

Fiscal Sponsor Letter of Agreement

Date

Project Lead Organization Name

Organization Address

To Whom It May Concern:

This letter confirms that fiscal sponsor organization name will serve as the fiscal sponsor for project lead organization name for the San Francisco Office of Economic and Workforce Development: Nonprofit Sustainability Initiative grant, if awarded. The terms of agreement are as follows:

Fiscal sponsor organization name agrees to:

* Serve as fiscal sponsor throughout the full term of the Grant Activity Period of June 1, 2023 – December 31, 2025, including any OEWD-approved extensions, if awarded.
* Maintain close involvement with project lead organization name to ensure that funding is used in accordance with the approved grant proposal.
* Be the legal contract holder for the grant, as designated in the Grant Agreement.
* Sign and approve all contractual documents by an authorized representative of fiscal sponsor organization name.
* All grant disbursements will be made payable and mailed to fiscal sponsor organization name and will be responsible for distributing funds to project lead organization name.
* Be responsible for updating contract information by contacting the OEWD Program Specialist assigned to the Nonprofit Sustainability Initiative grant to request assistance with official changes.

Project lead organization name agrees to:

* Develop and execute the proposed grant activity and to complete all required grant reporting.
* Provide all application materials and information (other than fiscal sponsor’s IRS 990 form) that are representative of fiscal sponsor organization name to OEWD. This may include budgets and references to total operating revenue.
* Acknowledges that the fiscal sponsorship agreement cannot be changed during the Grant Activity Period unless an official request and approval from OEWD is granted. These are only given under extremely special circumstances on a case-by-case basis.

We acknowledge that termination of the fiscal sponsor relationship or violation of terms outlined in this Letter of Agreement most likely will result in the rescinding or forfeiture of the grant award.

These items are agreed to by the representatives of project lead organization name and fiscal sponsor organization name, signed below.

[Must be signed] [Must be signed]

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Representative name Representative name

Representative title Representative title

Organization name Fiscal sponsor organization name