



Divine Global Empowerment
Enriching Lives through Every Branch of Our Business

332 S. Michigan Ave.,
Floor 1032/ Ste #D607
Chicago, IL 60604
Tel. (872) 228-5081

FISCAL SPONSORSHIP APPLICATION AND GUIDELINES

Divine Global Empowerment 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, Divine Global Empowerment acts as an umbrella organization for an individual or project and accepts and administers funds on its behalf. Divine Global Empowerment is legally responsible for the funds received on behalf of fiscally sponsored projects and insures 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. However, fiscal sponsorships do not provide grants and Divine Global Empowerment does not do fundraising for the projects.

ELIGIBILITY AND CONSIDERATIONS

In order to be eligible to apply to Divine Global Empowerment for Fiscal Sponsorship, you must meet the following criteria:

- Reflect a similar commitment to the goals set forth in Divine Global Empowerment'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 Divine Global Empowerment.
- Meet the requirements outlined in the Review Criteria section of this application.
- The project budget must have potential 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 \$5,000 or more.

REVIEW CRITERIA

Projects are accepted by Divine Global Empowerment after being reviewed using the following criteria:

- **RELEVANCE AND SIGNIFICANCE OF PROJECT TO DIVINE GLOBAL EMPOWERMENT**

Are subject matter and project consistent with the goals of Divine Global Empowerment's mission? Divine Global Empowerment brings together and strengthens the work of philanthropic institutions, nonprofit groups and other public interest organizations, sharing a vision of a society that ensures social change, humanity, and opportunity for all people. Specifically:

- *Arts and Culture*
- *Economic Empowerment*
- *Education*
- *Health*
- *Human Rights*
- *Social Services*

- **LIKELIHOOD OF PROJECT COMPLETION**

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

- **BUDGET**

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

- **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?

- **DEMONSTRATED ABILITY OF KEY PROJECT PERSONNEL**

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

- **LOBBYING**

Imperative: *If your project will be engaging in 501(C)(3) allowed lobbying activities,*

Divine Global Empowerment must be informed and give consent prior to approving this application. We typically will not accept projects related to lobbying or any political activism projects.

FISCAL SPONSORSHIP FEE

The fiscal sponsorship fee is determined on a sliding scale based on the overall project budget, level of effort and services required, and whether project staff are hired as Divine Global Empowerment employees. DGE's fees can range between 20-30% per project.

APPLICATION PROCESS

Please include the following materials with your application:

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

Please submit all application materials to Divine Global Empowerment as follows- **ATTN: FISCAL SPONSORSHIP COMMITTEE, Director of Fiscal Sponsorship and Project Management Services, Divine Global Empowerment, 332 S. Michigan Ave., Floor 1032/ #D607, Chicago, IL, 60604.**

You may also feel free to scan and email the application to: info@divinelivingword.org.

After an application has been submitted, Divine Global Empowerment staff will review it for eligibility. If the project appears to be a good fit and meets all of Divine Global Empowerment's criteria then a meeting between Divine Global Empowerment and the potential project's staff may be arranged to further discuss the details of the project and the terms of a fiscal sponsorship agreement.



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FISCAL SPONSORSHIP APPLICATION

Project Title

Project Administrator (or primary business contact for the project)

Role in Project: Director Other: _____

Name of Organization (If applicable)

Address

City

State

Zip Code

Telephone

Fax

Email

Website:

Summary Description of Project

Anticipated Length of Project _____

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

If Yes, please explain _____

Will there be any 501(c) (4) activity? Yes/No

If Yes, please explain _____

Total Project Budget \$ _____

Amount Raised to Date \$ _____

Do you plan to fundraise? _____ Yes _____ No

Have you secured funding for your project? _____ Yes _____ No

If Yes, how much and from what source(s)?

\$ _____ Source _____

\$ _____ Source _____

\$ _____ Source _____

Do you plan to sell any merchandise related to the project? _____ Yes _____ No

Have you been fiscally sponsored before by Divine Global Empowerment?

yes no

If yes, for what project and year?

How did you hear about our fiscal sponsorship program, please choose:

Divine Global Empowerment Representative

Referral from Organization

Referral from a Colleague Other: _____
