



*Lakeshore Natural Resource Partnership, Inc.
Fiscal Sponsor Guidelines*

Fiscal Sponsorship and the LNRP Local Stewardship Program Process

Fiscal Sponsorship is a financial and legal relationship between a non-profit organization and an LNRP projectee. The fiscal sponsor lends the LNRP partner the right to use the sponsor's non-profit status in order to apply for tax-deductible project support and other contributions.

The fiscal sponsor and LNRP applicant must develop a written agreement* which outlines the roles, responsibilities, accounting procedures, fiscal oversight, project reporting and working relationship between the two parties. **A copy of the signed agreement must be submitted with the project contract if the application is given funding from LNRP.*

If funding is awarded, the fiscal sponsor will be the recipient and administrator of the funds, and is legally responsible for insuring that the funds are used for the purposes stated in the project proposal and LNRP project contract.

The Fiscal Sponsor will:

1. Enter into a contractual agreement with the LNRP for the receipt of the project funds.
2. Receive the funds.
3. Tell LNRP if there are any administration fees (and at what percentage) that accompany the fiscal relationship.
4. Maintain accurate and up-to-date records of the receipt of the funds.
5. Assure the security of the funds until they are disbursed to the sponsored entity implementing the project.
6. Disburse the funds to the sponsored entity as warranted.
7. Maintain an accurate and up-to-date accounting of expenditures and income for the project.
8. Provide a final project report of overall expenses and income for the project (all sources) to the LNRP within the time period stipulated in the project contract.
9. Reimburse the LNRP for any project funds disbursed which are not spent according to the stipulations of the project contract.
10. Undergo a fiscal review of financial records pertaining to the project by an agent of the LNRP if such review is deemed appropriate by the LNRP Board of Directors.

Project partners are required to provide two reports: mid-project and final. Each report must show how money was spent and be signed by the fiscal sponsor. It is possible for a project partner to change how they will spend their project money after the project has been awarded. However, any such change must be approved in advance by the LNRP. The fiscal sponsor must be made aware by the project partner that a change has been made and approved.

The fiscal sponsor can choose to hold the project money and write checks to reimburse the project partner on the basis of paid invoices or receipts. Alternatively, the fiscal sponsor can turn the project money over to the project partner, requiring the project partner to provide paid invoices, cancelled checks and paid receipts. How this is to be done is the substance of the agreement between the fiscal sponsor and the project partner. *The fiscal sponsor is legally responsible for insuring that the funds are used for the purposes stated in the project proposal and LNRP project contract regardless of which method of dispersal is chosen.*



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If money is spent for materials or activities that were not in the approved budget for the project, then the fiscal sponsor is responsible for paying for the non-budgeted expenses and will returning the project money to the LNRP.

Signatures

Project Partner

Signature of Project Director: _____

(Print name and title)

Date: _____

Fiscal Sponsor

Signature of Fiscal Sponsor: _____

(Print name and title)

Organization: _____

Address: _____

Phone Number: _____

Email: _____

List any administrative costs here _____

Date: _____