

## YOUR SAFE SPACE

### Fiscal Sponsorship Program *Application & Service Guide*

#### What is Fiscal Sponsorship?

Fiscal sponsorship allows eligible charitable projects to operate under Your Safe Space's 501(c)(3) status while receiving administrative oversight, financial management, and compliance support. All sponsored activities must align with the charitable mission of Your Safe Space and are subject to approval.

#### Service Packages

| Package | Includes                                                                          | Fees                             | Best For               |
|---------|-----------------------------------------------------------------------------------|----------------------------------|------------------------|
| Starter | Donation processing, donor receipts, basic oversight                              | \$350 onboarding + 5% admin fee  | Small projects         |
| Growth  | Everything in Starter + budget review, quarterly reporting                        | \$500 onboarding + 7% admin fee  | Growing nonprofits     |
| Premier | Everything in Growth + grant administration, compliance support, monthly meetings | \$750 onboarding + 10% admin fee | Large/complex projects |

#### Payment Policy

**Onboarding Fee:** Due before review begins and is non-refundable once document review has started.

**Administrative Fee:** Deducted from grants and donations received through the fiscal sponsorship agreement.

**Grant Funds:** Restricted grant funds are managed according to grant requirements and applicable law.

**Disbursements:** Approved disbursement requests are generally processed within 3–10 business days after required documentation is received.

**Additional Services:** Grant writing, grant research, bookkeeping, and consulting may be billed separately unless included in your package.

#### Application

**Project/Organization Name:** \_\_\_\_\_

**Primary Contact:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Project Mission:** \_\_\_\_\_

**Project Description:** \_\_\_\_\_

**Population Served:** \_\_\_\_\_

**Geographic Area:** \_\_\_\_\_

**Estimated Annual Funding Goal:**  
\_\_\_\_\_

**Grants You Plan to Pursue:** \_\_\_\_\_

**Current Budget:** \_\_\_\_\_

### Required Documents

- ☐ Project Budget
- ☐ Program Narrative
- ☐ Leadership Bios
- ☐ Timeline
- ☐ IRS Letter (if applicable)
- ☐ Other Supporting Documents

### Applicant Acknowledgement

**By signing below,** I acknowledge that submission of this application does not guarantee approval. I understand that all projects are reviewed for mission alignment, legal compliance, and organizational capacity. I understand that fees apply according to the selected package and the executed Fiscal Sponsorship Agreement.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_