**Washington Resource Conservation
& Development (RC&D) Council**

****

**Fiscal Sponsorship Application**

**About Fiscal Sponsorship**

Fiscal sponsorship has evolved as an effective and efficient mechanism for supporting various collaboratives, advancing conservation and community efforts, and delivering public services. Fiscal sponsorship means that the Washington RC&D Council (RC&D), a 501 (c) 3, nonprofit organization (the “fiscal sponsor”), agrees to provide administrative services and oversight to, and assume legal and financial responsibility for, the activities of groups engaged in work that furthers the RC&D mission.

Types of funding that RC&D can receive on behalf of another collaborative or project includes:

* Tax deductible donations from individuals and other entities that may be able to benefit from the tax deduction.
* Funding from entities, such as foundations, government agencies, and other parties that may only provide grants and funding to non-profit entities.

Fiscal sponsorship confers significant potential benefits to the leaders of sponsored projects and the issues those projects address. It allows new community ventures to more quickly and efficiently get up and off the ground, without the delay or complexity associated with incorporating and filing federal and state applications for tax exemptions.

In a fiscal sponsorship relationship, the fiscally sponsored project becomes a program of the RC&D, and is a fully integrated part of the RC&D, who maintains all legal and fiduciary responsibility for the sponsored project, its employees, and activities. Any work product becomes the property of the RC&D and will be made available to the public or to the charitable sector. The RC&D will be responsible to funders that the purposes and any restrictions of all grants and/or contributions will be met.

**Requesting Fiscal Sponsorship**

To request fiscal sponsorship of the RC&D for one or more projects, or general support of an organization, affiliation, collaborative, or other stakeholder group, that group must demonstrate that their work is in line with the RC&D mission and must also meet the following criteria:

* Involve a collaboration of organizations / agencies.
* Address a ‘real’ demonstrated need, relevant to natural resource conservation or community sustainability with a broad support of stakeholders, community, etc.
* Have financial, technical, and capacity feasibility.
* Have credibility, transparency, and accountability of potential partners.
* Have large benefit compared to cost of time and funding.
* Demonstrate significant potential benefit compared to potential risks and/or negative publicity.

This application for fiscal sponsorship must be presented to the RC&D Board of Directors at a regularly scheduled meeting. It is also suggested that this application be reviewed by the RC&D Executive Director prior to the meeting. Approval of this application is at the sole discretion of the Board of Directors. Considerations that the Board of Directors must make when reviewing this application includes the above items, as well as:

* What RC&D staff or board time commitments would be needed?
* Does the budget and any identified funding sources allow for adequate RC&D administrative charges, and are those adequate to cover likely RC&D expenses? (a minimum 20% indirect fee of all received funding is recommended)
* What contracting would RC&D have to do to carry out the project(s)?
* What legal or fiscal risks might there be to RC&D in sponsoring the project(s)?

There may be additional considerations that the Board of Directors will have to make depending on the unique characteristics of the project(s), applicant, and current RC&D staff and financial situations.

If the application is approved and signed, then a fiscal sponsorship agreement will need to be signed by both RC&D and applicant before any financial transitions or contracting can be done.

If fiscal sponsorship is to last for more than one year, RC&D may request renewal of application and agreement each following year.

**Fiscal Sponsorship Application**

To apply for fiscal sponsorship from RC&D, the applicant must submit an application that addresses each of the following items:

1. Applicant name, names of participants (agencies and individuals), and decision making body / process.
2. Contact person, title, role, address, e-mail, and phone number.
3. RC&D board member(s) involved and explain how they will be involved.
4. Other key personnel or other participants implementing and/or supervising the project or other collaborative activities.
5. Projected duration of fiscal sponsorship (include end date if applicable) and project(s) / activities.
6. History of applicant or other background information to provide context.
7. Project or activity description. Make sure to identify how project ties into RC&D mission.
8. Short and long term goals related to, or beyond, the projects or activities proposed here.
9. Geographic scope – what communities or areas will be impacted by the project or collaborative?
10. Project(s) or activity budget. Itemize budget as much as possible and include administrative costs to be paid to RC&D.
11. Identified sources of funding and fundraising plan.
12. Reporting- explain how you plan to report project or activity progress to RC&D Board of Directors. Also, if there are reporting requirements of any outside grantor, please explain who will complete these and how.

**Submitting Application**

Please submit an electronic copy of application prior to RC&D Board meeting to:

ryan@washingtonrcd.org

In addition, you will need to present application, along with any supporting materials, at a regularly scheduled board meeting. Please contact Executive Director to be placed on the agenda and refer to website for meeting dates. Website is: [www.washingtonrcd.org](http://www.washingtonrcd.org).