



## THE LEARNERS LAB FOUNDATION (TLLF) SPECIAL PROJECT FISCAL SPONSORSHIP PROGRAM DESCRIPTION AND LETTER OF INTEREST (LOI) GUIDELINES

**The Special Project Fiscal Sponsorship Application Cycle Is *Always* Open.**

**The Learners Lab Foundation (TLLF)** is a national, charitable foundation serving as the nation's first workforce training incubator and 501c Economic Development Enterprise. The Foundation works relentlessly to develop programs & to connect un & under-employed persons in the labor force with the training products and job placement services, and we develop & connect an ignored market of 501c start-up & tax exempt entrepreneurs to business, financial, merchant & media resources they are excluded from or cannot access on their own. We are currently staffed by Executive Volunteers, interns, and an all-volunteer Advisory Committee that serves as our Governance Structure and Board.

In addition our workforce charitable and technical assistance work, **The Foundation** 501c Economic Development efforts includes Fiscal Sponsorships for qualifying entities and program with or without their tax exempt status their 501(c)(3). *We are particularly focused on start-ups in the initial/early stages of their tax exempt status who's is less than 2 years old.* If you're an idea on a piece of paper, that means you too!

We also recognize there are *For-Profit and Private Entities* that wish to operate charitable programs. As such, we provide a mechanism for them to achieve that thru our *Special Project Fiscal Sponsorship* Program.

We hope this is helpful for you and Thank You for considering us.

### WHO WE SPONSOR AND HOW

**PLEASE BE ADVISED: The Learners Lab Foundation DOES NOT award funding grants of any kind.** Instead **The Foundation** help to identify peer Foundations that make grants. You must register with our Technical Assistance Service Center for this support. Kindly refer to the [TASC Registration and Retainer Package \(Click to Download\)](#) and our interim website [www.TheLearnersLab.org](http://www.TheLearnersLab.org) for more information on how to become a TASC Client. We also sponsor project, programs and products of for profit entities. This is done as a *Special Project Fiscal Sponsorship*.

To be considered for this or any Fiscal Sponsorship (*or as a TASC Client*) with The Learners Lab Foundation, your entity must be a US entity AND its executive office operations must be (*or be conceived as*) a US registered business or program. We define "a US" entity as meaning a US concern with its *physical headquarters on US soil and the physical location of its Principal Officers (PO), Board (BRD), and/or Chief Executive Officer (CEO) are and must be verifiably physically in the US or Canada.*

**PLEASE BE ADVISED:**

**This cannot be achieved by making use of a US Post Office Box as your headquarters office.**

**This cannot be achieved by use of OR through representation by a Resident Agent for establishing a US presence.** Our Audit Division and process vets all Program Application/Registrations and LOI's.

### Entities with International Interest

**Does The Learners Lab Foundation support US entities running programs internationally?** YES, but only if they are physically headquartered in the UNITED STATES and eligible for recognition by the IRS as a US tax exempt entity. We are not chartered to operate in international waters but many of our peer fiscal sponsors are. So we are happy to locate them for you, just ask!

For International entities seeking sponsorship support or to receive for assistance in identifying **International Sponsorships**, please download the TASC-Intl Registration Form from <https://FiscalSponsorships.org>.



**The Learners Lab Foundation** is building a network of partner and mentoring resources to help us help minimize as many hurdles as is possible. Our program efforts are customized to the specific needs of each entity including Special Project Fiscal Sponsorships. TLLF's Founder brings more than 40 years' experience and expertise in tax exempt volunteerism, start-up operations, all in roles such as senior executive, tax exempt officer, and management consultant. So we know there's plenty of support we can deliver and/or facilitate and we demand no less from those wishing to partner with us.

## SPECIAL PROJECT FISCAL SPONSORSHIP PROGRAM & PROCESSES

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 United States Internal Revenue Service (IRS)).

### Application Process

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

- (a) Letter of Interest (LOI) which you formulate and submit,
- (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 completion of our SPFS Program Registration Form and the Right-to-Represent Agreement.

US Entities are defined as programs and organizations' "**physically headquartered**" within the United States, who can then be recognized as a US entity by the United States Internal Revenue Service (IRS). Please consult the IRS website at [www.IRS.gov](http://www.IRS.gov) for clarification on its definition of a US tax exempt entity.

