

**SE UPLIFT'S FISCAL SPONSORSHIP PROGRAM  
FOR NEIGHBORHOOD ASSOCIATIONS  
- THE APPLICATION PROCESS -**

**Why Should Your  
Neighborhood Apply For  
Fiscal Sponsorship?**

- You can collect tax exempt donations from local businesses and neighbors
- You will be able to apply for grants requiring 501c3 status
- It's easy & you only have to apply once a year!

*SE Uplift can provide your neighborhood association with fiscal sponsorship. Fiscal sponsorship allows neighborhood associations to receive tax-deductible donations using SE Uplift's 501c3 tax-exempt status.*

*Our process for providing fiscal sponsorship is simple. Your neighborhood association just needs to fill out one application for all your expected projects and events for the year.*

*The following guide will walk you through the process and provide you with all the necessary forms.*

**PROCESS FOR OBTAINING FISCAL SPONSORSHIP:**

1. Read this guide, review the application, and check out the FAQs.
2. Designate one person to serve as your Neighborhood Association's primary fiscal sponsorship coordinator. The coordinator should meet with your SE Uplift staff liaison to review the application process and begin brainstorming projects.
3. At a neighborhood board meeting complete the fiscal sponsorship application.
  - a. Brainstorm all the events / projects that your neighborhood might want fiscal sponsorship for during the calendar year.
  - b. For each project determine the types of fundraising efforts, the approximate date, the anticipated months for fundraising, and if it will need a project specific coordinator.
4. Submit the application through email, mail, or in person to: Anne Dufay, [anne@southeastuplift.org](mailto:anne@southeastuplift.org); 3534 SE Main St, Portland, OR 97214.
5. The SE Uplift Executive Committee will review the fiscal sponsorship application at their next monthly meeting (3<sup>rd</sup> Monday of the month).
6. Once your application is officially approved, your neighborhood's primary fiscal sponsorship coordinator and any project specific coordinators identified in the application will need to meet with staff to discuss the process for donations, reimbursements, etc. and to sign off on the fiscal sponsorship agreement.
7. Once the agreement has been signed, a designated account will be set up for your neighborhood association, with sub-accounts for each approved event/project.

**Role of Primary Fiscal  
Sponsorship Coordinator**

- Work with your SE Uplift liaison and your board to complete the fiscal sponsorship application.
- Authorize all payment requests\*
- Provide oversight for all fundraising activities

\*Except for requests relating to projects that have project specific coordinators.

**Which Projects Should Have  
Separate Coordinators?**

- Projects that are seeking grants.
- Projects that anticipate a significant amount of fundraising and expenses.

## FAQ:

### **Q: What is fiscal sponsorship?**

Fiscal Sponsorship is the formal arrangement by which neighborhood associations are able to seek grants and solicit tax-deductible donations under SE Uplift's 501c3 tax-exempt status. As the fiscal sponsor, SE Uplift accepts financial donations on behalf of a neighborhood association for a specific project and is responsible for providing appropriate financial oversight, while the neighborhood association retains responsibility for implementing their project. Neighborhood associations request reimbursement or submit invoices in order to access funds for their pre-approved activities and expenses.

### **Nonprofit ≠ 501c3**

While all 20 neighborhood associations in the coalition are nonprofits, only 3 of them are 501c3 organizations.

### **Q: Can we raise funds for general neighborhood expenses not associated with a specific project?**

Yes, you will just need to include "unrestricted neighborhood association activities" as a separate project in your application. You will want to define what types or categories of expenses you will allow to come out of this account.

Keep in mind that when fundraising for general neighborhood expenses, you cannot tell donors that their donation will go towards a specific project or activity.

#### **Example:**



"We are raising funds to purchase vests for our neighborhood foot patrol."



"We are raising funds to support our neighborhood association activities like the movie in the park, foot patrol, and community meetings."

If there are individual projects or committees that you want to be able to specifically fundraise for, you will need to designate separate accounts for them in your application.

### **Q: What happens if we want to add a project for fiscal sponsorship at a later date?**

You will need to fill out an addendum form and submit it a minimum of one month before fundraising for the new project begins. The project will then need to be approved by the SE Uplift Executive Committee, which meets on the 3<sup>rd</sup> Monday of the month.

### **Q: What if we don't know who the project coordinator is going to be for a project yet?**

For most projects, we would like the project coordinator to be your neighborhood's primary fiscal sponsorship coordinator. The only exception would be when you are seeking a grant or anticipate a significant amount of fundraising. In these cases, you can leave the project coordinator blank and follow-up with SE Uplift once the project coordinator is identified. Please note you must notify SE Uplift with this information at least 2 weeks before any fundraising begins. All project coordinators are required to meet with SE Uplift staff to sign off on an agreement acknowledging understanding of donation and reimbursement processes.

### **Q: Can I start accepting donations and applying for grants using SE Uplift's tax ID # while I am waiting for my fiscal sponsorship application to be approved?**

Absolutely not (sorry)! You cannot start soliciting donations until you have been approved for fiscal sponsorship by our Executive Committee and have signed an official agreement. SE Uplift can get in

big trouble with the IRS if projects start raising money before they are officially recognized as fiscally sponsored, which is why this is never allowed under any circumstances.

***Q: How detailed and complete does my application need to be?***

Please provide as much detail as possible before submitting the application. We realize it may be difficult to know the exact dates of all events and to identify project coordinators for large scale events early in the year, so we will accept applications with these elements pending. We do require that you notify us with this information at least 2 weeks before any fundraising begins. All project coordinators are required to meet with SE Uplift staff to sign a fiscal sponsorship agreement.

***Q: Are there any fees associated with fiscal sponsorship for NAs?***

Fiscal sponsorship services are offered to our neighborhood associations free of charge. We reserve the right to charge a fee in the event that the proposed project is particularly large and will require an extraordinary amount of staff financial management assistance.