**Fiscal Sponsorship Agreement**

This Fiscal Sponsorship Agreement defines the roles and responsibilities of both the Non-Exempt Group and the Fiscal Sponsor Organization named below.

_________________________________________

**Legal Name of Non-Exempt Group**

_________________________________________

**Legal Name of Tax-Exempt Nonprofit Fiscal Sponsor Organization**

This Agreement shall be in effect from __________________________ through ___________________________

**Beginning Date**    **Ending Date**

**ROLES**

**Fiscal Sponsor** receives and disburses the funds for the project in a timely manner and maintains prudent and accurate records of all transactions as required by the State of Maine and the Internal Revenue Service. Any and all disbursements to the Non-Exempt Group are at the discretion of the Fiscal Sponsor.

**Non-Exempt Group** requests funds or reimbursement of funds from the Fiscal Sponsor in a timely manner in order to conduct the activities described in the Group’s proposal. In addition, the Non-Exempt Group maintains prudent and accurate records of all activities as required by the State of Maine and the Internal Revenue Service.

**AGREEMENT**

The initialed boxes below indicate that the Non-Exempt Group and Fiscal Sponsor representatives have reviewed and come to an agreement regarding each of the following items:

<table>
<thead>
<tr>
<th>Non-Exempt Group</th>
<th>Fiscal Sponsor</th>
<th>Agreed Upon Items</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Proposed project budget including specific line items</td>
</tr>
<tr>
<td></td>
<td></td>
<td>General timeline for use of funds</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fiscal Sponsor’s policies for disbursement of funds (including time needed to respond to check requisitions)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Decision-making authority regarding use of funds</td>
</tr>
<tr>
<td></td>
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<td>Administrative fees (total amount or percentage) Non-Exempt Group is to pay to Fiscal Sponsor.</td>
</tr>
</tbody>
</table>

This form must be signed by the Chief Executive Officer, Treasurer or President of both groups entering into this Fiscal Sponsorship Agreement.

_________________________________________  _________________________________________  

**Signature of Non-Exempt Group Officer**    **Signature of Tax-Exempt Nonprofit Fiscal Sponsor Organization Officer**

_________________________________________     _________________________________________

**Printed Name**       **Printed Name**

_________________________________________     _________________________________________

**Title**        **Title**

_________________________________________  _________________________________________

**Date**        **Date**