

**Youth Cultural Heritage Grant
Memorandum of Understanding for Fiscal Sponsorship**

This is a template document, intended as a guide for development of a Fiscal Sponsorship Memorandum of Understanding between an otherwise eligible organization/group, applying for a Youth Cultural Heritage (YCH) Grant and a tax exempt Fiscal Sponsor Organization (Fiscal Agent). Please read carefully through the Youth Cultural Heritage Grant Guidelines and contact the Grant Coordinator with questions about Fiscal Sponsorship and this template. In the template language, below, items in bold and italics are to be replaced with the specifics of the involved organizations/groups, and we encourage you to include any terms and conditions that help clarify the expectations of parties involved in a fiscal sponsorship.

This agreement is between the **(Fiscal Sponsor/Agent Organization Name)** and **(Fiscally Sponsored Organization/Group Name)**.

The **(Fiscal Agent)** agrees to be the fiscal sponsor for **(Sponsored Organization)**.

The **(Fiscal Agent)** agrees to receive a \$(**requested YCH grant amount**) Grant on behalf of **(Sponsored Organization)**. This will include receiving and signing a grant award agreement from the Alaska State Council on the Arts (ASCA), and disbursing funds for the proposed activities to the sponsored organization.

The **(Sponsored Organization)** acknowledges responsibility for implementing all aspects of what was promised to the Alaska Council on the Arts under the agreed upon terms and conditions; both the terms and conditions included in the grant award agreement with ASCA and as agreed upon with the **(Fiscal Agent)**. This will include final reporting on the grant activities.

(Include any information about how the financial transactions of this fiscal sponsorship will occur: for example, timelines for transfer of funds from the Fiscal Agent to the Sponsored Organization; expectations of the Sponsored Organization to provide receipts for accounting purposes; or how funds will be reconciled by the Fiscal agent.)

The **(Sponsored Organization)** understands that failure to operate within the terms and conditions will result in them no longer being eligible for fiscal sponsorship by the **(Fiscal Agent)**, in future.

The **(Sponsored Organization)** understands that if they are unable to complete the terms of the grant it is their responsibility to return all of the granted funds to ASCA via the **(Fiscal Agent)**.

The **(Fiscal Agent)** agrees to document the YCH Grant on financial and tax reporting, as appropriate, and provide necessary documentation to the Alaska Council on the Arts, as requested.

Fiscal Agent Signature: _____

Fiscal Agent Printed Name/Title: _____

Date: _____

Grantee Signature: _____

Grantee Printed Name/Title: _____

Date: _____