

# What's the Process to Become a Project of Sweet Grass Community Foundation?

## **1. Make an initial inquiry.**

If you wish to apply for fiscal sponsorship or if you have questions about how it all works, please contact us. We would be happy to hear your project idea and discuss with you our project criteria. If after this inquiry, you want to move forward with the process, we will give you a project proposal packet. Feel free to call us for guidance as you work on the application and proposal. *If we determine that your proposed project is not appropriate for fiscal sponsorship with Sweet Grass Community Foundation, we will make every effort to refer you or suggest a next step.*

## **2. Submit a draft application for fiscal sponsorship and schedule a meeting with our staff.**

We require an onsite interview before submitting 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.

## **3. Meet with Sweet Grass Community Foundation staff.**

During this meeting we will provide suggestions for strengthening your proposal for fiscal sponsorship, and explain how we deliver services to our fiscally sponsored projects. This is another opportunity to answer your questions.

## **4. Submit a final complete proposal by the upcoming deadline.**

Our Board of Directors meets every other month, and we mail the Board materials a week prior to their meeting. We need your final proposal a week prior to that deadline. (In rare cases, we can expedite a request by calling a special meeting of the Board.)

## **5. Present your proposal to our Board of Directors at a Board Meeting.**

You will have fifteen minutes to present your project proposal and answer any questions board members may have. You will then be excused from the meeting

## **6. Staff will notify you with the decision from the Board of Directors.**

The Board will approve or decline your application or request additional information. If your project is approved for fiscal sponsorship, staff will notify you and send you a draft agreement to review prior to your orientation. 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.

## **7. Attend an orientation meeting at our offices.**

During the orientation, which takes about two hours, you will meet our staff and get detailed information about how we operate and how Sweet Grass Community Foundation and its projects assume joint accountability. You will sign agreements and receive a manual. Because of the importance of this initial training and information session, attendance is required.