



Fiscal Sponsorships for Tacoma Creates Funding

Organizations that do not have their own 501(c)(3) non-profit status, but who meet all other eligibility criteria, may apply for Tacoma Creates funding using a Fiscal Sponsor. A fiscal sponsor is a 501(c)(3) organization that provides financial management and other administrative services for an organization that provides public benefit but is not incorporated as a 501(c)(3) organization.

“Fiscal sponsorship” means a formal arrangement in which a 501(c)(3) organization provides financial management and other administrative services for an organization that provides public benefit but lacks 501(c)(3) status. For Tacoma Creates, cultural organizations that meet all eligibility criteria except for having their own 501(c)(3) status may work with a Fiscal Sponsor based in Washington State. Fiscal sponsors may receive and manage a funding contract from Tacoma Creates on behalf of the sponsored organization; fees charged by the fiscal sponsor to cover administrative fees may not exceed 10% of any funding contract.

Fiscal Sponsors for Tacoma Creates funding will provide overall legal and fiscal responsibility for the sponsored organization’s City of Tacoma / Tacoma Creates contract.

As part of the application process, the Fiscal Sponsor must sign a letter of commitment (this form letter is linked in the application guidelines) to confirm their role and authorize the application.

If the application is funded, the Fiscal Sponsor must:

- register in City’s contracting and payment system (Ariba)
- sign the Tacoma Creates funding contract
- submit invoices for work completed, as outlined in the contract
- 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)

Examples of Other Optional Services that Fiscal Sponsors *may* provide:

- Accept and manage funding from other sources (grants, business sponsorships, individual donations) for the sponsored organization
- Bookkeeping Services
- Payroll Services
- HR Services
- Review of marketing, fundraising, or other communications materials
- Non-legal review of contracts and agreements
- Sales and use tax records filing
- Annual IRS filing and distributions of 1099-MISC as required
- Annual and/or quarterly business filings

Finding a Fiscal Sponsor

If you are interested in securing a fiscal sponsor for your organization, it is your responsibility to contact potential organizations and work with them to figure out how the relationship would work, including which entity will carry the required insurance.

The following organizations have expressed the potential ability and interest in serving as a fiscal sponsor, but are not obligated to sponsor any organization. This is not a comprehensive list. You may contact any of these organizations, or other organizations not listed. Contacting these organizations will not guarantee fiscal sponsorship; you will need to establish a mutually-agreeable relationship, as appropriate. These organizations are generally only able to sponsor organizations that align with their own mission.

Asia Pacific Cultural Center
Faaluaina Pritchard
faaluaina@asiapacificculturalcenter.org

Communities for a Healthy Bay
Melissa Malott
mmalott@healthybay.org

Empowering People In Communities (EPIC)
Brendan Nelson
nvision.epic@gmail.com

Northwest Sinfonietta
Karin Choo
execdir@nwsinfonietta.org

Shunpike
Line Sandsmark
info@shunpike.org