



Dear Potential Fund Sponsor,

The StarHouse Board of Directors is interested in learning more about your request for participation in the All Seasons Chalice (ASC) Community Service Fund. We would appreciate your answering the following general questions to assist the Board in their deliberations. You may respond via email or in writing, please use more space than is provided for your answers.

1. What are the goals or objectives of the project in question?
2. For what length of time is this fund's need anticipated?
3. What is the total dollar amount estimated for this fund and its recipient?
Please note: all donations received will be deposited into the fund minus a 5% administrative fee which offsets our administrative costs.
4. How will the funds be transferred (via private organizations, foundations, trusts, etc.) to ASC for the purpose of contributing to this community service project?
5. Will you agree, as fund sponsor to meet and/or facilitate all of the following requirements and stipulations:
 - a. Owner/manager of recipient organization must enter into a Memorandum of Understanding (MOU) with All Seasons Chalice. The term of the MOU will not exceed two (2) years.
 - b. A Scope of Work must be provided, by the project owner/manager, detailing the specific community-service activities to be performed. Acceptable activities are those that are either specifically espoused by or directly related to the ASC mission statement,
 - c. The fund sponsor must file an annual report, due no later than October 31st of each year, generally detailing how the money was used,
 - d. Owner/manager must offer proof of liability insurance for all employees or contractual workers employed by the project, and:
 - e. Owner/manager must provide copies of all copyrightable materials created through this funding for ASC's review.

Warm regards,

Mary Lynn Neiman, Administrative Director