



Hello and thank you for your interest in fiscal sponsorship with the Community Capital Fund!

The mission of the Community Capital Fund (CCF) is to support and promote innovative and measurable community development by focusing on neighborhood capacity building initiatives that leverage community resources and expertise. Grassroots community development efforts often generate the most effective and innovative methods of addressing social, economic, and environmental challenges in neighborhoods but many of these projects are not recognized by the IRS for charitable status and thus not eligible to receive grants or tax-deductible donations. Through fiscal sponsorship, CCF can give these projects and social ventures access to the charitable funding needed to scale for a significant impact.

**HOW IT WORKS...** The CCF Fiscal Sponsorship program provides an alternative to starting a nonprofit for mission-aligned, community development projects. Sponsored organizations or projects may use the fiscal sponsorship—a legal arrangement with CCF—to receive grants, tax-deductible contributions, and other revenues for use in carrying out its charitable activities. Project organizers can leverage this relationship to build capacity and increase the impact of the project.

CCF fiscal sponsorship practice provides two widely accepted and IRS-endorsed models of sponsorship outlined in *Fiscal Sponsorship 6 Ways to Do It Right* by Gregory Colvin:

**Model A:** Comprehensive or Direct Project Relationship, Model A provides the sponsored project a full services home at Community Capital Fund. The organization shares a common corporate structure, tax exemption, and insurances, as well as staff and systems for managing finances, human resources, legal, fundraising, marketing, office space and other areas of back-office support with CCF. Model A is good for any charitable program or initiative needing 501(c)(3) status and turnkey infrastructure for the short, medium, or long term. Model A is also good for existing nonprofits looking to restructure and/or strengthen back office functions. The project leader can focus on their program and fundraising. CCF does the rest.

**Model C:** Pre-Approved Grant Relationship, Model C is an arm's length, re-granting relationship. Funds solicited through the sponsorship will be received by CCF and distributed to the sponsored organization or project leaders for use directly related to the project, less an administrative fee that is assessed based on your budget and funding sources. Complete corporate independence between CCF and the sponsored project along with separate tax treatment. Model C is good for organizations seeking independent 501(c)(3) status in need of a "bridge." Also, a good solution for limited duration projects such as artists projects and charitable work carried out by entities prime funders won't directly fund.

**Hybrid Model:** Sponsored organization desires a Model C, pre-approved grant relationship but does not have the capacity to manage funds. CCF will provide revenue and expense management services for a separate fee.

**ELIGIBILITY...** Sponsored organizations or projects must have a core purpose that furthers the mission of CCF and provides an inclusive and direct benefit to communities within CCF's service area. CCF community development mission can be further categorized into seven key areas:

1. Celebration of arts and culture
2. Environmental stewardship
3. Public safety
4. Digital inclusion
5. Civic Engagement, Civil Rights, and Social Justice
6. Housing Equity
7. Health Equity
8. Education and Youth Development

All sponsored organizations or projects must serve communities within CCF's service area, which encompasses the Kansas City metro area with a specific focus on low- to moderate-income census tracts in Jackson, Clay, Platte, and Cass counties in Missouri and Wyandotte, Johnson, and Leavenworth counties in Kansas. Projects may extend into non-service area locations, but the project may not originate outside of the service area. An exception will be considered for projects recommended through current Community Capital Fund partner organizations or funders.

Model A sponsored projects must have an operating history, not currently be in litigation and have 60 days of unencumbered cash assets. Model A projects should also have the leadership and managerial capacity in place to provide effective programming. This includes current staff and at least a three-member advisory board.

Model C sponsored projects should have a feasible timeline for completion, or clear next steps, with an adequate pipeline of prospective funding opportunities. Organizations and project leaders must exhibit the leadership and managerial capacity required to produce the expected measurable outcomes of the project. Sponsored Organization or project should also demonstrate clear governance and organizational structure, systematic financial controls and reporting processes, and balanced operational and project budgets. Sponsored projects must carry comprehensive general liability insurance coverage.

## **COMMUNITY CAPITAL FUND APPLICATION FOR FISCAL SPONSORSHIP**

**HOW TO APPLY...** Please contact the CCF Executive Director at [info@ccfkansascity.org](mailto:info@ccfkansascity.org) to schedule an initial meeting to discuss the feasibility of your project for fiscal sponsorship. If the project is a good fit for sponsorship, the CCF Fiscal Sponsorship Application and required attachments should be submitted to [info@ccfkansascity.org](mailto:info@ccfkansascity.org). Incomplete applications will not be eligible for sponsorship. Your application will be reviewed and scored by the fiscal sponsorship committee which includes a mix of CCF staff, current sponsored projects, and board members. If the minimum score is met, your application will be submitted to the CCF Board of Directors for approval/denial. Please allow at least 30-60 days for this process. Applications are due 14 days prior to the next CCF board meeting, without exception.

If your project is selected for sponsorship, you will be notified via email and will receive a digital packet of information that includes your award letter, Fiscal Sponsorship Agreement, and other documentation tools. Once the agreement is signed by representatives of the sponsored entity and CCF, pre-approved fundraising under the sponsorship may begin.

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# COMMUNITY CAPITAL FUND APPLICATION FOR FISCAL SPONSORSHIP

## APPLICATION FOR FISCAL SPONSORSHIP:

### BASIC INFORMATION

1. Name of Sponsored Organization/Project:
2. Requested Model Type (see guidelines for descriptions):
  - **Model A: Comprehensive or Direct Project Relationship**
  - **Model C: Pre-grant Relationship**
  - **Hybrid: Pre-grant Relationship with financial management services**
3. Name of leading (parent) organization/association:
4. Names of partnering organizations/associations (if applicable):
5. Website (if applicable):
6. Address/City/State/Zip:
7. Phone:
8. Primary contact name:
9. Primary contact title:
10. Primary contact email:
11. Primary contact phone:
12. EIN (Employer Identification Number):





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4. Please describe how the purpose and intended outcomes of the project are aligned to CCF's mission.

5. Describe the community that your project is intended to serve. Note specific geographic area.

6. How was this project identified as a need for this community?







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## REQUIRED ATTACHMENTS

- Project timeline with specific dates for implementation
- Project budget
- Current operating budget of the leading organization and any partner organizations
- List of prospective funding opportunities for project. Please include grant deadlines and dates for requests
- Proof of comprehensive general liability insurance coverage
- Proof of good standing from the state of Missouri or Kansas
- Organization financial statements - either the most recent audit/financial review, Form 990, OR financial statements (if applicable)
- Current bylaws (if applicable)
- Letters of support from partner organizations (if applicable)

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## ENDORSEMENT

To the best of my knowledge and belief, the statements in this application are true and correct; the governing body of the applicant has duly authorized the document; and the applicant organization will comply with applicable laws, regulations, terms, and conditions in effect at the time of grant. I understand that Community Capital Fund, in evaluating this grant application, may, if deemed appropriate, review any and all of the information submitted as part of this request.

Signature of authorized representative: \_\_\_\_\_

Printed Name/Title: \_\_\_\_\_ Date \_\_\_\_\_

## SUBMIT

Please submit your completed application and the required attachments by email to [info@ccfkansascity.org](mailto:info@ccfkansascity.org).