

# CACF Fiscal Sponsorship Grant Application Agreement

## Background

This form is required for all fiscally sponsored projects or organizations seeking a grant from the Charlottesville Area Community Foundation and must be completed and signed by the Fiscal Sponsor, then submitted by the Sponsored Applicant along with their grant application by the deadline.

*For more information and resources on fiscal sponsorship, please reach out to Kisha Bwenge, Senior Capacity Building Manager, at [kbwenge@cacfonline.org](mailto:kbwenge@cacfonline.org). For technical or troubleshooting assistance with downloading or uploading the form with your grant application via the CACF portal, please contact Megan Donovan, Grants Administrator, at [grants@cacfonline.org](mailto:grants@cacfonline.org).*

**Legal Name of Sponsored Applicant Project or Organization:**

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**Legal Name of Fiscal Sponsor Organization:**

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**Mailing Address of Fiscal Sponsor Organization:**

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**EIN of Fiscal Sponsor Organization:**

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## Requirements

### **The Fiscal Sponsor must meet the following conditions:**

- A nonprofit, charitable organization that is tax-exempt under section 501(c)(3) of the Internal Revenue Code. 501(c)3 status must be in good standing and in full compliance with the tax laws.
- Accepts fiscal responsibility for grant funds and exercises appropriate discretion and control of the donated funds, and can demonstrate capacity for strong financial management and expenditure responsibility. This includes separately classed accounting for the revenues and expenses of the Sponsored Applicant.
- Must have the financial and administrative capacity to execute on the fiscal sponsorship agreement and manage contributions/grants for the charitable project/program.
- The Fiscal Sponsor agrees to receive and disburse funds for the project in a timely manner and maintain prudent and accurate records of all transactions as required by the State of Virginia and the Internal Revenue Service. Any and all disbursements to the Sponsored Applicant are at the discretion of the Fiscal Sponsor.

### **Sponsored Applicants must meet the following conditions:**

- No current 501(c)3 tax status.
- Organized to carry out a clearly articulated project or program that is in compliance with the Internal Revenue Service “Charitable” purposes legal definition and requirements.
- The Sponsored Applicant agrees to request funds or reimbursement of funds from the Fiscal Sponsor in a timely manner in order to conduct the activities described in their proposal to the Charlottesville Area Community Foundation.

## Agreement

*By signing below, the Fiscal Sponsor Organization agrees to all the following statements. Accepted representatives for the Fiscal Sponsor Organization include the Chief Administrative Officer, Treasurer, Executive Director, or President.*

*If the Fiscal Sponsor is unable to submit signatures via this form, simply type the information below, have the Sponsored Applicant upload the form to their grant application via the CACF portal, and have the Fiscal Sponsor Organization Representative send an email verifying this agreement before the deadline to Megan Donovan, Grants Administrator, at [grants@cacfonline.org](mailto:grants@cacfonline.org).*

1. My organization has read, reviewed, and understands in full the Charlottesville Area Community Foundation's Fiscal Sponsorship Policy.
2. My organization meets the eligibility requirements for a Fiscal Sponsor as outlined in the Fiscal Sponsorship Policy (as well as summarized in this form) and agrees to the roles and responsibilities of the Fiscal Sponsor therein.
3. My organization has a current, signed Fiscal Sponsorship Agreement with the named Sponsored Applicant that is in effect from (dates): \_\_\_\_\_
4. Our Fiscal Sponsorship Agreement clearly outlines the following terms:
  - a. Proposed budget including specific line items.
  - b. General timeline for use of funds, which is as follows: \_\_\_\_\_
  - c. Fiscal Sponsor's policies for disbursement of funds, including time needed to respond to check requisitions and policies regarding payments to third-party vendors/contractors.
  - d. Administrative fees.
    - i. The total amount or percentage the Sponsored Applicant is to pay to the Fiscal Sponsor is:  
\_\_\_\_\_
    - ii. The Terms of payment (if any) are:  
\_\_\_\_\_

**Signature of Fiscal Sponsor Representative:**

\_\_\_\_\_

**Printed Name and Title:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_