

## 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: \_\_\_\_\_

Tel # and extension #: \_\_\_\_\_

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 The Hamilton Community Foundation.  
(Reporting dates will be on the Terms of the Grant Award letter.)

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

\_\_\_\_\_  
Fiscal Sponsor

\_\_\_\_\_  
Grant Seeker

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date