

Friends of Missoula Parks (FMP) Fiscal Sponsorship Application

DIRECTOR AND CONTACT INFORMATION			
PROJECT ADMINISTRATOR (OR PRIMARY CONTACT)			
AFFILIATION			
ADDRESS	CITY	STATE	ZIP
DAY PHONE	EVENING PHONE	FAX	
EMAIL			
PROJECT INFORMATION			
PROJECT TITLE			
ESTIMATED TOTAL BUDGET		AMOUNT RAISED TO DATE	
ESTIMATED PROJECT DURATION		START DATE OF FUNDRAISING	END DATE
AFFILIATED ORGANIZATION			
ORGANIZATION MISSION			
SUMMARY DESCRIPTION OF PROJECT			
DO YOU PLAN TO SELL MERCHANDISE?			
DO YOU PLAN TO RAISE FUNDS THROUGH EVENTS?		DO YOU PLAN TO RAISE FUNDS ONLINE?	
DO YOU PLAN TO CONDUCT ANY 501(c)(3) LOBBYING ACTIVITY?			

Definitions:

Fiscal Account Holder Is an unincorporated association of individuals formed with a mission that is compatible with and which furthers FMP’s mission to improve the quality of life for all residents of the City of Missoula by generating funding and support for projects and programs which enhance and support the recreational, environmental, educational, and leisure activities offered by the City of Missoula’s Parks and Recreation department. When said association works under the “fiscal umbrella” of a non-profit it is called a fiscal sponsorship.

Fiscal Sponsor Friends of Missoula Parks (FMP) is a Montana nonprofit public benefit corporation located in Missoula, Montana, which is qualified as exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code and as exempt from Montana state income tax

PROGRAM DESCRIPTION

In accordance with its mission, FMP serves as a fiscal sponsor of projects related to parks, recreation, conservation lands and forestry in the community of Missoula, Montana and the surrounding area. Friends of Missoula Parks, Inc. (FMP), is a non-profit organization as determined by the IRS under code 501(c)3. It is also a registered Montana Charity. Under the FMP Fiscal Sponsorship program, FMP acts as an umbrella agency for your project, allowing the project to share some of the benefits of non-profit status that include:

- Tax deductible donations to your project from individuals and other entities that may be able to benefit from the tax deduction.
- Eligibility for funding from entities, such as foundations, government agencies, and other parties that may only provide grants and funding to non-profit entities.

As a project's umbrella agency, FMP is the recipient of any funds donated or granted to the fiscal account holder. FMP maintains the funds in an account for the project. Account funds are disbursed to the project representative for the payment of legitimate project related expenses and services. As such, FMP is responsible for ensuring that funds are used for the fiscal account holder purposes and used in accordance with donors' and grantees' intent. This arrangement with FMP can be as sole recipient of all project donations and grant funds or as recipient of only the funds associated with a specific grant. In either case, FMP will issue the necessary project related 1099's in accordance with IRS guidelines. If FMP is to be sole recipient of all project funds, then FMP is the exclusive agent for receiving and disbursing project related funds. In this arrangement, the project's representative is responsible to account for expenditures by providing FMP receipts evidencing payment for project goods and services. FMP will not provide letters of thanks and acknowledgment to donors or ensure project representatives complete any required donation or grant related reports. FMP will issue any required 1099's to the project representative.

The Fiscal Sponsorship program does not provide any fund raising services, grant application services, or distribution services. FMP may supply checks and checkbooks to project representative but the cost of such supplies will be paid for by the fiscal account holder. FMP does not have any ownership or rights in the project at any time, nor is FMP responsible for project content. The fiscal account holder is responsible for the project.

FMP charges an administrative fee of 5% of the project income (donations and grants). These amounts cover the expenses of FMP's services to maintain an accounting of donations and grants, reconcile project receipts with project cash disbursements, provide monthly reporting, generate and file IRS 1099 forms, and other services FMP must perform as the umbrella agency for the project.

The completed application should be sent to:

Friends of Missoula Parks, P.O. Box XXXX, Missoula, MT 5980X

Applications are usually processed within ten (10) business days. Upon approval of the project, the project representative will be mailed a fiscal sponsorship agreement for execution and return to FMP. Questions about the program and application status should be directed to the Fiscal Sponsorship Officer at xxxxxxxxxxxx.

ELIGIBILITY REQUIREMENTS

- The project must align with the mission of FMP
- The project representative payee (the person responsible to receive funds and pay expenses) must be a U.S. citizen with a tax identification number (Social Security Number or Federal Employee ID number).
- The project cannot promote any racism, sexism, or hate toward any person or group of people.
- The project representative must demonstrate, through the FMP Fiscal Sponsorship application, an actual project with a budget and timeline.

FMP FISCAL SPONSORSHIP SERVICES APPLICATION ACKNOWLEDGEMENT

Fiscal account holder asks FMP to act as its fiscal sponsor to allow fiscal account holder to solicit gifts, contributions, grants, or charitable donations to FMP which shall be held for use by Fiscal Account holder in support of Fiscal Account Holder's purpose. FMP, as the fiscal sponsor, shall, on behalf of fiscal account holder:

- Provide information for grant applications
- Provide year end fiscal account financial report
- Provide support for fiscal holder's projects and fundraisers
- Provide disbursements of Fiscal Account monies
- Provide donation acknowledgements to fiscal account holder
- Provide letters of thanks and acknowledgement to donors

For services rendered for the Fiscal Account Holder FMP will charge Fiscal Account Holder an administrative fee equaling 5% of gross revenues received by FOPR during the calendar year

SIGNED: _____

DATED: _____

PRINTED NAME: _____