



## **Fiscal Sponsor Policy**

### **Our 501(c)(3) Mission**

*The RMFU Educational and Charitable Foundation works to promote the well-being of rural communities and the family farmers and ranchers of Wyoming, Colorado, and New Mexico. The Foundation offers leadership training, youth education opportunities, funds, and expertise to groups and individuals involved in cooperative enterprises, local food initiatives, and hometown community initiatives.*

### **Nature of Fiscal Sponsorship Services**

In addition to implementing our own programs, we provide fiscal sponsorship services on a case-by-case basis for projects and entities that are aligned with our mission. Fiscal sponsorship services are provided under a preapproved grantor-grantee model to allow small and emerging organizations who do not have 501(c)(3) status to apply for and receive funding from third parties. The Foundation maintains discretion over all funds received and maintains fiscal oversight that funds are used in a manner consistent with a project or entity's application, any conditions set by the funding source, and a written agreement between the RMFU Foundation and the sponsored project or entity.

### **Projects and Entities Eligible for Consideration**

Whereas the primary focus of the Foundation is serving rural areas, we also recognize that there are many projects and organizations in urban areas that benefit rural areas and/or are particularly well aligned with our mission and priorities.

Broadly speaking, we are interested in supporting projects and organizations working in the fields of rural economic and cooperative development, agricultural leadership development, community health and nutrition, and farming, ranching, water and renewable energy projects that benefit three or more people. We discourage individuals from seeking fiscal sponsor services.

### **Commitment to Capacity Building**

In most cases, we provide fiscal sponsorship services for special projects or start-up organizations so that they may focus on program implementation. We encourage all sponsored projects and entities to work systematically towards building their own organizational capacity so that they may either become self-supporting or obtain their own appropriate tax status. The Foundation prefers not to exceed three (3) consecutive years of providing fiscal sponsorship.

Continuing Responsibilities for All Fiscally Sponsored Projects and Entities

The Foundation does not supply on-going operational support services such as accounting, financial management or reporting. After approval, individual sponsored projects and organizations remain responsible for each of the following activities:

- Handling their own payroll
- Maintaining appropriate insurance coverage
- Collecting and paying sales taxes (if applicable)
- Organization and project specific accounting
- Any required grant reporting for funds received
- Filing state and federal taxes for the organization

Sponsored Projects will also be expected to submit periodic reports regarding your use of funding disbursed to you by the Foundation under your fiscal sponsor agreement. The frequency, form, and detail of such reports, and staff member to whom they will be submitted, will be determined on a case-by-case basis.

#### *Fiscal Sponsorship for One-Time Events and RMFU Chapter Functions*

One-time event sponsorships and RMFU chapter functions are distinct and separate activities. These types of activities are handled individually by the most applicable department (External affairs, membership, education, cooperatives & economic development). Please reach out to the appropriate staff member for these activities. Do not use this application.

#### *Fiscal Sponsorship Application and Approval Process*

Attached to this summary is an application if you are seeking fiscal sponsorship. The application must be submitted a minimum of four (4) weeks prior to any submission of grants or fundraising requests. We reserve the right to decline any application.

Our standard fiscal sponsorship fee is 15%. This fee may be adjusted at the sole discretion of RMFU's Executive Director. To be approved for sponsorship, you must

- (1) Complete and submit the attached Fiscal Sponsorship Application,
- (2) Meet with an RMFU staff member to discuss your application,
- (3) Have one or more individuals from your organization attend a mandatory training, and
- (4) Sign a fiscal sponsorship agreement with the RMFU Foundation.

The RMFU Executive Director will make all final decisions.



### **Fiscal Sponsorship Application**

This application must be completed at least four (4) weeks before any grant submissions or fundraising activities. The RMFU Foundation reserves the right to decline any application. Completing and submitting this application does NOT authorize your project to begin applying for funding or conducting fundraising activities.

1. **Organization Information:**

- a. Name of Organization, Entity, or Project:
  
- b. Has your organization been incorporated in Colorado or another state? If so, please provide the full legal name of the organization, state of organization, and a copy of your articles of incorporation and bylaws.
  
- c. What is the mission of your organization or project?
  
