

## **Central Northeast Neighbors (CNN) Small Grants Program Fiscal Sponsorship Guidelines and Application**

CNN offers fiscal sponsorship services to community groups for Small Grant Program projects to be implemented within the CNN boundary. In order to accomplish this, groups must formally make the request to CNN to provide fiscal sponsorship services, and the CNN 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, CNN shall:**

- Keep all awarded grant funds for sponsored project in a dedicated account, over which only the designated CNN financial management policy members shall have signing authority. The designated project manager may request payment of invoices by CNN.
- 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% 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.
- CNN 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, CNN shall disburse funds in accordance with the sponsorship application and grant agreement, or not at all until a clear request is made. The CNN 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 CNN provides fiscal sponsorship services, the CNN 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 CNN grant manager.

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

The applicant group may not accept grants, donations, and contributions for a project for which it seeks CNN fiscal sponsorship prior to CNN acceptance of the project. All grants and donations for an accepted project shall be delivered directly by to CNN, and CNN 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 CNN 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 CNN and the group. The group then becomes sponsored by CNN.

## 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 CNN 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 CNN Board on** \_\_\_\_\_ **President's Signature** \_\_\_\_\_