



Guidelines for Fiscal Sponsorship

- Requests for Czech Village New Bohemia Main Street District to be a Fiscal Agent shall be due the 1st Wednesday of the month before the grant application is due to the granting agency, to be reviewed at the monthly Executive Committee and Board of Directors meetings.
- Requesting agency shall provide:
 - Financial records (organization's annual & project budget), by-laws and articles of incorporation;
 - List of officers;
 - Project summary providing objectives of requesting agency, disposition of residual earnings, statement of purpose, organization mission & values;
 - Status of non-profit request;
 - Copy of requesting agency's board minutes where project was approved.
- As a Fiscal Agent, Czech Village New Bohemia shall charge a 5% fee (based on total grant award and/or donations received) to cover grant administration services. In addition, Fiscal Agent may be reimbursed for any increase in its out-of-pocket expenses attributable to its fiscal sponsor services (e.g. increased insurance, auditing, and legal fees).
- Regular reporting criteria/post-grant audit submitted to Fiscal Agent one month prior to due date.
- Monthly reports are required and will be expected.
- CVNB Main Street will not serve as fiscal agent for activities that are: discriminatory, political, or religious in nature.
- CVNB Main Street reserves the right to terminate the fiscal agency agreement.
- The requesting agency shall hold harmless and indemnify CVNB Main Street., its officers, employees, agents, and Board of Directors.
- The Fiscal Agency Relationship shall last for a period of one (1) year, and shall expire three (3) months after the activity has concluded if event specific. All reporting shall be completed by this date. The Fiscal Agency Relationship may be renewed following the criteria set forth in these guidelines.