

# FULCRUM

COMMUNITY RESOURCES

38755 Reed Road, OR 97131 • <fulcrumresources.org> • 503/368-6294

## FISCAL SPONSORSHIP PROCESS FOR PROJECTS

For a project that requests assistance of the 501(c)(3) status of Fulcrum Community Resources. A request may also come from a donor interested in funding a specific project.

1. Initial Inquiry and Approval:
  - a. Representatives for Prospective Project obtain **Sponsorship Packet** from the Fulcrum website or from a Fulcrum Board Member. (Packet includes Background Information about Fulcrum, Sponsorship Process Description and Application Form.)
  - b. Project Representatives may have a conversation with Fulcrum Board member or the entire Board to get an initial sense of suitability and capacity.
  - c. Project Representatives submit application.
  - d. Board determines if Project fits within the mission, purposes and objectives of Fulcrum.
  - e. Board may request that Project Representatives meet with a Board representative or the whole board.
  - f. Fulcrum decides whether to sponsor the Project.
  - g. Copies of pertinent minutes including date of application and date of Fulcrum Board decision regarding acceptance of sponsorship kept in the Project File.
2. Prior to Receipt of any Funds:
  - a. Fulcrum assigns Board member(s) as liaison.
  - b. Fulcrum enters into a written agreement with the Project Representatives.
  - c. If Project includes a grant, the Project Representatives prepare the grant and submit it to the Fulcrum liaison for review and acceptance by the Fulcrum Board at least 2 weeks prior to any deadlines. Fulcrum may provide assistance. Fulcrum submits the approved grant to the funder(s).
3. Rights and responsibilities of the applying organization or individual:
  - a. Applying organization or individual owns all tangible and intangible property that results from grants or donations.
  - b. Fulfillment of Project is the responsibility of applying organization or individual.

- c. Applying organization or individual hold potential liability that results from grants or donations.
  - d. Additional funds needed by the Project beyond the scope of the written agreement are the responsibility of the applying organization or individual.
  - e. Applying organization or individual must keep all pertinent documentation.
4. Fund Dispersal and Reports
- a. Funds requiring Fulcrum's 501c3 status belong to Fulcrum and are deposited by Fulcrum with restrictions to pay Project. These funds are reported by Fulcrum on its returns.
  - b. Funds from donors who do not need their donation to be tax deductible will go directly to the Project.
  - c. Fulcrum assesses a 5% administrative fee for funds that Fulcrum receives in the name of the Project either from grants or other donations.
  - d. Project representatives must account for and report funds as per written agreement. Project representatives must submit other reports as per written agreement.
  - e. Fulcrum is responsible for follow-up by receiving and reviewing reports to make sure funds received in its name are being used for 501(c)(3) purposes as described in grant agreement.

*Fulcrum is a non-profit 501(c)3 tax exempt corporation.  
All donations are tax-deductible.*

**Board of Directors:**

Barbara McLaughlin (President - 503-368-6874)  
Lane deMoll (Secretary – 503-440-1342)  
Lucy Brook (Treasurer- 503-368-3733)  
Lianne Thompson (503-436-9013)  
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