

FISCAL SPONSORSHIP AGREEMENT – EXHIBIT 1

A. Donations

1. Sponsor charges an 8.0% Administrative Fee on all donated and earned revenue received on behalf of the Project.
2. All funds for deposit are to be made to Sponsor. Project must provide a note or memo indicating the project or purpose for which the money was given. Sponsor will deposit all funds in a timely manner (i.e. within five days of receiving Project's funds).
3. Sponsor will maintain a database of donor information and funds received on behalf of the Project. Project is responsible for acknowledging receipt of all donations within a timely manner.
4. Any grants applied for by the Project require prior review and approval by Sponsor. Project will submit copies of any interim and final grant reports required by Grantor, to Sponsor, and any grant change requests or evaluations for which Sponsor is the Fiscal Sponsor.

B. Disbursements

1. Sponsor will not disburse any funds without receiving a completed Check Request Form signed by Project director, providing purpose of the disbursement and complete information on payee. Original receipts, invoices or statements must accompany all requests for disbursement.
2. All disbursements will be made within 14 days of receiving completed Check Request forms from Project.
3. Sponsor recommends that reimbursements for meal and entertainment expenses not exceed 10% of the total annual project budget.

C. Accountability

1. Before renewal of the Fiscal Sponsor Agreement each year, Project will:
 - a) *Submit a report showing how the funds were used during the current year, and goals accomplished towards its purpose;*
 - b) *submit a budget for the coming fiscal year and a brief summary of its goals and objectives for the coming fiscal year.*
2. Sponsor will manage all accounting duties for Project, including providing monthly financial reports to Project; managing any payroll reporting requirements; calendar year end reporting requirements.
3. If additional services are requested by Project, over and above those that are part of this Agreement, Sponsor may, at its discretion, charge an additional fee for such services.