



**New 501(c)3 organization
VS.
Partnering with CTCF as the Fiscal Sponsor**

	New 501(c)3	CTCF As Fiscal Sponsor
1. Good option for	Projects with established funding, track record and staff in place (financial and/or administrative)	New, experimental, incubating projects wanting admin and financial management
2. Application forms/process	Filings with the IRS and State of Texas	Project Advisory Committee provides annual budget, Advisory Cmte. members, mission statement, program(s) overview. Completion and CTCF board approval of the CTCF Fund Agreement.
3. Governing documents	IRS regulations, Articles of Incorporation and Bylaws	IRS regulations, CTCF Fund Agreement
4. Governance	Your Board of Directors	Project Advisory Cmte. under CTCF Board of Directors; CTCF adherence to Council on Foundations National Standards
5. Control, independence	Your corporation is independent and autonomous	CTCF has ultimate control, but much authority is delegated to Advisory Cmte. for program(s)
6. Cost to create	Attorney fees, accounting fees, IRS filing fee, state filing fee(s)	CTCF Fund Agreement Addendum A-Fund Fee Schedule with minimum balance required
7. Annual forms to file	IRS Form 990, State of Texas filings and forms	CTCF will file the Form 990, Project Advisory Cmte may have other filings depending on their structure.
8. Annual forms for Project Advisory Cmte. to store/maintain	Per IRS and State recommendations	End of year reports from CTCF, Project grant paperwork and applications

9. Donations payable to:	Your corporation	CTCF with your Fund Name in the memo line
10. Grants payable to:	Your corporation	Payable to CTCF with your Fund Name in the memo line
11. Who raises money from individuals?	Your corporation	Your project (payable to CTCF with your Fund Name in the memo line)
12. Who coordinates grant application submissions?	Your corporation	Your project, but CTCF must be aware of any applications, deadlines and reporting requirements BEFORE an application is submitted to an organization, and <i>may require</i> CTCF board member signature
13. On a grant application, who is listed as the Board of Directors?	Your Board of Directors	Two lists may be requested: 1. Your Advisory Cmte. 2. CTCF Board of Directors
14. Who owns the assets?	Your corporation	CTCF in a Named Fund for your Project
15. Who pays the bills?	Your corporation	CTCF via recommendation from the Fund Advisors of your Project (and contingent upon the Project Fund's balance)
16. Who is liable for project debts and claims?	Your corporation	Your Advisory Cmte.
17. Who provides Directors and Officers insurance?	Your corporation	Project Advisory Cmte.–CTCF recommends (but not required)
18. Who provides event insurance?	Your corporation	CTCF and Project Advisory Cmte. will need to determine if this is necessary
19. If project ends	Must dissolve corporation, file required legal documents	Project Fund Advisors must notify CTCF in writing
20. If project succeeds	Corporation grows	Project may “leave the nest” and transfer assets and liabilities to its own, new, separate nonprofit corporation or remain at CTCF as long as it is mutually agreed upon