- d. How long has the organization or project been in existence?
  
- e. How do you believe that your activities support the mission of the RMFU Foundation?
  
- f. Does your project or organization intend to eventually seek 501(c)(3) status? Why or Why not?

2. **Organization Personnel:**

- a. Organization Leader: \_\_\_\_\_ Title: \_\_\_\_\_
  
- b. Organization Contact for potential fiscal sponsor activities
  - i. Name: \_\_\_\_\_ Title: \_\_\_\_\_

- c. Who carries out project activities? Please assign a percent to each category. The total of all categories should add up to 100%
  - i. Full time employees of the organization \_\_\_\_\_
  - ii. Part time employees of the organization \_\_\_\_\_
  - iii. Independent contractors \_\_\_\_\_
  - iv. Volunteers \_\_\_\_\_

3. History of Fiscal Sponsorship:

- a. Has RMFU Foundation served as fiscal sponsor for your organization previously?
- b. If yes, please list each year in which RMFU has served as a fiscal sponsor.
- c. If RMFU has provided fiscal sponsorship services for three or more consecutive years, please explain why you have not applied for individual 501 (c)(3) status for your organization.

4. Reasons for Seeking Fiscal Sponsorship

Please explain, in general terms, why you are seeking fiscal sponsorship for your organization. You must also complete section a or b, or both if applicable.

- a. For grant or foundation fundraising opportunities
  - i. Name of the grant or funding opportunity (if applicable)
  - ii. Name of the organization from which you intend to apply for funding
  - iii. Link to the grant, organization, or foundation website with specific information about the opportunity



- iv. Amount of funding you intend to apply to receive
  - v. Due date for the grant or funding application. This date should be at least four weeks after the date of this application
  - vi. Description of the project or activity to be funded:
  - vii. Description of the project or activity beneficiaries. Please use numbers when possible.
- b. If you are applying for fiscal sponsorship with the intent of raising funds from private individuals or organizations without a specific grant process, please answer the following
- i. Please describe the fundraising activities you intend to undertake?
  - ii. How do you intend to promote these activities?
  - iii. How much money do you expect to raise within the next year (one year from today)?
  - iv. When would you like to begin raising funds? This date should be at least four weeks after the date of this application.
  - v. Description of the projects or activities to be funded
  - vi. Description of the project or activity beneficiaries. Please use numbers when possible.

5. Administrative Items

- a. Please identify the member of the RMFU staff with whom you have been in contact regarding your application (if any)
- b. Please list three dates and times you are available to discuss your application with a staff member at least one week BEFORE any anticipated fundraising activities.
- c. If you believe your project or entity should be considered for a reduced fiscal sponsorship rate, please explain any extenuating circumstances:

6. Acknowledgement

I have read and understood the RMFU Foundation's Fiscal Sponsor Policy and this Application. I have answered the above questions truthfully and to the best of my ability.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Date: \_\_\_\_\_



**Fiscal Sponsor Application Evaluation -- RMFU Use Only**

Name of Organization:

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Current Fiscal Sponsor Relationship: Y/N

Number of years Foundation has served as Fiscal Sponsor:

Staff Member Reviewing Application:

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Please rank each category 1-4, with 1 signaling that the criteria has not been met, and 4 being the ideal.

Fit of the Organization: Does the organization's mission/purpose align with the goals of RMFU's Fiscal Sponsor Policy?

1      2      3      4

Notes:

Organizational Maturity: Is the size and scale of the organization appropriate to RMFU's mission to building capacity?

1      2      3      4

Notes:

1. Staff Member that met with Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Notes:

2. Individual that completed Fiscal Sponsor Training: \_\_\_\_\_ Date: \_\_\_\_\_

3. Date Fiscal Sponsorship Agreement Signed: \_\_\_\_\_

(Append copy of signed agreement before submitting completed application and any supporting documents to Executive Director for approval)

Final Disposition: Approved \_\_\_ Denied \_\_\_

Staff Member Assigned to Ongoing Monitoring: \_\_\_\_\_

Fiscal Sponsorship Fee: \_\_\_\_\_

Executive Director: \_\_\_\_\_

Date: \_\_\_\_\_