*Special Project Fiscal Sponsorship* is for applicants whose needs meet one or more of the following:

- a. **prefer to operate as a program, project or pilot program/project**, or to launch as a Pilot for a specific Program, Project, or Product development effort,
- b. **are choosing to run their Charitable Program as an "Internal" Program, Project or Product Development effort of The Foundation** or
- c. **wish to maintain their status as a "Charitable" Special Project of The Foundation for an indefinite period of time** **or** thru the completion of their F1023/24 process should they elect to pursue 501c status as a tax exempt entity.

The timeframe for the SPFS Program cycle unlimited.

**SPSF Awardee** engagements exceeds the standard 2-Yrs of the Foundations Primary Fiscal Sponsorship, and is understood to include assistance in securing investment and other financing may where product and/or products lines are at play in addition to receiving Grant & Donation Processing Services.

### Qualifications & Letter of Interest (LOI)

Pending F1023/1024 Application is not a factor. Applications accepted *with or without* Their Tax Exempt Status. Program Term is unlimited. Applicants for the *Special Project Fiscal Sponsorships* have no time restrictions on their program duration.

Your Letter of Interest (LOI) for the program must simply articulate the project/program/product development need, your goals, how you envision its operation as an internal program of the Foundation and your desired end result.

### Program Process, Onboarding & Fees

The Application/Registration Fee for TLLF's *Special Project Fiscal Sponsorship* program is a flat fee of \$1150. Applicants coming to the SPFS program with grant award or donation commitment letters are welcome to defer until



your onboarding is complete and The Foundation has officially accepted those funds (or draw of funds if a government award). We know the drill, and are happily allow flexible accommodation.

But in all other cases, the SPFS Review thru Onboarding Process is as follows:

- your LOI is submitted
- on receipt of your Acceptance into the Program, the Program Registration Fee will be due as part of our approval within 5 business days.
- submission of your Program Registration and Right-to-Represent will be due within 5 business days of acceptance and receipt of your Registration Fee.

Understand that the funds will be applied upon receipt. The Fees charged DO NOT cover all The Foundations upfront costs and expenditures; they merely help off-set the legal, fiduciary and compliance costs of putting your program and obligatory resources in place.

We will establish a *Grant Management Account* with our Financial Institution which we are required by law to maintain. All grant funds are assessed a one-time nominal Admin Fee and applied in keeping with your preference as articulated in the *Program Registration* and/or *Right-to-Represent Agreement*, and all donation campaign funds are disbursed on a fixed schedule minus our Admin Fee which we are required to assess by law. All monies received on your behalf are deposited into a Grants Management Acct for your SPFS entity.

The Donation Schedule is also determined by you and is articulated in your *Program Registration* which you will receive as part of your Welcome Package. Should you prefer Financial Administration of your funds that is considered a *Financial Management, Administration and Disbursement (FMAD)* service which is different than operations activity-based *Program Management*.

**FMAD** services means performing payment/management of bills, payroll, funds account management, etc. on your behalf. A monthly FMAD fee, which will be kept to a minimum, will be assessed based on what your real-time needs, frequency, turnaround, are, including banking and disbursement activity, which is also articulated in your *Program Registration*.

### **Program or Project Scope**

Like our traditional fiscal sponsorship, The Learners Lab Foundation's Special Project Fiscal Sponsorship Program is unique unto itself. We do not fit applicants into a templated program. Instead, we use our application helps YOU determine what your Special Project Fiscal Sponsorship needs are and what that Program will entail.

As such, our application is both comprehensive and lengthy. The purpose of such is to us obtain thorough knowledge about what your organization is/aspires to be, and what your needs are or will be in order to help YOU determine what your *Special Project Fiscal Sponsorship Program* needs to be in order for it to be successful for you.

our charitable and 501c economic development endeavors focus on eliminating gaps to the essential resources that today's workforce community, new businesses, and future 501c3's routinely encounter, that in the 21st century, simply should not exist. Our *Special Project Fiscal Sponsorship Program* is consistent with that goal, effort and vision.

For more information, visit our web site at [www.FiscalSponsorships.org](http://www.FiscalSponsorships.org) or contact us a [FiscalSponsorships@TheLearnersLabFoundation.org](mailto:FiscalSponsorships@TheLearnersLabFoundation.org).

Thank you.

