

FISCAL SPONSORSHIP GUIDELINES AND APPLICATION

NEO Philanthropy (NEO) offers fiscal sponsorship and project management services to individuals and projects that do not have 501(c)(3) non-profit tax-exempt status. Tax-exempt status is required by many foundations, corporations and government agencies in order to be eligible for funding. As a fiscal sponsor, NEO acts as an umbrella organization for an individual or project, and accepts and administers funds on its behalf. NEO is legally responsible for the funds received on behalf of fiscally sponsored projects and ensures that the funds are used for charitable purposes, and that donor reporting requirements are met in a timely fashion.

Fiscal sponsorship broadens the available funding avenues an individual or project can pursue. NEO staff can advise projects on fundraising strategies but does not engage in fundraising activities for the projects.

ELIGIBILITY AND CONSIDERATIONS

In order to be eligible to apply to NEO for Fiscal Sponsorship, you must meet the following criteria.

- Reflect a similar commitment to the goals set forth in NEO's mission.
- The work supported must be for purposes which are legal, further a legitimate tax-exempt purpose, and in no way jeopardize the tax status of NEO.
- Meet the requirements outlined in the Review Criteria section of this application.
- The project budget must be at least \$200,000.00 with funding secured. The project may be considered for fiscal sponsorship if at least one contribution is committed, either from one individual or one foundation, for \$50,000 or more.

REVIEW CRITERIA

Projects are accepted by NEO after being reviewed using the following criteria:

1. RELEVANCE AND SIGNIFICANT OF PROJECT TO NEO PHILANTHROPY'S MISSION

Are subject matter and project consistent with the goals of NEO Philanthropy's mission? NEO brings together and strengthens the work of philanthropic institutions, nonprofit groups and other public interest organizations, sharing a vision of a society that ensures justice, dignity and opportunity for all people.

2. LIKELIHOOD OF PROJECT COMPLETION

Does the proposed project have a very high likelihood of being completed successfully and is the project feasible?

3. BUDGET

Is the budget well-developed and realistic for the project? Does the proposal budget match the needs of the project?

4. FUNDRAISING ABILITY

Are funds already secured or likely to be secured? Has the project director identified appropriate sources of funding for the project? Are the potential funders appropriate for the project?

5. DEMONSTRATED ABILITY OF KEY PROJECT PERSONNEL

Do the applicant and the proposed personnel have the ability to successfully complete the proposed project?

6. LOBBYING

Imperative: *If your project will be engaging in 501(c)(3) lobbying activities, NEO must be informed and give consent prior to approving this application.*

FISCAL SPONSORSHIP FEE

A fiscal sponsorship fee is based on the overall project budget, level of effort and services required, and whether project staff is hired as NEO employees. Fees generally range from 6% to 10%.

APPLICATION PROCESS

Please include the following materials with your application form:

- A proposal that describes the project in detail.
- A project budget for 2016.
- A list of funders (both committed and pending) and potential funders.
- A list of steering or advisory committee members.
- Names, contact information, and resumes of key staff and/or consultants.

NEO staff will review your submission and be in touch with you within two weeks of receipt of your materials. Send all materials to:

Sarah Motola
Program Associate, Fiscal Sponsorship
NEO Philanthropy
45 West 36th Street, 6th Floor
New York, NY 10018
smotola@theneodifference.org

FISCAL SPONSORSHIP APPLICATION

Project Title Hack Club

Project Administrator(s) Zach Latta

Name of Organization (If applicable) Hack Club

Address 4080 18th Street, San Francisco, CA 94114

Telephone [redacted]

Fax N/A

Email address zach@hackclub.com

Website <https://hackclub.com>

Brief Description of Project

Hack Club helps high schoolers start awesome after-school coding clubs. We provide everything needed to get started: curriculum, leadership training, community, and events.

Anticipated Length of Project Indefinite

Will there be any 501(c)(3) allowed lobbying activity? No

If Yes, please explain

Total income for 2015 \$ 87,715.00

Total projected income for 2016 \$ 150,000.00

Do you have a short or long term plan in place?

Our current goal is to bring our clubs to 200 schools by the end of 2016. Long term, we plan to expand to thousands of schools, reaching hundreds of thousands of students.

We're using an existing and proven model—organized clubs in high schools—and applying it to a new field, computer coding. Key Club, DECA, and FBLA have all used this model and all have membership in the hundreds of thousands of students.

How much funding have you secured for your project? \$ 157,846.31

Amount being transferred to NEO upon activation \$ ~\$75,000 - projected bank balance at
end of June 2016

How did you hear about our fiscal sponsorship program?

- ☐ NEO Representative ☐ Referral from an Organization
☒ Referral from a Colleague ☐ Other

Please include the following attachments with this application form:

1. A proposal that describes the project in detail.
2. A project budget for 2016.
3. A list of funders (both committed and pending) and potential funders.
4. A list of steering or advisory committee members.
5. Names, contact information, and resumes of key staff and/or consultants.
6. Brief snapshot of Hack Club's monthly expenses.
7. Description of which fiscal sponsorship services you'd like us to provide for Hack Club.

Email or send application materials to:

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