



## The Application Process

If you are interested in setting up a fiscal sponsorship with New Mexico Foundation, we will follow these steps to determine eligibility to be fiscally sponsored at NMF.

### STEP 1

Please Review our website. Many of your questions are answered in these pages.

### STEP 2

*Complete the Following:*

#### **Application**

A completed Request for Fiscal Sponsorship Application.

#### **Narrative**

**A letter requesting fiscal sponsorship for your project and include:**

A brief outline of the proposed project (usually 1-3 pages) that describes its nonprofit purpose, scope, target beneficiaries, and vision of success.

#### **First-year Budget**

A draft of the first-year budget including a line-item expense for “fiscal sponsorship fee” which is generally 10% of your income.

#### **Project Manager**

Please submit a brief bio and/or resume for the project manager.

#### **Advisory Committee**

A list of Advisory Committee members (a minimum of three) with their contact information, email addresses and brief biographies. Every NMF fiscally sponsored project must maintain an Advisory Committee with a minimum of three persons.

### STEP 3

Submit all materials in STEP 2 to NMF. You can send these to JoAnn Melchor President & CEO, New Mexico Foundation, 8 Calle Medico, Santa Fe, NM 87505 or electronically to [melchor@newmexicofoundation.org](mailto:melchor@newmexicofoundation.org). **PLEASE allow at least 15 days to review.**

#### **STEP 4**

##### **Meet with NMF Staff**

NMF requires an onsite interview before we submit your proposal to our Board of Directors. This is our opportunity to provide feedback that could improve the project's chances for approval, and to address any questions you may have.

#### **STEP 5**

##### **Await approval from NMF Board of Directors**

The Board will approve or decline your application or request additional information. NMF's Board meets quarterly; however, this step can be expedited if necessary.

If the Board requested more information on your project, your application will be reviewed again at its next meeting.

If your project is declined by the Board of Directors, we will make every effort to refer you elsewhere or suggest a next step.

#### **STEP 6**

##### **Sign Agreement**

If your project is approved for fiscal sponsorship, staff will notify you and send you a draft agreement to review prior to your orientation.

#### **STEP 7**

##### **Attend an orientation meeting at our offices in Santa Fe**

During the orientation, which takes about an hour and a half, you will meet our staff and get detailed information about how we operate and how NMF and its projects assume joint accountability. Because of the importance of this initial training/signing/information session, attendance is required.