



Program Proposal & Application

Proposed Name of the Program (Subject to approval):

Proposed Program Manager Information (May not be a contributor):

Name: _____ Social Security Number: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Birth Date: _____ Email: _____

Daytime Phone: _____ Cell: _____

Items for Application Submission:

- Proposal (see questions on page 2)
- Signed Fiscal Sponsorship Agreement
- 1 Year Budget (Income & Expenses)
- Resumes of Program Manager and Key Staff Members or Volunteers
- Resumes of 3 Person Advisory Committee Members
- Written Confirmed Donor Pledge(s) of \$5,000.00 or more to be donated pending program approval (to be donated within 30 days of program acceptance)
- \$1000.00 Application Fee (\$300.00 non-refundable if program is not accepted)

Statement of Understanding

I submit the following proposal for United Charitable's Board of Directors' review and consideration for approval. I certify that I have read and will comply with the Fiscal Sponsorship Agreement attached. Additionally, I indemnify United Charitable and hold its officers, directors, and members harmless from any liability whatsoever resulting from any claims, injuries, damages, or contractual liability of any nature whatsoever against the applicant. Indemnification includes, but is not limited to, personal injuries, misinformation, liability for sales or property taxes, licensing fees, rents, and lease expenses.

I understand that it may take up to six weeks for United Charitable to review this program application, and that \$300 of the application fee is non-refundable. I understand that a pro-rated annual fee will be assessed to the program if approved within 30 days of acceptance.

Signature: _____

Printed Name: _____ Date: _____



Fiscally Sponsored Program Proposal

Please prepare a typed response to the following:

1. The **MISSION STATEMENT** of your proposed program. This is a short, 3-5 line statement that will be used on your program's acceptance certificate, website listing, and other documents verifying the program's status as a fiscally sponsored program of United Charitable.
2. The **DESCRIPTION** of your proposed program. Please provide a full description of the proposed program activities along with the charitable goals and objectives of the program.
3. Define the **NEED** you proposed to address with your program. Your submission should include an evaluation of the needs of your community or geographic area and description of your community or constituency (ethnic/cultural configuration, economics/class, gender, disability, etc.).
4. Outline the **STRUCTURE** of the proposed program. How do you intend to operate this program with regards to volunteers, offices space, partnerships with other non-profits, staffing, equipment, etc.? Also, include the **RESOURCES** you may need to accomplish your program's charitable goals (development, technical assistance, and capacity-building) and how you plan to address those goals.
5. The **FUNDRAISING ACTIVITIES** to meet your proposed objectives. What are the major fundraising activities and/or other development methods do you plan to perform under the program to fund its charitable goals?
6. The **EXPECTED OUTCOMES** of your proposed project. What are the planned outcomes within the first year of operation? How long do you envision this program operating and what key indicators will you use to show improvement or success?
7. List the names, contact information, and affiliations of at least a **THREE PERSON ADVISORY COMMITTEE**.
8. A **ONE-YEAR BUDGET** indicating the confirmed funding of at least \$5,000 or more. You must provide written confirmation from the pledged funder, grant maker, or donor with this application.
9. Select a **FIELD OF INTEREST** for your proposed program from the list below and indicate why this particular field was chosen:

Animal Welfare	Education	Disabilities	Arts & Culture
Family Services	Environment	Health	Children & Youth
Legal/Civil Rights	Ministry	Veterans/Military Service	
Women's Issues	Emergency Assistance		