

**Single Funding Opportunity Management Policy**

Occasionally, instances arise where a funder limits the number of applications a single entity may submit in response to a Request for Proposals (RFP) or limits the number of awards it will make to a single entity during the same time period. These scenarios can create conflicts when more than one fiscally sponsored project wishes to apply to that opportunity. This policy and procedure outlines the coordination and decision-making process when funding opportunities are limited to one application or award made per entity which, because of our fiscal sponsorship relationship, is Fiscal Sponsor's Name. The overarching goal of this policy and procedure is to define a timely, objective, and collaborative selection process when only a limited number of applications can be submitted.

**Policy:** When a project learns that a particular funding opportunity limits the ability for multiple projects operating under a single EIN# to apply or concurrently receive an award, it will promptly inform Fiscal Sponsor's Name, so that a coordinated, collaborative, and timely decision can be made as to how to proceed.

**Procedure:**

1. Projects are responsible for reviewing eligibility criteria and all application terms and conditions set forth by funding sources they wish to apply to. As soon as the project identifies a funding opportunity that they are interested in but that has a limit of one application per entity or award per entity, the project’s fundraising lead will email name of the position at fiscal sponsor to express interest in the particular opportunity. At this time, the project shares relevant funder document(s), a link to an application or a copy of the RFP, and a brief statement highlighting the strengths of the project’s application against the donor’s set expectations.
2. If no other project expresses interest in applying to the same funding opportunity within 14 days of the application deadline (30 for government funding opportunities), the single interested project may proceed with preparing and submitting an application per regular application procedures.
3. If, within the above timeframe, multiple projects express interest in applying to the same opportunity that limits applications and/or awards made to a single entity, Fiscal Sponsor's Name will, after confirming the limitation applies, take the following steps:
4. A three-member review committee consisting of representatives holding Fundraising, Compliance/ Finance and Programmatic lenses will meet within two business days to review and reflect on each project’s alignment against the donor’s set expectations, the nature of the proposed work, available resources and readiness to complete the listed scope, and potential for collaboration.
5. As a result of the meeting, the review committee will make a recommendation to Fiscal Sponsor's Executive Director and share their reasonings. The Executive Director will review the recommendation and reflection notes, and decide on a course of action which may include one or more of the following:
   1. Attempt to educate the funder on fiscal sponsorship and advocate that they accommodate the model on fiscal sponsorship;
   2. Encourage two or more of the interested projects to create a collaborative proposal;
   3. Select the application with the greatest likelihood of success;
   4. Select an application based on different criteria such as mission alignment or equity considerations; and/or
   5. Encourage one or more applicants to submit applications under a partner organization where the project/sponsor can be a subrecipient
6. By the end of the 3rd business day, name of position at fiscal sponsor will communicate with each of the projects the final decision and any feedback about this application.