# Fiscal Sponsorship Letter/Email Template

This is an optional template that applicants can use to create Fiscal Sponsor Agreement Letters. Fiscally sponsored groups applying to Flexible Support and Arts Impact for Groups must submit a Fiscal Sponsor Agreement Letter to confirm that your organization/group has an active working relationship with the fiscal sponsor at the time of application.

## Eligibility for Fiscal Sponsors

1. Must be registered with the IRS as a federally tax-exempt 501(c)3 nonprofit with a Minnesota address;
2. Have an active registration with the Minnesota Secretary of State as a nonprofit organization;
3. Fiscal Sponsors may **not be public, private, alternative, charter, transitional, or home schools (this includes school support organizations such as PTAs, PTOs, school foundations, etc.). Schools are groups/organizations providing K-12 education that meet state education requirements and post-secondary education leading to a degree or accreditation.**

Contact your Fiscal Sponsor to confirm they meet the eligibility requirements above.

## Fiscal Sponsorship Letter/Email Requirements

1. The name of the fiscal sponsor
2. The name of the applicant group
3. The fiscal sponsor’s EIN (the Federal Tax Identification Number)
4. Signature of the fiscal sponsor contact
5. Dated within six months of the grant deadline

All of the information above **is required.** You must submit this letter or email at the time of your grant application.

## Letter/Email Template

[**Insert Date**]

Dear MRAC:

This [**letter/email**] is to acknowledge that [**Insert fiscal sponsor name**] has agreed to act as fiscal sponsor for [**Insert applicant group name**].

[**Insert fiscal sponsor name**] is a federally tax exempt 501(c)3, EIN [**Insert fiscal sponsor’s EIN**].

If you have any questions regarding any aspect of this fiscal sponsorship agreement, please contact [**Insert fiscal sponsor contact name**] at [**Insert fiscal sponsor contact name’s email address**] or [**Insert fiscal sponsor contact name’s phone number**].

Sincerely,

[**Insert signature of fiscal sponsor contact**]

Update the bolded sections in brackets above to create the fiscal sponsorship agreement letter/email.