



## Application-based Grants and Fiscal Sponsorships

The Community Foundation understands that all types and sizes of nonprofit efforts can contribute towards healthy, safe and vibrant communities. The purpose of this document is to clarify our expectations regarding grant applications, management and reporting for grants awarded to nonprofit fiscal sponsors. Please contact us if you have any questions or comments.

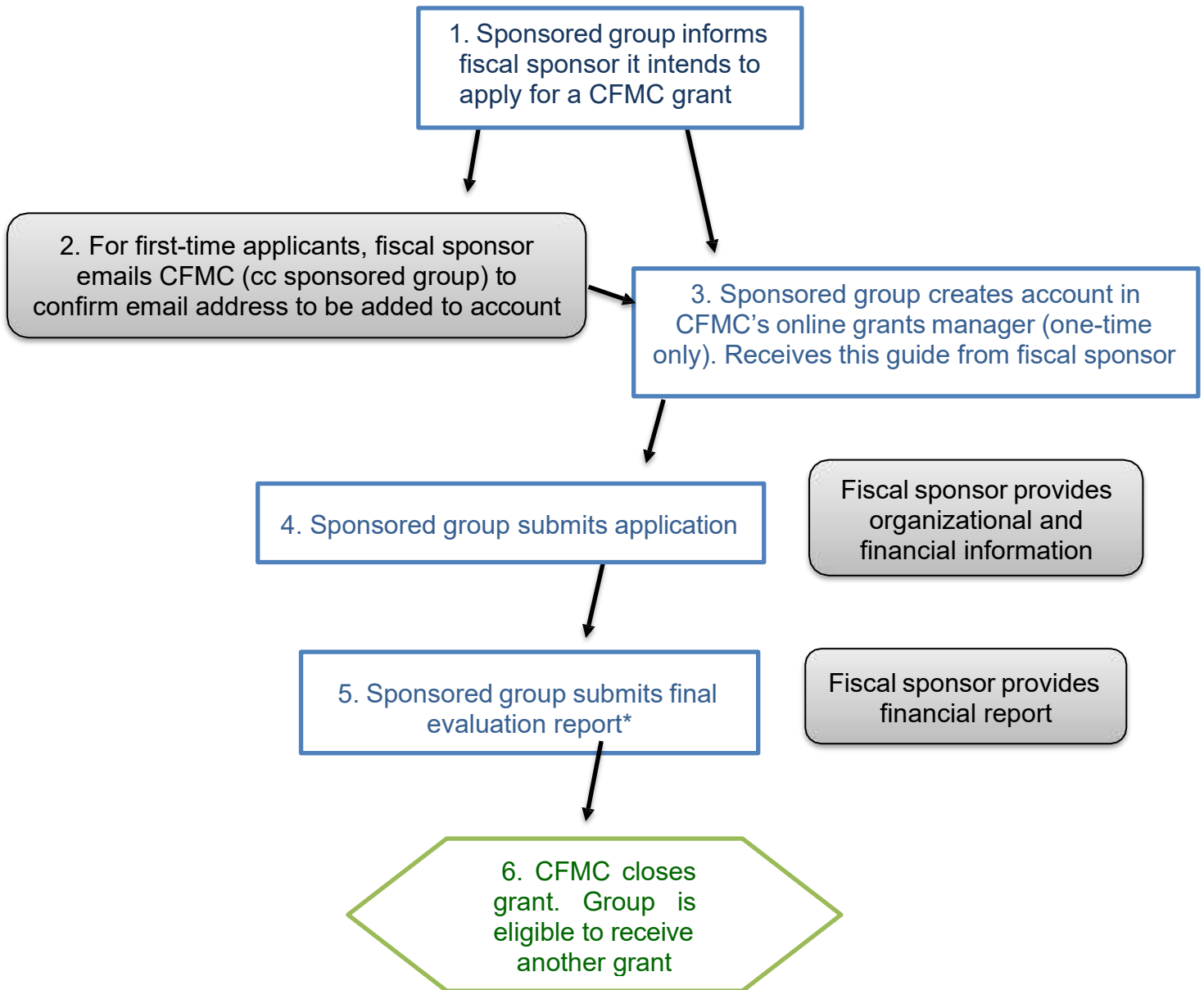
The Community Foundation awards grants for charitable purposes to 501(c)3 nonprofit organizations. All volunteer efforts and organizations (sponsored groups) that are not legally incorporated and not recognized by the Internal Revenue Service as a nonprofit organization, may be eligible to receive a grant through a fiscal sponsor.

