

Fiscal Sponsor Agreement

This Fiscal Sponsor Agreement (“Agreement”) is entered into by and between _____ (“Neighborhood Association”) and _____ (“Fiscal Sponsor”).

Purpose of Agreement

- The Neighborhood Association is an Indiana nonprofit corporation organized under the laws of the State of Indiana.
- Neighborhood Association anticipates receiving funding through the City of Muncie American Rescue Plan grant program to assist local neighborhoods (“ARP Funds”).
- A requirement for the ARP Funds is that the Neighborhood Association have an account at a financial institution or have a fiscal sponsor to assist in receiving, distributing, and accounting for the ARP Funds.
- Fiscal Sponsor has agreed to serve as the fiscal sponsor for the Neighborhood Association.

Agreement

1. Neighborhood Association shall serve as the primary contact with Muncie Action Plan and the City of Muncie in relation to the ARP Funds.
2. Neighborhood Association shall be responsible for all tasks related to the ARP Funds and the Neighborhood Association’s use of the ARP Funds including, but not limited to, obtaining approval for projects, contracting for completion of projects, and communicating with its members, Muncie Action Plan, City of Muncie, vendors and/or contractors in relation to the ARP Funds.
3. The Fiscal Sponsor agrees to assume financial responsibility for the funding requirements of the ARP Funds on behalf of Neighborhood Association.
4. The Fiscal Sponsor shall establish and operate a separate account for receipt and distribution of the ARP Funds on behalf and for the benefit of Neighborhood Association.
5. Neighborhood Association shall provide Fiscal Sponsor with a copy of the ARP Funding Agreement it has or will execute with Muncie Action Plan and all other policies, procedures and/or guidance documents regarding the ARP Funds.
6. The Fiscal Sponsor shall receive and distribute all ARP Funds in accordance with the ARP Funding Agreement.

7. The Fiscal Sponsor shall distribute funds upon written request from the Neighborhood Association, which request shall identify the payee and the purpose of the distribution.
8. The Fiscal Sponsor and Neighborhood Association shall maintain supporting documentation and financial records of ARP Funds to ensure that the ARP Funds are utilized in accordance with the ARP Funding Agreement. All documentation and records shall be maintained for a period of five (5) years.
9. The Fiscal Sponsor shall assist Neighborhood Association in fulfilling its reporting requirements set forth in the ARP Funding Agreement.
10. This Agreement shall commence on _____ and shall automatically terminate upon distribution of all the ARP Funds.
11. Fiscal Sponsor and Neighborhood Association shall ensure that the ARP Funds are fully committed by December 31, 2024, and expensed by December 31, 2026.
12. This Agreement contains the complete agreement between the parties and supersedes all other agreements, both written and oral, between the parties in relation to ARP Funds.
13. This Agreement may be modified only by an agreement in writing executed and properly approved by all parties and approved by Muncie Action Plan and/or the City of Muncie.

IN WITNESS WHEREOF, the parties have executed this Agreement effective as of the ____ day of _____, 2022.

NEIGHBORHOOD ASSOCIATION

FISCAL SPONSOR

BY: _____

BY: _____

Print: _____

Print: _____