

Applicant Group requests funds or reimbursement of funds from the Fiscal Sponsor in a timely manner in order to conduct the activities described in the Group’s proposal to the Maine Community Foundation. In addition, the Applicant Group maintains prudent and accurate records of all activities as required by the State of Maine and the Internal Revenue Service.

AGREEMENT

The Applicant Group and Fiscal Sponsor representatives should **initial** each box below to indicate that they have reviewed and come to an agreement regarding each of the following items:

Applicant Group	Fiscal Sponsor	Items to be Agreed Upon
		• Proposed budget including specific line items
		• General timeline for use of funds
		• Fiscal Sponsor’s policies for disbursement of funds (including time needed to respond to check requisitions)
		• Administrative fees: Total amount or percentage Applicant Group is to pay to: Fiscal Sponsor (if any): _____ Terms of payment (if any): _____

This form must be signed by the Chief Administrative Officer, Treasurer, or President of both groups entering into this Fiscal Sponsorship Agreement. If you are unable to submit physical signatures, simply type the information below, upload the form to our online application, and have the fiscal sponsor send an email verifying this agreement before the deadline to Liz Fickett, Director, Grants & Scholarships, at efickett@mainecf.org.

Signature of **Applicant Group Officer** _____ Date _____

Printed Name and Title _____

Signature of **Fiscal Sponsor Officer** _____ Date _____

Printed Name and Title _____