Fiscal sponsors may be any 501(c)3 organizations who agree to be accountable to the Community Foundation for the programmatic and financial outcomes of the grant and have a signed agreement with the sponsored group verifying the terms of the arrangement. Fiscal sponsors may sponsor more than one group.

### Responsibilities At-A-Glance

	Sponsored Group	Fiscal Sponsor
Application	<ul style="list-style-type: none"> <li>Request</li> <li>Program budget</li> <li>Fiscal sponsor section (e.g., group's purpose, leadership, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>Organizational information</li> <li>All other financial statements</li> </ul>
Grant Management		<ul style="list-style-type: none"> <li>Financial management and legal responsibility</li> </ul>
Reporting	<ul style="list-style-type: none"> <li>Narrative report</li> <li>Photos</li> </ul>	<ul style="list-style-type: none"> <li>Expense report, if applicable</li> </ul>

## Fiscally Sponsored Grant Application Flowchart



\*Only submit a final report after all grant funds have been spent. If grant funds have not been spent by the end of the grant period, the sponsored group emails a grant extension to CFMC (cc fiscal sponsor); see more information in the Grant Agreement.

## Collaborator Feature

The online grants manager system features a collaborator option that allows applicants to work together on a single request. Collaborators who are invited to collaborate on the Common Application will not have access to collaborate on related requests unless they are also invited to collaborate on those individual opportunities.

The collaborator feature helps address several common scenarios, including the following:

- Multiple applicants from an organization need to work together on a request.
- An applicant needs someone else to upload a document, fill out certain questions, or sign off on their request.
- For example, this could include a fiscal sponsor or an executive director.
- An applicant needs an efficient way for someone else to view or submit their request.
- An organization works with a grant writer.
- An organization has a new staff member who would like to submit a request.

Please reach out to [grants@cfmco.org](mailto:grants@cfmco.org) or 831.375.9712 or 754.5880 x135 with questions.

## Legal Responsibility

If a grant is awarded, it will be made to the nonprofit fiscal sponsor on behalf of the sponsored group. The grant check will be made payable and sent to the fiscal sponsor. A copy of the grant agreement is at the end of the grant application and a PDF copy is saved in the sponsored group's online account under Documents.

## Online Grant System

The sponsored group maintains its own grantmaking account and submits its own grant application and reporting documents. **A minimum of two contact people** is required: a contact with the sponsored group and a contact with the fiscal sponsor.

Most of our grant programs accept applications only through our online grant system. More information is available at [www.cfmco.org/grant-opportunities/apply-for-a-grant/](http://www.cfmco.org/grant-opportunities/apply-for-a-grant/). When submitting an application through our online grant system, the **application is entered under the sponsored group's name and account**. We hope that this electronic storage will help facilitate the organization of records, as fiscal sponsorships occasionally change.

Sponsored groups create accounts in our online grant system using the EIN **00-3759712**. The primary contact for the group should be the executive director, founder, board chair or equivalent. Active contact information of the fiscal sponsor (email login with a password) is required on the account.

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## Application

Fiscal Sponsor completes:

- Approximately half of the questions in the grant application are intended for the nonprofit fiscal sponsor.
- Application sections and questions regarding the organization, financial information and organization agreement should be answered by the fiscal sponsor.

Sponsored Group completes:

- Application sections and questions regarding the grant request, program/project budget, evaluation plan and sponsored group should be answered by the sponsored group.

\*One person/party could submit the application IF they have all the required information and attachments.

## Correspondence

In general, email correspondence will be sent to the email address used to submit the application (sponsored group representative recommended). In most instances, we expect the sponsored group to respond to our questions regarding the specific grant proposal or past evaluation report. Please remember to add [administrator@grantinterface.com](mailto:administrator@grantinterface.com) to your safety email list.

If we have any questions regarding the financial statements, we will communicate with the fiscal sponsor. The fiscal sponsor is responsible for agreeing to the grant terms. In many situations, the sponsored group may be copied on an email message and vice versa.