



THE LEARNERS LAB FOUNDATION (TLLF) FISCAL SPONSORSHIP APPLICATION

The Fiscal Sponsorship Application Cycle Is Always Open.

The Learners Lab Foundation (TLLF) is a national incubator and charitable organization. We operate a Technical Assistance Service Center (TASC), design & manage a portfolio Charitable of Workforce Training Programs (CP), are launching an Executive Management Fellowship Academy (The Fellowship Academy) and we serve as Fiscal Sponsor (FS) to our peers: new, young, and future 501c3s in start-up mode. We are a public foundation currently staffed by volunteers, interns, and an all-volunteer Advisory Committee that serves as our Board.

The Mission of **The Learners Lab Foundation** is two-fold:

- (1) to develop, acquire and provide access to free and heavily discounted professional development resources, and
- (2) to help future tax exempt entities become established, & help young tax exempts launch, mobilize and sustain their operations.

As a start-up of volunteers, so we knew quite intimately the challenges that exist pursuing status as a 501c and the shortfalls that followed when launching operations, our own journey was far many too years in the making. It should not be that way.

Therefore, in addition our charitable workforce training focus, **The Foundation** also serves as a fiscal sponsor for qualifying entities and program with or without their tax exempt status their 501(c)(3) whose headquarters are US based.

PLEASE BE ADVISED: The Learners Lab Foundation DOES NOT award funding grants of any kind. What **The Foundation** can do is assist in identifying peer organizations that make grants, as well as those supporting international entities tax exempt status. Kindly refer to the [Technical Assistance Service Center \(TASC\) Registration and Retainer Package](#) (*click to download*) or our website www.TheLearnersLab.org for more information on how to our Technical Assistance Service Center operates.

Though we young ourselves, there is plenty we can deliver, facilitate, and connect you with. Our Fiscal Sponsorship program is customized to the specific needs of each entity based on what you say you need. **The Learners Lab Foundation** is building a network of partner and mentoring resources to help us help minimize as many of those hurdles as is possible.

Because of the prevalence of fraud, Applicants will be thoroughly vetted before a fiscal sponsorship is awarded. (Initial) []

FISCAL SPONSORSHIP PROGRAM & PROCESSES

PLEASE BE ADVISED....

Fiscal Sponsor opportunities are only granted for US entities pursuing or recently granted status as a US tax exempt entity (charity, nonprofit, foundation, association, other designation as defined by the Unites State Internal Revenue Service (IRS).

Please consult the IRS website at www.IRS.gov for clarification on its definition of a tax exempt entity.

Program Categories and Application Fees

The Application fee for TLLF's Fiscal Sponsorship program ranges between \$250-450 based upon the desired category. **This application, Category 4: Applicants (With or Without Tax Exempt Status) Wanting Only Grant/Donation Processing is \$250.**

Application Process

TLLF's Fiscal Sponsorship Program application process consists of three steps:

- (a) application submission,
- (b) review, follow-up with the applicant (and a formal interviews if required), & notification, and
- (c) awardee welcome & formal registration into the program, which includes dissemination of the program registration form.

Part of the review phase includes assessment and research for the delivery of the requested service. Where required, that will include securing outside resources to "*Partner*" with us or deliver directly, the technical assistance required.

Program Term Length, Renewal, Conclusion

Fiscal Sponsorship program is up to 2 years max and can run in consecutive 6-24 months terms (2-years). In fairness to other applicants, there are no program renewals. Our goal is to help every applicant. **Minimal term is 6 months, max is 24mnths/2 years.**





Program Scope of Operations: Category 4 Grand & Donation Only Registrations

Because each applicants needs and the solutions to those needs are unique, applications to **The Foundation's** Fiscal Sponsorship Program have a nominal, non-refundable application fee to help off-set the costs of processing and vetting submissions, see the fee schedule below.

Registration includes payment of a flat, one-time fee of \$250. This fee does not cover all expenditures, but is used to off-set legal, fiduciary and compliance costs. Should there be a balance, any excess registration funds are put towards securing initial resources to launch the applicants program such as a \$50 minimum required for the Grant Management Account with our Financial Institution, donation account or the initial Program Management fee should Financial PM support be required. If Program Management and Financial Administration is required, you are requesting a Category 3 Fiscal Sponsorship which is and will need to complete the regular application which includes the Category 3 Fiscal Sponsorship services. A monthly PM/FA fee will be assessed based on what is needed, to include banking and disbursement activity.

