



**FISCAL SPONSORSHIP AGREEMENT  
BETWEEN  
FRIENDS OF PORTLAND NET (“FPN”)  
AND**

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**NEIGHBORHOOD EMERGENCY TEAM  
 (“Sponsored Program”)**

FPN, an Oregon nonprofit, tax-exempt corporation, has determined that sponsorship of one or more Projects of the Sponsored Program would be consistent with FPN’s goals and wishes to make arrangements with the Sponsored Program for operation of its Projects.

1. FPN hereby agrees to sponsor the Projects of the Sponsored Program and to assume administrative, programmatic, financial, and legal responsibility for purposes of the requirements of funding organizations. The Sponsored Program agrees to operate in accordance with the terms of this agreement and with any requirements imposed by funding organizations. The Sponsored Program agrees to provide FPN with a copy of any request or application for any funding or grant at least as of the time the request or application is submitted to the funding entity and to provide FPN with a copy of any agreement with any funding entity.
2. The Projects shall be operated in a manner consistent with FPN’s tax-exempt status and as described in this agreement. No material changes in the purposes or activities of the Projects shall be made without prior written permission of FPN and in accordance with any requirements imposed by funding organizations, nor shall the Sponsored Program carry on activities or use funds in any way that jeopardizes FPN’s tax-exempt status.
3. FPN will establish and operate on behalf of the Sponsored Program a designated account (“Account”) segregated on FPN’s financial books. All amounts deposited into a Sponsored Program’s Account will be used in support of the Sponsored Program’s Projects, less a fee, if any, and subject to the conditions set forth herein. FPN will disburse funds from the Account as instructed in writing on a properly completed FPN disbursement request form accompanied by required documentation and only as authorized by FPN under this agreement. Disbursements will be restricted to the support and implementation of Projects of the Sponsored Program only.

4. The Sponsored Program designates \_\_\_\_\_(name),  
\_\_\_\_\_(email),  
\_\_\_\_\_(telephone),  
to act as authorizing official and designates as alternate authorizing official  
\_\_\_\_\_(alternate name),  
\_\_\_\_\_(alternate email),  
\_\_\_\_\_(alternate telephone).

The authorizing official shall act as principal coordinator of the Sponsored Program's business with FPN and shall have authority to sign disbursement requests, except that at no time may a person approve a disbursement to themselves.

5. The Sponsored Program shall not attempt nor have any individual or entity attempt to influence legislation or participate or intervene in any political campaign on behalf or in opposition to any candidate for public office or otherwise engage in the carrying on of propaganda within the meaning of section 501(c)(3) of the Internal Revenue Code of 1986.
6. The Sponsored Program will provide FPN with reports describing programs and services of the Projects on a template provided by FPN at the end of each year and upon completion of the Projects.
7. The Sponsored Program will provide all information and prepare all reports, including interim and final reports, required by funding organizations, with FPN's assistance and final approval.
8. FPN and the Sponsored Program will maintain and retain all financial records relating to the Projects as long as required by law, and shall make records available to auditors as required by law.
9. FPN and the Sponsored Program will reflect the activities of the Projects, to the extent required, on their state and federal government tax returns and financial reports. All disbursements from an Account shall be treated as payments made to or on behalf of the Sponsored Program to accomplish the purposes of the Projects. The Sponsored Program will provide FPN with proper documentation to accomplish this, including furnishing FPN with the Sponsored Program's Federal Employer Identification Number, if the Sponsored Program has one.
10. In consideration of FPN's agreement to sponsor the Projects of the Sponsored Program, and in recognition of FPN's expenses in connection with the Projects as outlined above, the Sponsored Program will pay FPN a fee of 3% of monies contributed to FPN on behalf of the Sponsored Program or its Projects upon receipt of the monies by FPN.

11. This agreement may be terminated by FPN if any of the following events occurs:

- a. FPN requests the Sponsored Program to cease activities that FPN deems might jeopardize its tax-exempt status and the Sponsored Program fails to comply within a period of ten (10) days;
- b. The Sponsored Program fails to perform or observe any other covenant of this agreement, and this failure remains unremedied ten (10) days after notice in writing;
- c. Upon expiration of one month after either FPN or the Sponsored Program has given written notice of its intent to terminate the agreement.

12. In the event this Agreement is terminated, the Fiscal Sponsor and Sponsored Organization will comply with any termination conditions imposed by funding organizations.

In witness whereof, the parties hereto have executed this Agreement on the day and year written below.

**FRIENDS OF PORTLAND NET Representative**

Name (printed):

Signature:

Title:

Date:

**Sponsored Program Representative**

Name (printed):

Signature:

Title:

Date: