

## Fiscal Sponsorship FAQ's

### What is Fiscal Sponsorship?

*Fiscal Sponsorship is when a tax exempt nonprofit agrees to partner with or “sponsor” another project or organization that may not have tax-exempt status so the sponsored project can receive donations and grants. The sponsored project must be engaged in activities that would qualify as 501c3 tax exempt activities. Fiscal Sponsorship is a fee-based arrangement that enables the sponsored organization to focus on their work on the ground, while contracting with an experienced sponsor (Cascade Pacific) to provide specific financial management tasks.*

### How much does it cost?

*The basic Fiscal Sponsorship fee is 10% of the grants in which we are the fiscal administrator, with a one-time set up fee of \$250. The actual dollar amount is based on the volume of financial transactions, and is charged to grants monthly. These fees can often be charged to grants as an administrative expense. Note that the fee for some individual grants may vary. Federal grants have a built in federally negotiated rate. Some other funders may have set rates for their grants as well. We'll talk through any variables before signing an agreement.*

### What's included in that fee?

*Cascade Pacific will provide bookkeeping and other support services including: accounts receivable, accounts payable, financial reporting, check writing and donor acknowledgement letters. In addition, your records are included in CPRCD's annual audit. You will continue to develop and monitor your project budgets, document project activities, write grant reports and provide information to Cascade Pacific about what bills are to be charged to each grant.*

*Cascade Pacific will review budgets for grant proposals and monitor financial reporting requirements to ensure the financial documents you submit with your grant reports meet funders' requirements. Based on our experience with a wide range of natural resource conservation projects, Cascade Pacific may also be able to recommend other service providers and funding opportunities.*

### How do our records get transferred to Cascade Pacific?

*We'll work with the person who is currently managing your finances to transfer your budget, grant balances and other transactions into our system. This work is included in the one-time set up fee.*

### Our records are pretty disorganized. Can Cascade Pacific help?

*We're happy to help. Cascade Pacific will do a basic assessment of your records as part of the set-up fee. If your records are not up to date, we can give you an estimate of what it would take to get your records ready to be transferred and can work with you to get your records up to date. This is an optional service that is billed on an hourly basis.*

### How do we access our records?

*We use a secure, web-based accounting software called Financial Edge that has been customized for us. When you sign up you'll get a private access code so you can log in and view your records at any time. Each month we produce reports showing that month's activity and your current grant balances so your staff and steering committee can monitor your finances. We can also customize reports to your preferences.*

### Is there any technical support?

*Our staff will provide an orientation to the software for 1-2 key financial people in your organization and show you how to access your records on line. We're available by phone and email to answer questions during our office hours. We are not able to provide hardware support.*

### For more information please contact:

**Kirk Shimeall, Executive Director, [kirk\(at\)cascadepacific\(dot\)org](mailto:kirk(at)cascadepacific(dot)org) or 541 248-3094.**

*“The employees at Cascade Pacific RC&D are just a phone call away and are always eager to assist me with all financial and contractual matters.” I appreciate the responsiveness of CPRCD to my many questions.”*

*-CPRCD Fiscal Sponsorship Client*