



## FISCAL SPONSORSHIP AGREEMENT

The Starved Rock Country Community Foundation (SRCCF) agrees to serve as the Fiscal Sponsor for the \_\_\_\_\_ to ensure the appropriate management of financial contributions, gifts-in-kind, pledges, and pledge payments. All qualifying gifts to the Fund will be acknowledged as tax-deductible contributions to the Fund. The Fund will be established as a pass-through fund within the SRCCF. An annual Administrative Fee will be assessed to the Fund to cover administrative activities by the SRCCF.

1. Donations collected by the \_\_\_\_\_ initiative are required to be given to the Starved Rock Country Community Foundation for deposit into the \_\_\_\_\_ Fund in accordance with the Fiscal Sponsorship Agreement.
2. SRCCF agrees to accept, record, and acknowledge receipt of all monies submitted to the SRCCF by the \_\_\_\_\_ initiative. Donations will be tax deductible to the donor in accordance with current IRS guidelines regarding tax-deductible contributions to an established 501(c)3 organization recognized by the IRS.
3. All activities shall be operated in a manner consistent with SRCCF's tax-exempt status and as described in this agreement. No material changes in the purpose or activities relative to the Fund shall be made without prior written permission of SRCCF. The sponsoring organization shall not carry on activities or use funds in any way that jeopardizes the SRCCF's tax-exempt status.
4. The SRCCF will establish and operate a designated account segregated on the SRCCF's financial records. All amounts deposited into the Fund will be used in support of that organization, less administrative charges of 4%, and any expenses incurred by the SRCCF, which have been pre-approved as expenditures by the \_\_\_\_\_ Designated Contact. Monies in the Fund will be invested in accordance with the SRCCF Investment Policy, unless otherwise agreed upon.
5. A complete accounting of the total monies received on behalf of the Fund will be provided to the Designated Contact, or his representative, upon request.
6. Specific directions must be provided to the SRCCF by the Designated Contact regarding disbursements to be made; amount to be disbursed, to whom, reason for disbursement, documentation of the expense, payee information, and date requested for payment. Payments relative to expenses will be made as requested until all payments have been made, or the account funds have been exhausted, whichever comes first.
7. Under no circumstances will the SRCCF be held liable for any expenses incurred by the organization and/or any of its members at any time, and/or for any reason. In the event the \_\_\_\_\_ balance is not sufficient to pay the expenses of the \_\_\_\_\_ financial commitments, the representatives of the \_\_\_\_\_

**Connecting People Who Care with Causes That Matter**  
**STARVED ROCK COUNTRY COMMUNITY FOUNDATION**  
**116 W. Lafayette Street, Ottawa, IL 61350 815-252-2906**  
**[info@srccf.org](mailto:info@srccf.org) FOR. GOOD. FOR. EVER.**

\_\_\_\_\_ organization will secure alternative forms of payment.

8. In accordance with the specific directions received from the Designated Contact, the SRCCF will make prompt payment to the extent possible using only the \_\_\_\_\_ Fund. Disbursements will be restricted to expenses accompanied by documentation of relevance to the Fund's activities.
9. SRCCF and the \_\_\_\_\_ financial representative will maintain all financial records per generally accepted accounting principles, retain records as required by law, and make records available to auditors as required by law.
10. SRCCF will reflect activities to the extent required, on its state and federal government tax returns and financial reports. All disbursements from the Fund shall be treated as payments made on behalf of the Fund. The Designated Contact will provide the SRCCF with proper documentation to accomplish this.
11. Evidence of insurance, naming the Starved Rock County Community Foundation as an Additional Insured must be secured and copies of the endorsement provided to the SRCCF at least four (4) weeks prior to any event of the \_\_\_\_\_ or any of its representatives.
12. No unauthorized use of the SRCCF name, logo, website, social, print, or verbal media, or other properties of the SRCCF may be used by the \_\_\_\_\_ initiative. Use of any of the above must be requested in writing and approved by the SRCCF President/CEO prior to use.
13. This agreement will be subject to review every 30 days, and will terminate if any of the following events occur:
  - a. SRCCF requests the \_\_\_\_\_ organization to cease activities that SRCCF deems might jeopardize the tax-exempt status of the SRCCF and the \_\_\_\_\_ representatives fail to comply within 48 hours.
  - b. The \_\_\_\_\_ organization fails to perform any other condition of this agreement and the failure remains un-remedied 48 hours after notice in writing is received.

In witness, whereof, the parties hereto have executed this Agreement on the day and year below.

\_\_\_\_\_  
**Starved Rock Country Community Foundation**

\_\_\_\_\_  
**Designated Contact**

\_\_\_\_\_  
**Date**

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