



## Fiscal Sponsorship Agreement

Between \_\_\_\_\_  
(Nonprofit Fiscal Sponsor)

and \_\_\_\_\_, a project of the Fiscal Sponsor.  
(Sponsored Project)

This Fiscal Sponsorship Grant Agreement defines the roles and responsibilities of both the Fiscal Sponsor and Project named above. This Agreement shall be in effect from:

(Beginning Date) \_\_\_\_\_ through (Ending Date) \_\_\_\_\_

### Role of the Fiscal Sponsor

The Fiscal Sponsor is considered the Grantee by the Colorado Health Foundation (TCHF) and therefore assumes legal and financial responsibility for grant funds. The Fiscal Sponsor is to receive and disburse funds to the Project in a timely manner and to maintain prudent and accurate records of all transactions as required by the State of Colorado and the Internal Revenue Service. The Sponsor should have a system in place to track the activities and balances of TCHF funds specifically related to the Project, and the Sponsor maintains full discretion and control over the grant funds. The Fiscal Sponsor is also ultimately responsible for all reporting requirements to TCHF, although the Project may be the one to prepare the reports.

### Role of the Project

The Project is typically responsible for the programmatic implementation of the work. They are to request funds or reimbursement of funds from the Fiscal Sponsor in a timely manner in order to conduct the project activities. In addition, the Project is to maintain prudent and accurate records of all activities as required by the State of Colorado and the Internal Revenue Service.

By initialing below, the Fiscal Sponsor confirms that the following statements are true:

Fiscal Sponsor's Initials	Items to Be Confirmed
	The Fiscal Sponsor's Board of Directors has approved the Project as furthering its charitable mission
	The intended work to be performed is accurately described in the grant proposal to TCHF
	The Fiscal Sponsor will maintain full discretion and control over the funds

By initialing below, both the Fiscal Sponsor and Project indicate that they have reviewed and come to an agreement regarding each of the following items:

Fiscal Sponsor's Initials	Project's Initials	Items to Be Agreed Upon
		General timeline for use of funds
		Ownership of property rights (physical or intellectual), if applicable
		Fiscal Sponsor's policies for disbursement of funds (including time needed to respond to check requisitions)
		Chain of command within both organizations, including decision-making authority regarding use of funds
		Reporting requirements to the Colorado Health Foundation
		Exit strategy (may require a written separation agreement)
		Administrative fee: Total amount or percentage Project is to pay to Fiscal Sponsor (if any): _____ Terms of payment (if any): _____

\_\_\_\_\_  
Signature - Fiscal Sponsor Representative

\_\_\_\_\_  
Signature – Sponsored Project Representative

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date