

NEW ENGLAND GRASSROOTS ENVIRONMENT FUND

Fiscal Sponsor Policy

1. PURPOSE

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

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

2. ELIGIBILITY

The Fund will consider acting as fiscal sponsor for groups that have received a Grassroots Fund grant in the previous three years. The specific activities for which the grantee seeks a fiscal sponsor are to be consistent with and supportive of the mission of the Fund and fit with the Fund's guidelines as established for its grant programs. The Fund will not consider lobbying activities, for-profit organizations or individual. In general, the Fund gives preferences to groups with annual budgets under \$25,000 and no or limited paid staff capacity. In addition, the Fund considers fiscal sponsoring projects that are temporary in nature.

3. FISCAL SPONSOR AGREEMENT

The use of a Fiscal Sponsor Agreement is required. This agreement clearly identifies the responsibilities of both the grantee and the Fund. It identifies conditions where the agreement would be terminated and clearly describes the administrative fee for the service. Agreements expire annually on February 15th with the option to renew.

4. PROJECT ACCOUNTING

The Fund is responsible for recording all incoming donations and disbursements. All project donations and disbursements will be recorded in a grantee file. The grantee is responsible for providing budgets and actuals and narratives for program activity as requested.

5. DISBURSING FUNDS

The Fund will make disbursements in the first half of each month. Each disbursement will be accompanied with a report detailing donor information (where possible). All transactions will be recorded in the Fund's general grant pool. Sufficient documentation will be maintained by the Fund to allow an external auditor to perform the fiscal and compliance audit of the awards.

6. REPORTING

The Fund is responsible for ensuring all required reports are submitted to the funding organization. The grantee is responsible for providing the required program and related information to the Fund in a timely manner to allow for review of required reports.

7. FEES

The Fund will charge a 5% administration fee from the monthly total before distributing a grant. This administration fee covers the Fund's staff time and bookkeeping fees.

8. QUESTIONS

Please direct any questions about establishing a fiscal sponsorship relationship to Bart Westdijk (bart@grassrootsfund.org).