Fiscal Sponsorship Agreement

This form is required if you are applying to the Maine Community Foundation with a fiscal sponsor.

This Fiscal Sponsorship Agreement defines the roles and responsibilities of both the Non-Exempt Group and the Fiscal Sponsor Organization named below.

_____	_____
Legal Name of Non-Exempt Group	*Legal Name of Tax-Exempt Nonprofit Fiscal Sponsor Organization*

This Agreement shall be in effect from _____ through _____
Beginning Date *Ending Date*

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 Non-Exempt Group are at the discretion of the Fiscal Sponsor.

Non-Exempt 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 Non-Exempt Group maintains prudent and accurate records of all activities as required by the State of Maine and the Internal Revenue Service.

AGREEMENT

The Non-Exempt 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:

Non-Exempt Group	Fiscal Sponsor	Items to be Agreed Upon
		• Proposed project 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)
		• Decision-making authority regarding use of funds
		• Administrative fees: Total amount or percentage Non-Exempt 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 (Please note that the Agreement to Grant Terms in the regular application packet also requires both signatures):

_____ _____
Signature of Non-Exempt Group Officer *Date*

_____
Printed Name and Title

_____ _____
Signature of Fiscal Sponsor Officer *Date*

_____
Printed Name and Title