

Fiscal Sponsorship Agreement

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 the 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. 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 initialed boxes below indicate that the Non-Exempt Group and Fiscal Sponsor representatives have reviewed and come to an agreement regarding each of the following items:

Non-Exempt Group	Fiscal Sponsor	Agreed Upon Items
		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.

This form must be signed by the Chief Executive Officer, Treasurer or President of both groups entering into this Fiscal Sponsorship Agreement.

Signature of Non-Exempt Group Officer

Signature of Tax-Exempt Nonprofit Fiscal Sponsor Organization Officer

Printed Name

Printed Name

Title

Title

Date

Date