

## Non-501(c)(3) Fiscal Sponsorship Agreement

**Applicant:** \_\_\_\_\_

**Fiscal Sponsor:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

\_\_\_\_\_ (hereafter referred to as **Organization**)  
has agreed to serve as a fiscal/program sponsor for \_\_\_\_\_  
(hereafter referred to as **Applicant**) as outlined in the attached grant application and supporting materials.  
The governing Board of the **Organization** has formally approved adopting the **Applicant** as a program or  
Project consistent with its purpose and mission. The Applicant's financial activities will be accounted for  
as a program of the Organization for IRS auditing and financial reporting purposes.

Since the **Applicant** is not a recognized tax-exempt entity, the **Organization** must exercise full control  
over the **Applicant's** financial administration, management and disbursement of funds. If a grant is  
awarded, the **Organization** is responsible for ensuring completion of timely reports and submission of  
necessary financial statements required by the grantor Community Foundation. Failure to insure timely  
reporting on behalf of the **Applicant** will result in a loss of good standing.

This agreement will be in effect from the date of a grant award to support the above-named project until  
the grant funds are expended and the final report has been submitted and accepted.

### We agree to the terms stated above.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ (year)

on behalf of \_\_\_\_\_ (the **Applicant**)

By: \_\_\_\_\_  
signature print name  
\_\_\_\_\_  
title

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ (year)

on behalf of \_\_\_\_\_ (the **Organization**)

By: \_\_\_\_\_  
signature print name  
\_\_\_\_\_  
title

Address/City/State/Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

*Attach to this Agreement the Fiscal Sponsor's 501(c)(3) IRS Determination Ruling Letter or comparable proof of charitable exemption (i.e. a letter from a City official confirming the status of the Applicant as a recognized unit of local government.)*

*Attach a copy of the Resolution or Meeting Minutes wherein sponsorship was approved.*

- continued -

## **STEPS FOR A PROPERLY ADMINISTERED FISCAL SPONSORSHIP:**

*Step 1:* Before submitting a grant proposal to the Community Foundation, the non-501(c)(3) organization (hereafter referred to as the Applicant) that wants to do the project presents the written grant proposal to the Sponsor, describing a specific project to be conducted.

*Step 2:* The Sponsor evaluates the grant proposal to determine whether the project is charitable and carries out the Sponsor's tax-exempt purposes.

*Step 3:* The Sponsor's Governing Board reviews and approves the project as furthering the Sponsor's exempt purposes. Thus, before funds are sought from the Community Foundation, the Sponsor has pre-approved the project as its grantee.

*Step 4:* The Sponsor and the Applicant sign a Fiscal Sponsorship Agreement setting forth the terms and conditions that apply.

*Step 5:* The Applicant, the Sponsor, or a combination of the two submit a proposal to the Community Foundation for a grant to be made by the Sponsor to the project. The Sponsor must retain complete control and discretion over the use of grant funds if received.

*Step 6:* When the Sponsor receives the grant for the specific project, the money is taken into income by the Sponsor and then disbursed as a grant to the Applicant, subject to the terms of the funder's Grant Recipient Agreement.

*Step 7:* The Sponsor is ultimately responsible for ensuring completion and submission of the final Grant Expenditure Report (form provided by the Community Foundation) with receipts attached.

*Questions about Fiscal Sponsorship should be directed to the  
Community Foundation's Administrative Office at  
(515) 447-4210.*