

## FISCAL SPONSORSHIP AGREEMENT

### FISCAL SPONSOR INFORMATION

\_\_\_\_\_

FISCAL SPONSOR'S FULL LEGAL NAME

### Mailing Address

\_\_\_\_\_

STREET

\_\_\_\_\_

CITY

\_\_\_\_\_

STATE

\_\_\_\_\_

ZIP

### Physical Address

\_\_\_\_\_

STREET

\_\_\_\_\_

CITY

\_\_\_\_\_

STATE

\_\_\_\_\_

ZIP

\_\_\_\_\_

WEBSITE

### Point of Contact

\_\_\_\_\_

NAME

\_\_\_\_\_

ROLE

\_\_\_\_\_

PHONE

\_\_\_\_\_

EMAIL ADDRESS

### Check the box that applies to the Fiscal Sponsor's entity type:

- School/District/Educational Institution
- Pueblo/Tribal Community
- 501(c)3

### Federal EIN # \_\_\_\_\_

If the Fiscal Sponsor is a 501(c)3, please name the current year of Charitable Organization Registration submitted and on file with the New Mexico Attorney General's Office \_\_\_\_\_

\_\_\_\_\_

**SPONSORED ENTITY INFORMATION**

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SPONSORED ENTITY'S FULL LEGAL NAME

**Mailing Address**

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STREET

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CITY

STATE

ZIP

**Physical Address**

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STREET

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CITY

STATE

ZIP

---

WEBSITE

**Point of Contact**

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NAME

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ROLE

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PHONE

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EMAIL ADDRESS

**The Fiscal Sponsor agrees to:**

- Act as an aegis for the Sponsored Entity for the entire term of the Grant Funding Agreement.
- Sign the Grant Funding Agreement; adhere to the conditions of funding as stated therein.
- Receive the grant check on behalf of the Sponsored Entity.
- Monitor all fiscal activities related to sponsored grant-related work.
- Disburse \_\_\_\_\_ % of funds received (no less than 90%) to Sponsored Entity.
- Notify LANL Foundation immediately if this Fiscal Sponsorship Agreement is under discussion or in jeopardy of termination.
  - Such notification will result in an automatic review of the terms of the Grant Funding Agreement.
  - If this Fiscal Sponsorship Agreement is terminated the Fiscal Sponsor may only take a pro-rated percentage of expenditures related to completed activities; the pro-rated percentage is based on the percentage identified on this Fiscal Sponsorship Agreement at the time of application (not greater than 10 percent).
  - If the Fiscal Sponsor relationship terminates for any reason, all remaining funds must be returned to LANL Foundation immediately.

**The Sponsored Entity agrees to:**

- Work under the aegis of the Fiscal Sponsor to ensure terms, conditions and responsibilities named in this Fiscal Sponsorship Agreement are met.
- Ensure budget and extension requests are submitted in a timely manner.
- Submit all required reports (financial and narrative) in a timely manner.
- Notify the LANL Foundation of any change in the intent of the project. Such notification will result in an automatic review of the terms of the Grant Funding Agreement.
- If applicable, the Fiscal Sponsor is to be paid \_\_\_\_\_% of all funds received and expended on behalf of the Sponsored Entity.
- Notify LANL Foundation immediately if this Fiscal Sponsorship Agreement is under discussion or in jeopardy of termination.
- Such notification will result in an automatic review of the terms of the Grant Funding Agreement.

**Signatures**

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NAME (PRINT)

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TITLE/ROLE

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SIGNATURE

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DATE

**Signatures**

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NAME (PRINT)

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TITLE/ROLE

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SIGNATURE

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DATE

**NOTE:**

If this Fiscal Sponsorship Agreement is terminated, LANL Foundation will work with the Sponsored Entity to determine whether continuation of the grant-funded program or project work is feasible. LANL Foundation may work with the Sponsored Entity in the case that a new Grant Funding Agreement needs to be issued to a new Fiscal Sponsor to manage the remainder of the funds.