

NEW ENGLAND GRASSROOTS ENVIRONMENT FUND

Fiscal Sponsor Policy – April 2009

1. Purpose

The purpose of this Fiscal Sponsor Policy document is to clarify the responsibilities of the New England Grassroots Environment Fund (hereafter, NEGEF) in providing fiscal management, accounting and reporting services on behalf of one or more participating organizations (hereafter, the grantee) receiving funding under a grant or other award from a donor organization (hereafter, the donor).

In pursuing this policy, NEGEF assumes full responsibility for the fiscal management of the grant funds and will maintain sufficient documentation for the financial and compliance audit of the grant award. NEGEF retains complete control and discretion over the funds received from the donor for the grantee within the purpose of the grant.

2. Eligibility

NEGEF will consider acting as fiscal sponsor for those organizations that are current grantees. The specific activities for which the grantee seeks a fiscal sponsor are to be consistent with and supportive of the mission of NEGEF and fit with NEGEF guidelines as established for its grant programs. NEGEF will not consider lobbying activities, for-profit organizations or individuals.

3. Fiscal Sponsor Agreement

The use of a Fiscal Sponsor Agreement is required. This document clearly identifies the responsibilities of both NEGEF and grantee. It identifies conditions where the agreement would be terminated and clearly describes the administrative fees for the service.

4. Project Accounting

NEGEF is responsible for recording all grant receipts and disbursements. The grantee is responsible for providing budgets for total program activity. NEGEF will log the gift into its general grant pool. All project receipts and disbursements will be recorded in the grantee file.

5. Disbursing Funds

NEGEF will make disbursements upon receiving a large installment from a donor or at the end of the month in case of many small individual donations. All transactions will be recorded in NEGEF's general grant pool. Sufficient documentation will be maintained by NEGEF to allow an external auditor to perform the fiscal and compliance audit of the grant award.

6. Reporting

NEGEF is responsible for submitting all required reports to the funding organization. The grantee is responsible for providing the required program and other information to NEGEF in a timely manner to allow preparation of the required reports. Reporting responsibilities are detailed in the Fiscal Sponsor Agreement.

7. Fees

NEGEF will not charge a fee if the donor is an existing NEGEF funding partner. In all other cases, NEGEF will charge a 5% administration fee. For small, individual donations NEGEF will take 5% from the month's total before distributing the check.