California Arts Council   
Fiscal Sponsor Letter of Agreement

[Date]

[Organization Name]

[Organization Address]

To Whom It May Concern:

This letter confirms that [fiscal sponsor organization name] will serve as the fiscal sponsor for [applicant organization name] for the California Arts Council [grant program name] grant, if awarded. The terms of agreement are as follows:

[Fiscal sponsor organization name] agrees to:

* Serve as fiscal sponsor throughout the full term of the Grant Activity Period of Month XX, 20XX – Month XX, 20XX, including any CAC-approved extensions, if awarded.
* Maintain close involvement with [applicant organization name] to ensure that funding is used in accordance with the approved grant proposal.
* Be the legal contract holder for the grant, as designated in the Grant Standard Agreement (STD 213).
* Sign and approve all contractual documents by an authorized representative of [fiscal sponsor organization name].
* All grant disbursements will be made payable and mailed to [fiscal sponsor organization name] and will be responsible for distributing funds to [applicant organization name].
* Be responsible for updating contract information by contacting the Arts Program Specialist assigned to [grant program name] to request assistance with official changes.

[Applicant organization name] agrees to:

* Develop and execute the proposed grant activity and to complete all required grant reporting.
* Provide all application materials and information (other than fiscal sponsor’s IRS 990 form) that are representative of [applicant organization name] to the California Arts Council. This includes application budget tables and references to total operating revenue.
* Acknowledges that the fiscal sponsorship agreement cannot be changed during the Grant Activity Period unless an official request and approval from the California Arts Council is granted. These are only given under extremely special circumstances on a case-by-case basis.

We acknowledge that termination of the fiscal sponsor relationship or violation of terms outlined in this Letter of Agreement most likely will result in the rescinding or forfeiture of the grant award.

These items are agreed to by the representatives of [applicant organization name] and [fiscal sponsor organization name], signed below.

[Must be signed] [Must be signed]

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[Representative name] [Representative name]

[Representative title] [Representative title]

[Organization name] [Fiscal sponsor organization name]