



2009 Non-501(c)(3) Fiscal Sponsorship Agreement

STEPS FOR A PROPERLY ADMINISTERED FISCAL SPONSORSHIP:

Step 1: Before submitting a grant proposal to Chopstix for Charity (CFC), the non-501(c)(3) organization (hereafter referred to as the **Applicant**) that wants to do the project presents the written grant proposal to the sponsoring 501(c)(3) organization (hereafter referred to as the **Fiscal Agent**), describing a specific project to be conducted.

Step 2: The Fiscal Agent evaluates the grant proposal to determine whether the project is charitable and carries out the Sponsor's tax-exempt purposes.

Step 3: The Fiscal Agent's Governing Board reviews and approves the project as furthering the Fiscal Agent's exempt purposes. Thus, before funds are sought from Chopstix for Charity Grants Program, the Fiscal Agent has pre-approved the project as its grantee.

Step 4: The Fiscal Agent and the Applicant sign a Fiscal Sponsorship Agreement setting forth the terms and conditions that apply.

Step 5: The Applicant, the Fiscal Agent, or a combination of the two submit a proposal to CFC for a grant to be made by the Fiscal Agent to the project. The Fiscal Agent must retain complete control and discretion over the use of grant funds if received.

Step 6: When the Fiscal Agent receives the grant for the specific project, the money is taken into income by the Fiscal Agent and then disbursed as a grant to the Applicant, subject to the terms of the funder's Grant Recipient Agreement.

Step 7: The Fiscal Agent is ultimately responsible for ensuring completion and submission of the final Grant Expenditure Report (form provided by CFC) with receipts attached.