



Fiscal Sponsorship Policy

It is the intention of The Colorado Health Foundation (the Foundation) to support a wide range of projects which ensure access to the key components of *Healthy Living*, increase the number of Coloradans with *Health Coverage* and ensure access to quality, coordinated *Health Care*. Although we require that each grantee operate as a nonprofit entity with tax-exempt status as determined by the State of Colorado and the Internal Revenue Service, we are aware that some projects may be very new or in the process of obtaining this status. Additionally, we recognize that not every charitable endeavor has the infrastructure required to become a formal tax-exempt organization. Therefore, we will award grants to groups which are not 501(c)3 organizations provided they have obtained the support of a fiscal sponsor with nonprofit status. Both the fiscal sponsor and the project/sponsored organization are required to sign a Fiscal Sponsorship Agreement before any funds will be awarded. (Please see attached). Please note that the Foundation generally does not fund for-profit entities through its grantmaking program. We also do not accept grant applications from for-profit entities using a nonprofit organization as a fiscal sponsor. If you are a for-profit organization interested in learning about our program-related investment opportunities, please visit our website [here](#).

To support the self-determination of funded projects, The Colorado Health Foundation encourages projects/sponsored organizations and fiscal sponsors to establish the clearest possible understanding regarding each of their roles and responsibilities. Fiscal sponsors should be well-informed of the risks and have the organizational structure and capacity to manage and accept these risks before agreeing to serve as a fiscal sponsor. The Foundation considers the fiscal sponsor the grantee who therefore assumes legal and financial responsibility for grant funds. The Foundation does not intend to interfere or mediate disputes between projects/sponsored organizations and fiscal sponsors. However, the Foundation does require:

- The project to align with the fiscal sponsor's mission
- The fiscal sponsor to have *full* discretion and control over the funds granted from The Colorado Health Foundation
- The fiscal sponsor and the project/sponsored organization to address property ownership (physical or intellectual) if applicable, and exit strategy in their agreement. The exit strategy may require a written separation agreement should the project/sponsored organization choose to become a separate nonprofit entity during the course of the grant period.

- Funds to be used to support the activities described in the proposal to The Colorado Health Foundation
- A system in place to track the activities and balances of TCHF funds specifically related to the project/sponsored organization.

The Colorado Health Foundation will not release funds to any grantee organization until an acceptable, signed Fiscal Sponsorship Agreement is received. If you have any questions or concerns please do not hesitate to contact The Colorado Health Foundation for assistance as soon as possible.

Sara Guillaume
Director of Grants Management
The Colorado Health Foundation
303-953-3672
sguillaume@ColoradoHealth.org

Fiscal Sponsorship Agreement

Between _____
 (Funded Project / Sponsored Organization)

and _____
 (Nonprofit Fiscal Sponsor)

This Fiscal Sponsorship Grant Agreement defines the roles and responsibilities of both the Sponsored Organization and Fiscal Sponsor named above. This Agreement shall be in effect from:

(Beginning Date) _____ through (Ending Date) _____

Role of the Fiscal Sponsor

The Fiscal Sponsor is considered the Grantee by The Colorado Health Foundation (TCHF) and therefore assumes legal and financial responsibility for grant funds. The Fiscal Sponsor is to receive and disburse funds to the Project/Sponsored Organization in a timely manner and to maintain prudent and accurate records of all transactions as required by the State of Colorado and the Internal Revenue Service. The Sponsor should have a system in place to track the activities and balances of TCHF funds specifically related to the Project/Sponsored Organization. The Fiscal Sponsor is also ultimately responsible for all reporting requirements to TCHF, although the Project/Sponsored Organization may be the one to prepare the reports.

Role of the Project/Sponsored Organization

The Project/Sponsored Organization is responsible for the programmatic decisions of the project. They are to request funds or reimbursement of funds from the Fiscal Sponsor in a timely manner in order to conduct the activities described in the proposal to TCHF. In addition, the Project/Sponsored Organization is to maintain prudent and accurate records of all activities as required by the State of Colorado and the Internal Revenue Service.

By initialing below, the Project/Sponsored Organization and Fiscal Sponsor indicate that they have reviewed and come to an agreement regarding each of the following items:

Project/Spons. Organization's Initials	Fiscal Sponsor's Initials	Items to be Agreed Upon
		General timeline for use of funds
		Ownership of property rights, if applicable
		Fiscal Sponsor's policies for disbursement of funds (including time needed to respond to check requisitions)
		Chain of command within both organizations, including decision-making authority regarding use of funds
		Reporting requirements to The Colorado Health Foundation
		Exit strategy (may require a written separation agreement)
		Administrative fee: Total amount or percentage Project/Sponsored Organization is to pay to Fiscal Sponsor (if any): _____ Terms of payment (if any): _____

Signature of Project/Sponsored Organization
Representative

Signature of Fiscal Sponsor Representative

Printed Name and Title

Printed Name and Title

Telephone Number

Telephone Number

Date

Date