

Application for Fiscal Sponsorship

The Pantheon Foundation provides fiscal sponsorship for Pagan organizations enabling them to have bank accounts, lease meeting space, procure insurance, and receive bequests and donations, as well as have access to legal and accounting services, and other benefits.

Our mission is to provide organizational support for the practice of Pagan religion and the fostering of Pagan Ministry, and to study the history, promote the culture, and advance the social welfare of Pagans and the Pagan community.

Organizations fiscally sponsored by the Pantheon Foundation have a responsibility to

- 1) operate within the broad mission of the Foundation
 - 2) to use such funds as are generated in its tax-exempt operations to further that mission,
 - 3) do so without enurement to any individual,
 - 4) and under the supervision of the Foundation,
- so as to maintain our valuable religious non-profit 501(c)(3) status.

To provide these services and in support of the Foundation's operations a percentage of all funds deposited with the Foundation will be charged as a fee. The terms of this relationship are determined by the Fiscal Sponsorship Agreement and requires a formal annual report of all finances and activities.

Name of Organization:

Primary Contact:

Sponsorship Agreement Date:

Fiscal Sponsorship

As your fiscal sponsor there are two main things we need to know: What you are doing and how you handle your money. Your mission and activities must be within the bounds of non-profit law and your bookkeeping must follow generally accepted accounting procedures (GAAP), if not yet, hereafter.

We need from you the following information:

1. Mission Statement
2. Description of Activities
3. Annual Budget
4. Balance Sheet
5. List of Vendors
6. List of Funders

We need your Mission Statement to tell us that your work is aligned with our mission and we need a Description of your Activities to see that mission in action and to be sure nothing violates our non-profit status.

A Budget, with annual and monthly views, expenditures, and revenue is required so that we understand how your money is to flow and a sense of your fiscal operations. The Balance Sheet will give us a snapshot of your assets and liabilities. A list of vendors will tell us about who will need to be paid and the funders will tell us where the money will come from.

However, you don't have to assemble all this at once. Below are the Four Stages towards fiscal sponsorship with the Pantheon Foundation with the information and actions required at each stage.

Stage 1

Tell us about your project or organization

We need from you your project's or organization's 1) mission statement and 2) description of activities so that we know who you are and what you are doing. Included in this should be a 3) statement of how your project or organization serves or benefits the Pagan community. Also, please tell us about yourself or your team and your qualifications for running this project or establishing this organization.

The Board (or designate) will then determine if the project or organization proposed lies within the bounds of our mission, our nonprofit status, and serves the Pagan community. Presuming so...

Stage 2

Finances and Organization

As this point we will need a 1) budget with monthly and annual views, 2) a balance sheet to tell us of your current assets and liabilities, and 3) a list of all of your vendors (people you pay) and 4) funders (people who pay you).

A Foundation officer will meet and discuss with you your budget and operations and brief you on our governance practices and how we implement generally accepted accounting procedures (gaap) in collaboration with projects and organizations.

Presuming all parties wish to continue into fiscal sponsorship, the officer will report findings to the Board who will vote on sponsoring the project or organization. A unanimous vote of the Board is required to agree to fiscally sponsor a project or organization.

Stage 3

On-Boarding

With the Board's approval the Fiscal Sponsorship Agreement is signed by representatives of both parties. Bank accounts, etc. are established for the project or organization. Relevant personnel are trained in accounting procedures.

Stage 4 **Operations**

Once all of the accounts are established and procedures set in place, your project or organization can use the accounts for your operations, depositing and spending funds.

You will be responsible for reporting revenues and expenditures on a monthly, quarterly and annual basis. What needs reporting and how will be discussed during the governance briefing and accounting training.

The Pantheon Foundation will charge a fee of 10% of all deposits to fund the operations of the Foundation, and a one time set up fee of \$100 to establish the necessary operational and documentation accounts. Accounting beyond a basic level of complexity or other special services may require further fees.

From this point on your public documentation, such as your website, newsletters, or other communications, should include the statement that “<your organization name> is a fiscally sponsored organization of the Pantheon Foundation.” We will provide you a copy of our logo in all necessary formats and you should where possible link back to the Foundation website: <http://pantheonfoundation.org/>

Finally, your project or organization will present to the Foundation an Annual Report with three sections. The first contains the current year’s budget and year-end balance sheet, compared with the actual funds expended and received. The second will contain likewise your plan of annual activities and a report on their execution along with anything notable. The third section will contain next year’s budget and plan of activities.

Thank you

Thank you for your interest in becoming one of the Pantheon Foundation family of fiscally sponsored organizations and projects. Together we can build a sustainable Pagan future. We look forward to working with you.