



Fiscal Sponsorship Guidelines

The goal of the Jewish Communal Fund **Fiscal Sponsorship Program** is to facilitate charitable support for organizations and projects that have not yet received their 501(c)(3) determination from the IRS. As a fiscal sponsor, the Jewish Communal Fund (JCF) acts as an umbrella organization for an organization or project and accepts and administers funds on its behalf. JCF is legally responsible for the funds received on behalf of fiscally sponsored organizations and ensures that the funds are used for charitable purposes, but the organization is a separate legal entity from JCF. JCF sponsors organizations and projects that reflect a similar commitment to the values set forth in the JCF Mission Statement:

The Jewish Communal Fund facilitates and promotes charitable giving to sectarian and nonsectarian organizations through donor-advised funds, and provides support to Jewish communal organizations in New York. We enable individuals and families to achieve their philanthropic goals simply and effectively, with full confidentiality.

How it Works

JCF staff evaluates each organization or project's application, and if it meets all of JCF's requirements, the application is forwarded to the Executive Committee of the Board of Trustees for review and approval. Upon approval, JCF will execute a fiscal sponsorship agreement with the organization or project team, requiring funds to be used for a specific purpose and sets forth the terms and conditions of the organization's relationship with JCF.

JCF's primary role is to facilitate charitable support for the organization or project. To enable charitable support, JCF creates a special restricted fund for the sole purpose of funding the organization's activities, as long as the organization meets all obligations of the sponsorship agreement.

Donations earmarked for an organization operating under JCF's sponsorship are made payable to JCF, and are fully deductible to the donor. Contributions can be made in the form of checks, credit cards, appreciated securities or other JCF pre-approved forms of property. JCF will issue tax receipts to all donors who contribute to the fund, and will notify the organization that funds were received. Contributions are invested while held in the fund, and all interest is credited to the account.

Upon submission of invoices for appropriate budgeted expenses, JCF will transfer funds to the organization which will then pay its own bills, staff, vendors and contractors. Projects that have not incorporated may submit payment requests with all required backup information and JCF will pay the invoices against the project's account balance. Sponsored organizations and projects are required to submit quarterly reports, which include a financial accounting of all expenses and a narrative update on the progress of the sponsored organization.



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Eligibility

In order to be eligible to apply to JCF for fiscal sponsorship, the organization or project must meet the following criteria:

- ▢ Reflect a similar commitment to the values set forth in JCF's Mission Statement:
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- ▢ The work that will be sponsored must be for purposes which are legal, further a legitimate tax-exempt purpose, and in no way jeopardize the tax status of JCF
- ▢ Meet the requirements outlined in the Review Criteria section of the application
- ▢ The project budget must be at least \$100,000 with funding secured. The organization may be considered for fiscal sponsorship if contributions are committed, either from individuals or foundations, for \$25,000 or more.

Review Criteria

Organizations are accepted by JCF after being reviewed using the following criteria:

- ▢ **Relevance and Significance to Jewish Communal Fund**
Are the subject matter and project consistent with the goals of the Jewish Communal Fund's mission?
- ▢ **Likelihood of Attaining Tax-Exempt Status or Project Completion**
Is the organization currently seeking or does it have a timeline for seeking its 501(c)(3) status? Does the proposed project have a very high likelihood of being successfully completed and is the project feasible?
- ▢ **Budget**
Is the budget well developed and realistic for the organization? Does the proposed budget match the needs of the organization/project?
- ▢ **Fundraising Ability**
Are funds already secured or likely to be secured? Has the organization's CEO identified appropriate sources of funding for the organization?
- ▢ **Demonstrated Ability of Key Personnel**
Do the applicant and proposed personnel have the ability to successfully develop and run the organization/complete the proposed project?



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Fiscal Sponsorship Fee

There will be a fee charged of 4-5% of the average daily balance maintained in the account, posted monthly, depending on services provided.

Completing the Application

To be considered for fiscal sponsorship, please download the fiscal sponsorship application. Applications are accepted at any time, and may be submitted by mail or email. We receive applications from all types of groups—established groups, start-up organizations and time-limited projects. Therefore, some of the questions may not apply to every group.

Application Process

Applications for fiscal sponsorship are accepted on a rolling basis. Once JCF has received all the requested materials, the application will be reviewed by staff and the Executive Committee. If the application is approved, JCF and the applicant will execute a fiscal sponsorship agreement. The length of the application process depends on a number of factors, including how complete the application is at the time of submission, the number of applications currently being reviewed, and the time of year. Applications will not be reviewed in November and December. The average time period for the review and decision-making is 4-6 weeks.



Fiscal Sponsorship Application

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- 1) On the first page of the application, please list:
 - a) The name, address, email address, website URL and phone number of the organization
 - b) The name, title, daytime phone, cell phone and email address of the organization's contact person
 - c) Employer Identification Number (EIN)
 - d) Number of full-time and part-time employees
 - e) If the organization or project maintains a bank account in its own name, please give the bank name and address

- 2) Describe in detail the organization or project's:
 - a) Mission
 - b) Relevant history
 - c) Structure of the organization, including a description of how decisions are made. If you are the founder of a new group, what is your plan for growth?
 - d) Current activities, performance measures and recent accomplishments
 - e) Goals, including future plans
 - f) Fundraising plan

- 3) Include a 2-year projected budget for the organization/project within an Excel spreadsheet. Please itemize and detail both revenue and expenses, breaking down the line items as much as possible and including rates of pay where possible. Please include information regarding current cash on hand and commitments from donors.

- 4) Provide brief narrative biographies of the key staff, board members and consultants affiliated with the organization/project. The bios should demonstrate that those involved have the education, skills and experience necessary to successfully manage the organization/project.

- 5) Attach evidence of the legal status of the organization or project

- 6) Attach recent financial statements for the organization or project, as well as copies of the latest tax return and/or relevant filings.

- 7) If you have already filed Form 1023 with the internal revenue Service, please provide a copy of the application and all supporting documents submitted. Also provide us with any correspondence from the IRS relating to the Form 1023. If you have not, please describe your plans, if any, for filing.



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- 8) Does your organization or project have a current or former fiscal sponsor? If yes, please provide the sponsor's name, contact person's name and phone number, and reason for seeking new sponsor.

- 9) Why does your organization or project want fiscal sponsorship from JCF? How did you learn of JCF's fiscal sponsorship program?

- 10) Please provide contact information for two individuals or groups who are familiar with your organization or project and can provide references. Please include office and cell phone numbers, email addresses and the relationship with your organization or project.