TELL US ABOUT YOUR FORTHCOMING ORGANIZATION

For Clarity, Type Written Responses Only

1. **Your Name & Title:**

2. **Your Preferred Contact Info (Mailing Address, Phone, Email (*only one please*):**

3. **The Organization Proposed Name & Tax ID#:** (*If you have no tax ID/EIN , call 800 829 4933 or apply online at www.IRS.Gov, its free*)

4. **Name and Title of Other Key Players (if any).** (Volunteers, officers, interim/acting officers, potential board member, staff; if NONE, enter TBD (*to be determined*)):

5. **Location of Proposed Operations (city, state; indicate if operations will be national):**

6. **How did you hear about The Learners Lab Foundation?**

7. **If approved by the IRS, what type of tax exempt entity will your organization be?**

- Association
 Charity
 Church/Religious Org
 Education Institution
 Non Profit
 Private Foundation
 Public Foundation
 Political Organization

8. **Have you completed your IRS Form 1023/1024 application for tax exempt status or your State Charitable Registration?**

- Y
 N
 In Progress





9. If not, is that something we need to help you with? Y N If yes, which: _____.

SUMMARY AND INTEREST

Please respond as elaborately or concisely as you wish.

SUMMARY

Provide an outline on the basic mission of your organization and how you plan to achieve its goals. Include who, what, why, where, when and how. .

INTEREST

The Learners Lab Foundation is building a self-reliance infrastructure for our peer start-up, future and young tax exempts, and we've named it, **InfoXchange™ (InfoX™)**. In addition to being a centralized information resource and newswire service, **InfoXchange™** will do something no other communication medium is willing to do, introduce a new, young, future, or start-up 501c each month

The Start-Up Hub Zone is a dedicated feature **InfoXchange™**, The Foundation's hallmark program support. **InfoXchange™** will provide unrestricted, cost friendly, direct access to all the resources or information about the resource that we need. For you, it's also an opportunity to introduce your organization to the business & local community on a national level and to alert new visitors on how you are and how you have progressed over time by periodically updating your profile as you see fit.

InfoXchange™ is a program benefit for our Fiscal Sponsorship Awardees. While posting and subscriptions are open anyone one, profiles are reserved for new, future, start-up and young 501c's as long as their tax exempt status is less than 5 years old.

We encourage you to visit the interim site at: www.InfoXchnq.com

GRANTS, DONATIONS, & FUNDRAISING

Are there any current, future, or ongoing activities we should be aware of with regard to anticipated grants, monetary donations, or fundraising activities? IF so, please complete the chart below and expended thus far in establishing your organization, including use of your own personal funds? If more space is needed, leave the chart blank and attach a separate ledger of expenditures.

AMOUNT	What Are These Funds Targeted For?	Source of Contribution Funds (Circle all that apply)	Date Due or Expected
\$ 0.00		<input type="checkbox"/> You <input type="checkbox"/> Someone Else <input type="checkbox"/> A Group or Organization (insert name):	
\$ 0.00		<input type="checkbox"/> You <input type="checkbox"/> Someone Else <input type="checkbox"/> A Group or Organization (insert name):	
\$ 0.00		<input type="checkbox"/> You <input type="checkbox"/> Someone Else <input type="checkbox"/> A Group or Organization (insert name):	
\$ 0.00		<input type="checkbox"/> You <input type="checkbox"/> Someone Else <input type="checkbox"/> A Group or Organization (insert name):	

1. In what ways will your organization generate revenue to sustain itself that ARE NOT donor reliant? Check all that apply.

- Membership Dues Technical Assistance Special Services Events





[] Other: (briefly summarize below)

FISCAL SPONSORSHIP APPLICATION FEE AND PAYMENT INFORMATION

Cashier's Check and US Postal Service Money Orders not accepted at this time.

