**Fiscal Sponsorship Agreement for Tacoma Creates Funding – 2022-23**

*Date:* **Click or tap to enter a date.**

The organization called **Click or tap here to enter text.** (herein referred to as Fiscal Sponsor) is pleased to serve as the fiscal sponsor for the organization called **Click or tap here to enter text.** (herein referred to as Sponsored Organization) as relates to Tacoma Creates funding. Fiscal Sponsor holds primary responsibility for administration of the funding contract and will supply all documentation as required by the funding contract. Fiscal Sponsor will retain a fee of **Click or tap here to enter text.** *(can be a flat fee or a percentage; up to a maximum of 10% of the total funding amount)* from any Tacoma Creates funding contract that Sponsored Organization is awarded, for administration and financial services provided to the contract. This fee has been mutually agreed upon between Fiscal Sponsor and Sponsored Organization.

**Fiscal Sponsor agrees to the following legal and fiscal responsibilities for Tacoma Creates funding:**

* retain no more than the fee outlined above of any Tacoma Creates funding to support administrative services
* register in the City of Tacoma’s contracting and payment system (Ariba)
* sign the Tacoma Creates funding contract
* submit invoices through Ariba
* accept Tacoma Creates funding payments from the City of Tacoma, and then issue Tacoma Creates funds, less any fiscal sponsorship fees, to the sponsored organization
* oversee and/or manage records (i.e. application guidelines, application document, contract, timeline for contract deliverables) and reporting requirements
* ensure that there is insurance in place that covers the Tacoma Creates-funded elements of the sponsored organization’s work, as required by the City of Tacoma. The Certificate of Insurance can be held by EITHER the fiscal sponsor, or the sponsored organization. If the fiscal sponsor holds the Certificate of Insurance, it will need to name both the City of Tacoma and the sponsored organization as additional insured. If the sponsored organization holds the Certificate of Insurance, it will need to name the City of Tacoma as additional insured. The required insurance includes:
	+ Commercial General Liability (required for all Tacoma Creates funding contracts)
	+ Abuse & Molestation (required if the sponsored organization will be providing any programming where they will work exclusively with youth under the age of 17, seniors, or people with disabilities)
	+ Commercial Automobile Liability (required if the sponsored organization will be transporting youth under the age of 17, seniors, or people with disabilities in any owned, rented, or leased automobiles)
	+ Marine (required if the sponsored organization will be performing work on or around water that includes the ownership, maintenance, and/or use of watercraft)
	+ Workers’ Compensation (required if the sponsored organization has W-2 employees)
	+ Employer’s Liability aka Stop Gap (required if the sponsored organization has more than 5 W-2 employees)

Fiscal Sponsor is also agreeing to the following additional fiscal or administrative services:

* (*If applicable, list any agreed upon services in addition to above*) **Click or tap here to enter text.**

By signing below, I agree to abide by the responsibilities of this Fiscal Sponsorship Agreement.

*Fiscal Sponsor Authorizing Official Signature (digital or print/sign/scan):*

*Name of Fiscal Sponsor Authorizing Official:* **Click or tap here to enter text.**

*Title:* **Click or tap here to enter text.**

*Contact Information – Email and Phone:* **Click or tap here to enter text.**