

The Roundhouse Foundation Guide to Fiscal Sponsorships

The Roundhouse Foundation accepts applications from 501(c)(3) fiscal sponsors engaging in mission-aligned work through or with a project that does not have its own 501(c)(3) public charity tax status. Additionally, a 501(c)(3) organization may choose to work with a fiscal sponsor for assistance in managing funds and other administrative aspects. We require a fiscal sponsorship agreement in both cases. The Foundation does not fund individuals through a fiscal sponsor relationship.

Groups, both sponsors and projects, enter fiscal sponsorship arrangements for a range of reasons, high among them are usually operating efficiency and an ability to access institutional funders before a sponsored organization is fully established. If funded, the sponsor organization will be the grant recipient. The sponsor organization is responsible for executing the grant agreement, exercising discretion and control over awarded funds, and monitoring the program and finances of the project.

Eligibility

It is the preference of the Foundation that organizations have only one grant open at a time. However, with prior approval by a Roundhouse representative, organizations serving as a fiscal sponsor for other projects may apply for a grant while another application remains open. We encourage interested applicants to contact us (grants@roundhousefoundation.org; 541-904-0700).

Fiscal Sponsorship Application Process

To be eligible to apply for a grant, either the sponsor organization or the sponsored project must upload a signed and current fiscal sponsorship agreement to their application, or email the document to a Roundhouse representative or grants@roundhousefoundation.org.

Fiscal Sponsorship Agreement Guidelines

Our guidelines for fiscal sponsorship agreements require the following provisions:

- An acknowledgment that the charitable mission of the sponsor and the charitable mission of the sponsored project are aligned.
- A statement verifying that the sponsor retains full discretion and control over the use of funds/equipment and is not legally obligated to distribute funds to the sponsored project.

- A statement about how funds/equipment will be managed upon termination of the fiscal sponsorship agreement or dissolution of the project and/or sponsor organization.

In addition, the following items should be addressed in the agreement or supporting documents:

- Information about how the sponsor organization will hold and track funds on behalf of the sponsored project, and how the sponsored project can access those funds
- Restrictions on use of funds for lobbying or political activity
- Information about which organization is responsible for:
 - Fundraising and submitting grant applications to funding organizations
 - Submitting interim and final reports to the Foundation or other funders
 - Filing all required tax and reporting returns
 - Record retention

Depending on the nature of the project, the agreement may also address the following:

- Administrative fee, if any, charged by the sponsor organization.
- How disputes are resolved.
- Information about ownership of intellectual property, equipment, and other assets.
- Information about insurance for the sponsored project.
- Employment relationships, if any, between the sponsor and sponsored project.

Fiscal Sponsorship Resources

- [The Nonprofit Association of Oregon](#)