



FISCAL SPONSORSHIP POLICY

- I. Benton Community Foundation (hereinafter "BCF") may choose to provide fiscal and program sponsorship funds (Fund) for charitable projects that further the purposes of BCF. Program sponsorship services include the provision of non-profit status to the project (thus making contributions tax-deductible), acknowledging and managing contributions and the authorization and payment of grants and expenses from the Fund. Program sponsor services do not include administrative or fundraising support or financial support from BCF. The primary beneficiaries of program sponsor services are typically new charities without an IRS determination letter and community groups planning a specific short-term project that is clearly charitable in nature.
- II. Program sponsor services will be extended by BCF for up to eighteen (18) months from the date of signing of the Fiscal Sponsorship Agreement or for a longer period of time at the discretion of the Board of Directors (Board).
- III. BCF requires the name; organizational documents; principal's names and Oregon registration documents, if any, of the organization undertaking the project. BCF also requires a description of the project, its purpose, goals, expected duration, fundraising plan, a list of advisory group members and current and future budgets. An application form is available from BCF and must be submitted for review and approval as prescribed in section IV. Potential applicants are encouraged to discuss their projects and applications with BCF staff prior to submittal.
- IV. The staff of BCF will review all applications. Board approval is necessary for a project to become a BCF sponsored program. A fund bearing the project's name will be established. The project is then accounted for as "The XYZ Project, a sponsored program of BCF" for IRS auditing, financial reporting, marketing and fundraising purposes.
- V. As program sponsor, BCF is legally responsible for the project's administration, management and disbursement of funds. Typically, BCF assures programmatic oversight by delegating an existing advisory group to fulfill that function. A roster of the group and minutes of its meetings should be forwarded to BCF.
- VI. Following Board approval of the project as a program of BCF, staff authorizes payments periodically from the Fund to carry out the purposes of the project. The project advisory group makes recommendations for the specific expenditures. Payments are generally made within ten (10) days of receipt of recommendations.
- VII. BCF acknowledges all gifts to the Fund with a tax substantiation and thank you letter. BCF will provide regular financial reports to the project advisory group (usually quarterly).
- VIII. The project may apply to other funding sources under the auspices of BCF, but BCF is not responsible for fundraising or for providing financial support for the project. BCF staff must review all fundraising plans and requests for funding. In addition, all copy used in marketing or fundraising must be approved by BCF staff.

IX. All printed materials, including fundraising requests, must identify the project as "The XYZ Project, a sponsored program of BCF."

X. As compensation for its services, BCF will charge a fund set-up fee and an administrative fee on all contributions received, subject to a \$500 minimum. The amount of the set-up and administrative fees shall be negotiated based on the complexity and duration of the project. Any income earned by the Fund accrues to BCF to help defray administrative expenses. The minimum project size shall be \$15,000.

XI. If the program is terminated for any reason, any money or property remaining in the Fund shall be retained by BCF and added to its unrestricted fund.

XII. The Fund created to support this project is a component fund of BCF and its assets are assets of BCF. The Fund is subject to BCF's governing instruments including BCF's power to modify any restriction or condition on the distribution of funds for any specified charitable purposes or to specified charitable purposes or to specified organizations if in the sole judgment of the governing body (without the necessity of the approval of any participating trustee, custodian, or agent), such restriction or condition becomes, in effect, unnecessary, incapable of fulfillment, or inconsistent with the charitable needs of the community or area served.

XIII. BCF will not be responsible for any debts incurred by the project, nor will it release any funds in amounts greater than the current balance of the Fund at any time.

*Adopted by the Board in August 2012
Revisions adopted by the Board on June 18, 2015
Schedule for review in August 2017*