



## PROJECT FISCAL SPONSORSHIP REQUEST APPLICATION

Date :

### Contact Information

Name of Project:

Project Leader Contact Name:

Contact Address:

City, State, Zip:

Contact E-mail:

Telephone contact phone number(s) :

### Project Summary (2-3 pages preferred)

**Summary:** Please provide a short summary that describes your project. Include your mission, purpose, goals, objectives (measurable outcomes), and anticipated timeline.

**Project Need:** What is the environmental protection, enhancement, or education opportunity, problem or need that your project addresses? How did you determine the need for this project? Why is your project important?

### Project Details

#### **Project Description**

1. Strategy/Objectives: Identify the purpose and principal objectives of the project (Purpose is your primary mission or goal. Objectives are outcomes that are measurable, time-specific and more narrowly defined than a mission or purpose). What is your initial strategy for undertaking and achieving your project purpose and how will you carry it out? Please specify if your project intends to engage in lobbying or political activities.
2. Uniqueness: What makes your project unique? What distinguishes it from other related efforts? How will your project interact and collaborate with other similar efforts?
3. Community/ Public Support: Is yours a community-based project? Please describe your project's relationship to the community in which you are working and propose to benefit, and community involvement with the project.

#### **Budget and Financing**

4. Funding Need: During the requested period of project sponsorship, how much money will a successful outcome require (in the short-term or over the foreseeable future) and how will the funds be used (a proposed budget is requested in the Additional Documentation section, below).
5. Fundraising and Budget: Describe your fundraising strategy: short and long-term. What are your expected types and amounts of expenses in the first year of the project? How will you raise the initial funds needed for your project budget and support your organization? Include a list of any



[www.ConservationSouth.org](http://www.ConservationSouth.org)

existing or confirmed funding. If possible, provide a proposed budget for first year activities.

6. Diversity of Funding: How do you anticipate or plan to diversify your funding sources over time? (Examples: grants and donations, membership fees, workshop fees, publication income, consulting, etc.)

#### **Expectations**

7. Project Timeline: Provide a general timeline for project development and program implementation. Will this be a relatively short-term project, or do you anticipate the project and its programs will last a long period of time?

8. Fiscal Sponsorship Needs: Why do you need a fiscal sponsor? What Southern Conservation Partners services do you wish to use in the first year? In the next 2-5 years?

#### **Qualifications**

9. Qualifications: What makes you uniquely qualified to lead this project? Describe the leadership and overall organizational structure, including the role of staff members, advisory board, and steering committee if applicable.

10. Legalities: Is your organization currently bound by any existing legal contracts? Are you planning to enter into any legal arrangements? Do you know if and when you will formally incorporate your project/program, or if and when you will apply for IRS determination as an independent public charity?

#### **Other Information**

Please provide any other additional information that you think may help us evaluate your project. Do you have any questions of Southern Conservation Partners? (Do not hesitate to arrange a preliminary consultation – which we strongly encourage you do in advance of submitting this request application.)

#### **Additional Documentation**

Please provide the following:

1. An draft annual budget that includes the expected revenue and expenses for the first two years
2. Brief resumes and references for the leadership and key staff
3. Names and short bios for your advisors (if any)
4. Any other information that may be helpful (any existing fact sheets, brochures, news articles, web info, etc.)

Email completed application and information to: [info@conservationsouth.org](mailto:info@conservationsouth.org) OR  
mail to Southern Conservation Partners, P.O. Box 33222, Raleigh NC 27636-3222 .

Questions? Please contact **Chuck Roe at 919-500-6598** or [info@conservationsouth.org](mailto:info@conservationsouth.org)