



**NEW MEXICO**  
Community Foundation  
TOGETHER WE THRIVE.

## The Application Process

Thank you for your interest in setting up a fiscal sponsorship with NMCF. We will follow these steps to determine eligibility.

### STEP 1

Please Review our website. Many of your questions are answered in these pages.

### STEP 2

*Complete the Following:*

#### **Application**

A completed Request for Fiscal Sponsorship Application.

#### **Narrative**

A letter requesting fiscal sponsorship for your project. It should include:

A brief outline of the proposed project (usually 1-3 pages) that describes its nonprofit purpose, scope, target beneficiaries, and vision of success.

#### **First-year Budget**

A draft of the first-year budget with current assets and anticipated sources of revenue, including a line-item expense for “fiscal sponsorship fee” which is generally 10% of total revenue.

Every project applying to NMCF must provide identified funding (in-hand or formally committed) to be considered for fiscal sponsorship. Evidence of this financial “floor” should be submitted in the form of a first-year budget at the time of application.

#### **Project Manager**

Please submit a brief bio and/or resume for the project manager.

#### **Advisory Committee**

A list of Advisory Committee members (a minimum of three) with their contact information and brief biographies.

Every NMCF fiscally sponsored project must maintain an Advisory Committee with a minimum of three persons. No more than 49 percent of the members of the Advisory Committee may be paid by the project. (In other words, the majority must be unpaid.)

The Advisory Committee must, at minimum, assume the following joint responsibilities:

- Sign the fiscal sponsorship agreement
- Hire, supervise, and terminate when necessary the fiscally sponsored project’s Project Director

### STEP 3

Submit all materials in STEP 2 to NMCF. You can send these to Linda Milbourn, 135 W. Palace Ave., Suite 301, Santa Fe, NM 87501, or electronically to [lmilbourn@nmcf.org](mailto:lmilbourn@nmcf.org). PLEASE allow at least 30 days to review.

## **STEP 4**

### **Meet with NMCF Staff**

NMCF requires an onsite interview before we submit your proposal to our Board of Directors. This is our opportunity to provide feedback that could improve the project's chances for approval, and to address any questions you may have.

## **STEP 5**

### **Await approval from NMCF Board of Directors**

The Board will approve or decline your application or request additional information. NMCF's Board meets quarterly, however this step can be expedited if necessary.

If the Board requested more information on your project, your application will be reviewed again at its next meeting.

If your project is declined by the Board of Directors, we will make every effort to refer you elsewhere or suggest a next step.

## **STEP 6**

### **Sign Agreement**

*If your project is approved for fiscal sponsorship, staff will notify you and send you a draft agreement to review prior to your orientation.*

## **STEP 7**

### **Attend an orientation meeting at our offices in Santa Fe**

During the orientation you will meet our staff and get detailed information about how we operate and how NMCF and its projects assume joint accountability. Because of the importance of this initial training/signing/information session, attendance is required.