Fiscal Sponsorship Agreement

This form is required for grants from the Maine Community Foundation to an applicant group with a fiscal sponsor. This form must be submitted with your online application when applying to one of our grant programs. If you are having trouble uploading the form, please contact Liz Fickett, Director, Grants & Scholarships, at efickett@mainecf.org.

This Fiscal Sponsorship Agreement defines the requirements, roles, and responsibilities of both the Applicant Group and the Fiscal Sponsor Organization named below.

Legal Name of ***Applicant Group***	Legal Name ***of Fiscal Sponsor Organization***
Mailing Address of ***Fiscal Sponsor Organization***	EIN ***of Fiscal Sponsor Organization***

REQUIREMENTS

Fiscal Sponsor must be one of the following types of eligible organizations:

- Nonprofit, charitable organizations tax-exempt under section 501(c)(3) of the Internal Revenue Code and classified as an organization described in sections 509(a)(1) or 509(a)(2)
- Municipalities
- Public schools
- Public agencies working for the State of Maine
- Indian tribal governments (or political subdivisions) recognized by the Department of the Interior.

Applicant Group must meet the following conditions:

- Carrying out a specific charitable project or program exclusively for religious, scientific, testing for public safety, literary, educational, or other specific purposes such as relief of the poor, the distressed, or the underprivileged; erection or maintenance of public buildings, monuments, or works; lessening the burdens of government; lessening neighborhood tensions; eliminating prejudice and discrimination; defending human and civil rights secured by law; and combating community deterioration.
- Clearly articulated mission statement or project goal with a not-for-profit charitable purpose that serves the public
- Established advisory board or oversight committee (unrelated) demonstrating broad community support.

ROLES

Fiscal Sponsor receives and disburses funds for the project in a timely manner and maintains prudent and accurate records of all transactions as required by the State of Maine and the Internal Revenue Service. Any and all disbursements to the Applicant Group are at the discretion and control of the Fiscal Sponsor.

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 request 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):	
		• Agreement will be in effect for the entirety of the grant period, which can be up to a year from when the grant is made or longer for multi-year grants.	

If awarded, Funding shall be used solely for the project described in the accompanying award letter. All changes in the purpose for which funds are spent must be approved in writing by the Foundation before implementation. If there is any breech of this Agreement, the Foundation may withhold, withdraw, or demand immediate return of grant dollars.

No portion of the funds are to be used to participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office, to induce or encourage violations of the law or public policy, nor to cause any private benefit to occur to any stakeholders.

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, and have the fiscal sponsor send an email verifying this agreement to Liz Fickett, Director, Grants & Scholarships, at efickett@mainecf.org. When applying to one of our grant programs, upload the form to our online application.

_____ _____

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

_____

*Printed Name, Title **and email address***

_____ _____

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

_____

*Printed Name and Title, **and email address***