

Fiscal Sponsor Letter

This letter is to be filled out by the authorized contact at the Fiscal Sponsor Organization.

Name of Fiscal Sponsor Organization

Name of Sponsored Organization

Street Address

Street Address

City, State, Zip Code

City, State, Zip Code

Date

Dear City of Rockville's Department of Housing and Community Development,

This letter certifies _____ has agreed to sponsor
Name of Fiscal Sponsor organization ("Fiscal Sponsor")

_____ for the
Name of sponsored organization, group, entity ("Sponsored Entity")

Name of project ("Project")

Please select the description below that best characterizes your organization's (Fiscal Sponsor's) relationship with the sponsored Project:

- ☐ (Model C – Preapproved Grant Relationship) Our organization confirms the sponsored Project is aligned with our charitable mission and purpose. While we will retain supervision and oversight over grants awarded towards support of Project purposes, the sponsored organization will meet the city's grant requirements, including insurance coverage and reporting.
- ☐ (Model A – Direct Project) The sponsored Project is part of our organization and is staffed directly by our employees and/or volunteers. The Project's resources and expenses are also provided by and paid for directly by us. We will meet the city's grant requirements directly, including insurance coverage and reporting.
- ☐ Other, as described here:



The following individuals shall be the contact for the Fiscal Sponsor and Sponsored Entity:

Name of Fiscal Sponsor Contact/Title

Name of Sponsored Entity Contact/Title

The Fiscal Sponsor understands that, by signing this document the Fiscal Sponsor affirms that it retains complete discretion and control over all grant funds given towards accomplishing the charitable purpose of the Project, including accepting and dispersing any funds awarded to the Project. The Fiscal Sponsor is the grantee and is responsible for complying with the terms and conditions of any grant it receives towards support of the purposes of the Project. Fiscal Sponsor will maintain records that establish that any grant funds received in support of the purposes of the Project are used solely for the purposes approved by the City of Rockville. Fiscal Sponsor confirms that its governing board is in support of the Project, and it has an agreement with Sponsored Entity that clearly delineates and establishes the roles and responsibilities of the Fiscal Sponsor and the Sponsored Entity in relation to each other.

Sincerely,

Signature of Representative

Printed name of authorized representative of Fiscal Sponsor organization ("Representative"); if same as Fiscal Sponsor contact, enter "see above" here and in the fields below

Title of Representative

Email of Representative

Phone number of Representative

Date