



Pre-Approval form for Shared EIN- Extraordinary Give 2019

Due Date, this form: September 15, 2019

Status Update from Community Foundation: September 25, 2019

Due Date, Extraordinary Give application: October 15, 2019

Do you share a Tax ID/ EIN with a “parent” organization?

If you are an organization that shares a Tax ID/ EIN with a larger entity and both entities wish to participate in the Extraordinary Give as separate causes, you must review the following information BEFORE filling out the application. Please note that if your organization has its OWN EIN, you may not share an EIN with another organization as a fiscal sponsorship.

A “parent” organization may register multiple (up to 3) entities that share an EIN IF it meets ALL of the following criteria. Otherwise, you may register only one entity under the EIN:

- A mission or purpose that is distinct and unique from the parent organization.
- A non-staff steering committee or advisory group separate from the parent organization.
- Annual fundraising activities separate from the parent organization.
- A unique logo and brand identity in the community separate from the parent organization.
- Included in a formal financial audit from the parent organization.
- The approval of the CEO or Director of the parent organization to complete this application process.

Once approved to register multiple entities, we will provide you with important instructions related to registration and then you can move on to the Extraordinary Give application.

Organizations that share an EIN and were approved to participate in the Extraordinary Give in 2018 are automatically approved to do the same in 2019, upon confirmation that your organization still meets the requirements. Email extragiveinfo@lancfound.org for further instructions on how to apply in 2019.

Please answer the following questions, save document and email document to dkoser@lancfound.org along with the requested attachments. For two or more subsidiary organizations, please fill out a separate form for each. Upon review and approval, Foundation staff will respond to you with information on how to register your entities that share an EIN/ Tax ID.

1. Organization name- Applying “subsidiary” organization.
2. Parent organization name and CEO.
3. EIN of parent organization.
4. Contact person, phone, and email for subsidiary organization.
5. Mission statement of subsidiary organization.
6. Mission statement of parent organization.
7. List of steering committee/advisory group members (with email addresses) of the subsidiary organization.
8. Describe the subsidiary organization's fundraising efforts that are separate from those of the parent organization.
9. Are the subsidiary organization's financials audited or reviewed as part of the parent organization's audit or review? (REQUIRED)
10. Is there anything else that you would like us to know about your organization that would be helpful in our decision-making process?

Required attachments: Please submit via email along with this completed form:

- **Fundraising Sample** from the subsidiary organization. (i.e. brochure scan, plan, or other item that shows the subsidiary fundraising efforts distinct from the parent organization)
- **Letter of Support** for subsidiary organization from CEO/ Director of parent organization
- **Evidence of Reviewed or Audited Financial Statement** - the parent organization's audited or reviewed financial statement, which indicates review of subsidiary organization's financials.