

FISCAL SPONSOR AGREEMENT

Please complete this form and return it to Saint Paul & Minnesota
Foundation and/or F. R. Bigelow Foundation

The authorized representative of _____
(Legal Name of Fiscal Sponsor as per the latest IRS determination letter)

Certifies that the Board of Directors has agreed to serve as fiscal sponsor for

_____ for the purpose of receiving funding from
(Name of Applicant)

the Saint Paul & Minnesota Foundation and/or F. R. Bigelow Foundation.

By this action, we agree to provide the following support for the applicant:

1. Establish a separate accounting record for the project.
2. Establish a regular schedule for the disbursement of funds to the project.
3. Disburse funds to the applicant group only upon receipt of adequate invoices and time sheets. Disbursement of funds is not to exceed the amount budgeted.
4. Maintain records in accordance with established bookkeeping principles and submit required financial reports to the applicant group and to the Saint Paul & Minnesota Foundation and/or F. R. Bigelow Foundation.
5. If a fee is to be charged for our services, it will be a set fee agreed upon with the applicant prior to signing this agreement.

We also agree to abide by all other requirements as stated in the Terms of Grant Agreement and to provide the following documentation to the Saint Paul & Minnesota Foundation and/or F. R. Bigelow Foundation:

1. Financial and year-end reports as part of the grant application.

Authorized Signature

Print Authorized Signer's Name/Position

Fiscal Sponsor
Address: _____

City State Zip Code

Telephone of authorized representative: (_____) _____

Email address of authorized representative: _____