TLLF accepts online payments thru PayPal using the link below. The application fee is as follows:

- Category 4: Applicants (With or Without Their Tax Exempt Status) Wanting Only Grant/Donation Processing Services [] \$250

Click here to pay to use our secure PayPal Account: [TLLF Fiscal Sponsorship Application Fee via PayPal](#)

Any transaction stopped due to insufficient funds will incur an additional \$50 finance fee which must be included at your time of payment. Thank you.

APPLICATION SUBMISSION PROCESS

Applications are accepted electronically via email and in hard copy courtesy of the US Postal Service.

Make payable to:

The Learners Lab Foundation (TLLF) Tax ID 45-5222602
6511 Princess Garden Parkway
Collamore Bldg., #202
Lanham, MD 20706

*Attn: Category 4: Grant/Donation Processing Fiscal Sponsorship Application for
[Your Organization/Programs Name]*

Please include a scanned or PDF copy of your "PayPal Payment Confirmation and Receipt" with your application fee as "Proof of Payment" when you submit you Fiscal Sponsorship Application. Applications submitted without the application fee or the confirmation/receipt will be considered incomplete and will not be processed until all is received.

For Applications submitted using email to:

PDF of scan and mail the completed Fiscal Sponsorship Application with PayPal Confirmation to:
FSponsors@TheLearnersLab.org, *Attn: Fiscal Sponsorship* in the subject line.

For Applications submitted as Hard Copy, and mail:

- By US Postal Service Priority or Express Mail with payment issued as Cashier's Check by a **US Banking Institution**.
- By US Postal Service Priority or Express Mail with US Postal Money Order (*only available from US Post Offices*). We do not accept Money Grams and Western Union Instruments, thank you.
- By US Postal Service Priority or Express Mail **include PayPal Payment Confirmation** if paying online but mailing your application.

PLEASE SAVE & PRINTOUT APPLICATION





Then Initial, Sign & Date as indicated on the following Pages.

By submitting this application, you are confirming that you have approved all of its contents and that they are truthful.

You are also confirming that (unless you clearly specify otherwise directly in this application form), you are allowing TLLF to share the contents of your application (but not your contact info) on our website, social media, with outside media and with the general public for the purposes of assisting you and your organization to achieve the goals outlined for your organization within this application, and later as a demonstration of our work and commitment to helping our peer start-up in their pursuit of tax exempt status, details to be articulated upon an award in our *Fiscal Sponsorship Program Registration Package*.

Please Initial to Acknowledge Submission Terms

APPLICATION DISCLAIMER & TERMS

The Learners Lab Foundation (TLLF) Does Not Issue or Make Grant Awards of Any Kind.

This application is NOT for the receipt of grants or direct/indirect funding of any kind, or the management of non-financial assets. Therefore, if your need requires funding, your team should pursue the appropriate channels to achieve that goal.

Please Initial to Acknowledge Funding Disclaimer

PLEASE NOTE THE FOLLOWING:

This application is NOT an invitation by TLLF for fiscal sponsorship and should not be construed as an automatic entry into The Foundation’s Fiscal Sponsor Program. This application is for qualification purposes only, and to convey the criteria with which TLLF engages those interested in obtaining a fiscal sponsorship for their current or [future] tax exempt program or entity.

TLLF’s Advisory Council (TLLF/AC) meets periodically, and commences new program participation on a cyclical basis as Awardees complete their program. TLLF **ALWAYS** reserves the right to modify or close an application cycle, and amend program criteria.

Application availability will be announced through print & web media, postings on the TLLF website, and accepted at least one quarter of each calendar year. The *Advisory Council (AC)* will process and review applications throughout the application cycle and “after” the applications period had ended as needed, and will notify all applicants of their disposition “once the entire review process has concluded.”

Because our fiscal sponsor services are unique and customized to each awardee, the number of Fiscal Sponsorships awarded depends heavily on the requested services, the availability and replenishment of funds, staff, partners, and other resources.

Please Initial to Acknowledge Applicant Status Disclaimer

SUBMISSION:
(Hand written only, electronic signatures not accepted)

Authorized Signature /Date

Title of Signatory (Print or Type)

Name of Your [Proposed] Organization or Program

