

# Fiscal Sponsorship Agreement

Between \_\_\_\_\_  
 (Legal Name of Non-Exempt Group)

and \_\_\_\_\_  
 (Legal Name of Tax-Exempt Non-profit Fiscal Sponsor Organization)

This Fiscal Sponsorship Agreement defines the roles and responsibilities of both the Non-Exempt Group and the Fiscal Sponsor Organization named above. This Agreement shall be in effect from: \_\_\_\_\_  
 (Beginning Date) through (Ending Date) \_\_\_\_\_.

The role of the Fiscal Sponsor is to receive and disburse funds for the project in a timely manner and to maintain prudent and accurate records of all transactions as required by law and the Internal Revenue Service. Any and all disbursements to the Non-Exempt Group are at the discretion of the Fiscal Sponsor.

The role of the Non-Exempt Group is to request 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.

By initialing below, the Non-Exempt Group and Fiscal Sponsor indicate that they have reviewed and come to an agreement regarding each of the following items:

Non-Exempt Group Initials	Fiscal Sponsor Initials	Items to be Agreed Upon
		Proposed project budget including specific line items
		General time-line for use of funds
		Fiscal Sponsor's policies for disbursement of funds (including time needed to respond to check requisitions)
		Decision-making authority regarding use of funds
		Administrative fees & Terms of payment: Total amount or percentage Non-Exempt Group is to pay to Fiscal Sponsor.

_____ <b>Signature of Non-Exempt Group Officer</b> _____ <b>Printed Name and Title</b>	<b>Date:</b> _____
_____ <b>Signature of Fiscal Sponsor Officer</b> _____ <b>Printed Name and Title</b>	<b>Date:</b> _____