose to donors that it does not have tax-exempt status
Receives and acknowledges charitable contributions	Builds and maintains relationship with donors
Retains control and discretion over funds	Acknowledges administrative fees and receives flow-through funds from sponsor
Requests records and reports to fulfill oversight responsibilities	Complies with record keeping and reports requested by sponsor
Communicates regularly with project	Communicates regularly with sponsor

4. **Dissolution:** A dissolution of the sponsorship may occur for varied reasons:
 1. The project has been completed by fulfilling the initial mandate and mission or meeting its deadline.
 2. The account has remained inactive for 12 consecutive months.
 3. The sponsored project no longer meets the standards for sponsorship
 4. The project manager does not report on the quarterly deadline (extensions may be requested).
 1. **Reasonability Clause:** It is unlikely a project would lose its sponsorship for unreasonable purposes. It is not in the interest of the project or sponsor to terminate the sponsorship, so extra efforts may be made to ensure it's a success.
 2. **For Example:**
 1. If a PM cannot submit their report on time, a reminder will be sent to the PM.
 2. If the PM fails to report for two quarters, the sponsor will contact the organization to rectify the situation.
 3. Suppose it is determined that the lack of communication comes from negligence. In that case, the sponsor holds every right to withhold donations from the project until it is rectified or another purpose is given to the funds.

5. **“Shared Cost” Fees:** “Shared Cost” fees are established on a sliding scale based on all incoming donations within our fiscal year (see chart below). After the first full year (starting at the establishment of the sponsorship), there will be an assessment of the health and needs of the project. A standard rate will be applied at the beginning of the project's second year. Fees may be adjusted anytime if unique circumstances or special partnerships arise. These adjustments will be made after the first quarterly report with reasonable cause.

1. **“Shared Cost”:** “Shared Cost Fees” is the most appropriate way to define our fee structure. These fees are described as “shared” due to the nature of the relationship between the project and the sponsor. Where there is no project, there is no excess cost for operation.

2. **Insight:** According to PropelNonProfits.org, the average fee a sponsor places upon the project ranger is from 5%-10%. Our model seeks to benefit the project beyond what is standard in nonprofit practice.

3. **Breakdown of Fees:** The fees received help to cover several current and potential expenses.

1. Accounting and Bookkeeping
2. State and federal compliance and filings and independent audits
3. Insurance
4. Donation portals and account management
5. Shared Resources (see #10)

Total Donations within a fiscal year	< \$10,000	\$10,001 - \$500,000	> \$500,000
Rates	6%	4%	2%

Example:

In the 1st quarter, \$18,000 is raised. **6%** was taken out for the first \$10,000, and a **4%** fee was taken out on \$8,000.

In the 2nd quarter, \$7000 was raised. A **4%** fee is taken off this amount.

In the 3rd quarter, \$800,000 is raised. A **4%** fee is taken off \$475,000, and a **2%** fee is taken off \$300,000.

In the 4th quarter, \$80 is raised. A **2%** fee is taken off of this amount.

Administrative fees are used exclusively to support our mission-based operations. These fees are your investment in a 501(c)(3) public charity dedicated to increasing charitable giving, educating and connecting donors to community needs they care about, and leading on critical community issues.

6. **Contributions:** The sponsor will receive and hold all contributions in an individual account. Any payment or donation directly to the project will not incur a tax-deductible receipt. To be tax-deductible, every gift must come through our system.

7. **Distributions of the Fund:** Distributions of the funds will be handled monthly. The first distribution will be made one month after the official starting date of the sponsorship. Please

comply with specific policies and guidelines in this document to avoid pausing all distributions until resolutions can be made.

8. Confidentiality and Privacy Policy: The Sponsor holds all information concerning our donors in strict confidence. The Sponsor will only release information about a donor if the donor has given permission or if a government agency or court has the legal authority to request the information. All personal data collected on this form is subject to the Sponsor's privacy policy, which can be found on our website. Donor data may be shared with the Project Manager, who is held to the same standards.

9. Honoring Donor Intent/Variance Power: The Sponsor carries out a project's charitable intent through a marketed sponsored project. In rare circumstances, the Sponsor may determine that the project's charitable purposes may have become unnecessary, obsolete, incapable of fulfillment, impractical, or inconsistent with the community's charitable needs. In that case, the Sponsor may need to exercise its variance power to change the fund's charitable purpose. In doing so, the Sponsor will strive to make distributions consistent with the donor's charitable interests.

10. Shared Resources: Due to the nature of a nonprofit, a project may have access to several resources to benefit the sponsored project. This may include specific software, grant writing, or discounts on hardware. The PM may request access to a discovered discounted or free resource aimed to benefit a nonprofit. Upon evaluating the project, the sponsor may also offer certain services already in use based on the apparent or potential needs of the project. Depending on the nature and cost of potentially shared resources, it is under the sponsor's discretion after an evaluation of the resource to apply the charge towards the already established fee, a determined split between the project accessible funds and fees, or rest it solely on the project's accessible funds. Our goal is to help equip you and your project for success.

11. Preparation for Application: Here is a checklist of all matters that should be completed before applying for sponsorship.

- Established name of Project
- Selected Project Manager
- Guidelines and Policies read through
- Desired Start Date of Sponsorship
- Clear Project Mission Statement
- Estimated Quarterly Financial Goal
- Estimated Quarterly Budget - Forwarded to info@GiveSendGo.org
- All potential media for marketing - Forwarded to info@GiveSendGo.org

Once you've completed this list, you can complete the application at:

<https://forms.office.com/r/26CujA2GYb>

You should receive a determination email within a week after completing your online application. If your application is accepted, your determination email will be delivered with the Sponsor's logos and typical marketing brands with an official start date for your sponsorship.

Thank you for considering us as your sponsor, as we both seek to change the world for its good!