

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 for Tacoma Creates must be a 501(c)(3) nonprofit corporation, incorporated under the laws of Washington State and recognized by the Internal Revenue Service, and must be based in Washington State.

A Fiscal Sponsor may charge a fee of up to 10% of the Tacoma Creates funding amount, depending on the level of services offered to the sponsored organization. The sponsored organization and the Fiscal Sponsor must agree on the fee and the scope of services and responsibilities in advance of submitting an application for funding.

For Tacoma Creates funding, the basic requirements for Fiscal Sponsors are:

Overall legal and fiscal responsibility for any Tacoma Creates contract, which includes:

- authorize submission of Tacoma Creates funding application by sponsored organization
- register in City's contracting and payment system (Ariba)
- signing authority for Tacoma Creates funding contract
- accept Tacoma Creates funding payments directly from City of Tacoma
- manage records (i.e. application guidelines, application document, contract, timeline for contract deliverables) and reporting requirements
- issue Tacoma Creates funds, less any fiscal sponsorship fee, to sponsored organization
- hold insurance that covers the Tacoma Creates-funded elements of the sponsored organization's work, as required by the City of Tacoma. The Certificate of Insurance must come from the fiscal sponsor, since that is the entity with whom the City of Tacoma will have a contractual agreement. The required insurance includes:
 - Commercial General Liability (required for all Tacoma Creates funding contracts)
 - Molestation & Abuse (required if the sponsored organization will be working directly with youth under the age of 18, elderly, or disabled people)
 - Commercial Automobile Liability (required if the sponsored organization will be using owned, rented, or leased automobiles to complete the services as required by the contract)
 - Workers' Compensation (required if the sponsored organization has W-2 employees)
 - Employer's Liability aka Stop Gap (required if the sponsored organization has 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 Service
- 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.

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 and 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
faalua@comcast.net

Centro Latino
Dr. Bernal Baca
bbaca@clatino.org

Children's Museum of Tacoma
Tanya Durand
tdurand@playtacoma.org

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

Northwest Sinfonietta
Karin Choo
execdir@nwsinfonietta.org

Shunpike
Andy Valdez-Pape
info@shunpike.org

Tacoma Arts Live
Nicole Hume
nhume@tacomaartslive.org