



Ventura County Community Foundation

VCCF POLICY ON FISCAL SPONSORSHIP

A Fiscal Sponsor is a 501(c)(3) tax-exempt organization that agrees to be responsible for the fiscal management of another organization that does not have its own tax-exemption with the Internal Revenue Service. The Ventura County Community Foundation will award a grant to an organization (henceforth, Project) that has a Fiscal Sponsor, with the following conditions:

- A. The Fiscal Sponsor fee will not exceed the greater of \$100 or up to 10% of the total funded direct costs for the grant. Please include this fee in the project budget under *Other Costs*.
- B. The Fiscal Sponsor's Letter of Determination from the IRS verifying its 501(c)(3) tax status is attached with the grant proposal. Other organizational documents requested with the specific RFP (such as financial statements, board roster's, etc.) should be included for both the Fiscal Sponsor Agency and the Sponsee. Please clearly mark which documents belong to each entity.
- C. A signed Fiscal Sponsorship Agreement outlining the role and responsibilities of the Fiscal Sponsor and the Project is submitted with the application. **This document should contain all the following information:**
 1. Date of approval by Fiscal Sponsor's Board of Directors
 2. Effective date of Fiscal Sponsorship Agreement
 3. Agreement between the Fiscal Sponsor and the Project regarding community programs, public information, fundraising events, negotiation of leases and contracts, and other activities planned by the Project
 4. Provide a detailed explanation of how the sponsored project constitutes a charitable endeavor as described in section 170(c)(2)(B) of the Internal Revenue Code. Please include a detailed description of the public benefit and an assurance that sponsored project representatives will not profit from the funded project.
 5. Agreement regarding 501(c)(3) taking full legal liability for accounting for grant income & expenses and reporting on grant activities
 6. Agreement regarding management of Project Funds, including processing and acknowledgement of cash and noncash revenue items, accounts payable and receivable, disbursement of Project funds (including grants), bookkeeping and financial audits
 7. Agreement regarding performance of Activities for Charitable Purposes with stated policies prohibiting the use of funds for political campaigns on behalf of or in opposition to any candidate for public office
 8. Conditions for Termination of Agreement



Ventura County Community Foundation

VENTURA COUNTY COMMUNITY FOUNDATION FISCAL SPONSOR'S INFORMATION

This form is for organizations that do not have an IRS 501(c)(3) tax-exempt status. Grants approved will be made payable to the Fiscal Sponsor as the tax-exempt organization representing the grant seeker. As Fiscal Sponsor, the organization assumes fiduciary responsibilities for this project as though it were a project of the Fiscal Sponsor.

Name of the Organization: _____

Address: _____

Executive Director: _____

Organization EIN: _____

Telephone number: _____

E-mail address: _____

The Fiscal Sponsor must send in the following attachments:

1. On agency letterhead, letter signed by the Executive Director and Board President indicating the following information.
 - Willingness to administer the grant if awarded.
 - Duration of time and nature of the cooperative relationship between the entities.
 - List services and frequency that the fiscal sponsor will provide to the grant seeker, e.g., bookkeeping, payroll, benefits, space, grant reporting, reports to the IRS, etc.
 - Fees for services charged by the Fiscal Sponsor to the grant seeker.
2. Copy of Minutes from Board meeting approving the fiscal sponsor relationship.
3. List of Board members.
4. Copy of the Fiscal Sponsor's most recent IRS letter indicating 501(c)(3) tax-exempt status.
5. Copy of current operating budget including year-to-date financial information.
6. Copy of annual report.
7. Copy of the financial audit.
8. If the grant is awarded, it will be the Fiscal Sponsor's responsibility to ensure that all reports and submissions are provided in a timely manner to VCCF. (Reporting dates will be on the Terms of the Grant Award.)

Fiscal sponsors and grant seekers must sign below indicating that they have read this list of requirements.

Fiscal sponsor

Grant seeker

Date

Date