Instructions on how to use this Fiscal Sponsorship Agreement Template:

1. This document is locked for editing.
2. Double-click into the Yellow highlighted text and type in the Fiscal Sponsor. Press the Tab key.
	1. The Fiscal Sponsor is the nonprofit organization that will appear as the applicant of record.
3. In the Green text, type in the name of the Sponsored Entity. Press the Tab key.
	1. The Sponsored Entity is the artist or collective without nonprofit status.
4. In the Blue text, type in the Fiscal Sponsor’s Administrative Fee. Press the Tab key.
	1. Fiscal Sponsors may be paid between 0% to 15%. CNY Arts is not involved in this decision—each Fiscal Sponsorship is different!
5. Print and sign the Agreement
6. Scan the Agreement and deliver it to the CNY Arts Regrants Program Officer

*If you prefer to e-sign the Agreement using Adobe Acrobat Reader DC:*

1. Print or Save the Agreement as a PDF
2. E-sign the Agreement and deliver it to the Regrants Program Officer



# Fiscal Sponsorship Agreement

FISCAL SPONSOR agrees to act as fiscal conduit for SPONSORED ENTITY.

As the fiscal conduit, FISCAL SPONSOR agrees to allow SPONSORED ENTITY the use of its Federal Tax Identification Number to file for grant applicants on behalf of SPONSORED ENTITY and accept donation for SPONSORED ENTITY.

Funds received by FISCAL SPONSOR will be subject to an administrative fee of PERCENTAGE % (up to 15%). When requested, FISCAL SPONSOR will disburse funds no later than 10 business days after the check is issued. Check requests must be made at least one week in advance of these dates. No funds will be disbursed until receipt of grant funds by FISCAL SPONSOR on behalf of SPONSORED ENTITY and said funds are deposited and cleared by the bank.

SPONSORED ENTITY assumes all responsibilities relating to the success and timely administration and program delivery of any and all projects related to grants awards, including, but not limited to:

1. Credit FISCAL SPONSOR in all press and public relations materials associated with the project(s) as the fiscal conduit.
2. Inform FISCAL SPONSOR of progress and invite FISCAL SPONSOR to all events associated with the project(s).
3. All artistic, programmatic, delivery, and reporting (other than the audit) of the project(s), and preparation of any reports or program requirements.
4. Send letters of thanks to all funders and donors who provide grants or gifts.

Furthermore, SPONSORED ENTITY agrees to provide appropriate insurances (i.e., general liability, worker’s compensation, disability, etc.), licenses, permits, and fees as needed and required by state and federal law, and provide certificates of insurance naming FISCAL SPONSOR as an additional insured. SPONSORED ENTITY further agrees to hold FISCAL SPONSOR harmless from any legal matter, infraction, or lawsuit arising out of the project and its scope of activities.

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| Name, TitleSPONSORED ENTITY |  | Date: |
|  |  |  |
| Name, TitleFISCAL SPONSOR |  | Date: |