

District 1 East Coalition (D1EC)/ (CNN) Small Grants Program Fiscal Sponsorship Guidelines and Application

D1EC offers fiscal sponsorship services to community groups for Small Grant Program projects to be implemented within the D1EC boundary. In order to accomplish this, groups must formally make the request to D1EC to provide fiscal sponsorship services, and the D1EC Board of Directors must approve the group's completed application before the fiscal sponsorship services can begin.

Only groups which are not themselves qualified as tax exempt entities under 501(c)3, or other federal tax exemption provisions of the Internal Revenue Code, including but not limited to 509 status, shall be eligible to utilize CNN's fiscal sponsorship services.

If approved, D1EC shall:

- Keep all awarded grant funds for sponsored project in a dedicated account, over which only the designated D1EC financial management policy members shall have signing authority. The designated project manager may request payment of invoices by D1EC.
- Receive and expend funds – making deposits, writing checks, producing financial statements and verifying accounting records.
- Provide upon request from sponsored group, a complete listing of beginning balance; funds received; funds disbursed; and ending balance.
- Charge a 7.5% administration fee from the total grant award or deduct it from the grant award if the fee was included in the group's grant request.
- D1EC shall not disburse any funds without a written fiscal tracking request submitted by the designated project manager.

In the event that there is a disagreement with the project manager or between the project manager and the sponsored group's members regarding the appropriate disbursement of funds, D1EC shall disburse funds in accordance with the sponsorship application and grant agreement, or not at all until a clear request is made. The D1EC Board of Directors is ultimately responsible for assuring that the funds are spent consistent with the approved application or approved amendments.

For each project that D1EC provides fiscal sponsorship services, the D1EC grant manager will oversee the implementation and execution of the project to be sure that the project is conducted in accordance with the proposal and grant agreement. Changes that affect the intent of the grant's project plan and budget will need to be approved by the D1EC grant manager.

If the original project changes and no longer aligns with D1EC's mission or the project fails to be completed, D1EC retains the right to redirect the money to a "like" project within D1EC's boundaries.

The applicant group may not accept grants, donations, and contributions for a project for which it seeks D1EC fiscal sponsorship prior to D1EC acceptance of the project. All grants and donations for an accepted project shall be delivered directly by to D1EC, and D1EC shall issue appropriate receipts to grantors or donors for tax deductible contributions. No funds for any proposed project shall pass through any sponsor group.

The group must ensure that anyone requesting funds on behalf of the project be advised about what they are allowed to say:

- The donor must be aware of the purpose of the project; and
- For the donation to be tax-deductible, the donation/funds must be made out to D1EC with the sponsored project in the memo line.

If the project is awarded a grant and approved, a grant agreement letter will be signed by D1EC and the group. The group then becomes sponsored by D1EC.

Fiscal Sponsorship Application Form

Proposing Entity: _____

Oregon Corporate Registration if Applicable #: _____

Mailing Address: _____

Contact Name: _____

Contact Phone Number: _____ **Contact Email:** _____

List of your Executive Director, Officers, or Active Group Members: _____

Project Title and Description:

Grant Request Amount (\$) to D1EC for Proposed Project: _____

Proposed Grant Project Start Date: _____ **Grant Completion Date:** _____

Designated Project Manager: _____

Project Manager Report Due by (within 30 days following Grant Completion date) _____

Applicant's Signature _____ **Date** _____

Approved by D1EC Board on _____ **President's Signature** _____