



## FPN Fiscal Sponsorship – Frequently Asked Questions

A key role for Friends of Portland NET (FPN) is to make it easier for local Neighborhood Emergency Teams to raise money by offering the ability to receive tax-deductible donations or apply for grants. FPN will also administer those funds for the teams. It is important to have good communication between FPN and the local teams so that funds can be raised and managed conveniently for the teams and responsibly in accordance with FPN's nonprofit status.

Here are some frequently-asked questions regarding the fiscal sponsorship service provided by FPN.

**What is fiscal sponsorship?** Fiscal sponsorship is a way for local NETs to rely on FPN's 501(c)(3) status to raise funds and apply for grants without themselves having to be recognized as a 501(c)(3) nonprofit by the Internal Revenue Service.

**What is the fiscal sponsorship agreement?** The fiscal sponsorship agreement is analogous to the agreement NET teams have had with Friends of Portland Fire and Rescue. It is needed for FPN to maintain 501(c)(3) status while handling charitable funds for NET teams.

**Who do I contact with questions?** [FPNtreasurer@gmail.com](mailto:FPNtreasurer@gmail.com). Currently, the Treasurer for FPN is Mark Meininger.

**How do I find my team's balance?** FPN will provide a quarterly report of team balances, and teams can send a balance request to [FPNtreasurer@gmail.com](mailto:FPNtreasurer@gmail.com).

**How do I request funds?** Complete the funds disbursement request form available at [friendsofportlandnet.org](http://friendsofportlandnet.org) and submit it to [fpntreasurer@gmail.com](mailto:fpntreasurer@gmail.com). A document describing the funds disbursement process can also be found at [www.friendsofportlandnet.org](http://www.friendsofportlandnet.org).

**How are donations made to my team account?** Currently, the best way is to collect a check from a donor and give that check to FPN. The check will be deposited in FPN's bank account and credited to your team's account. FPN is developing an online donation option and hopes to have that option available soon. A check is best because it does not incur the small transaction fees that online transactions do.

**Who should donation checks be written to?** Donors need to write checks to "Friends of Portland NET" and then write your team's name on the memo line of the check. That will let us know which team should have their account credited with the donation. Checks written to any other entity will not be accepted.

**What is FPN's mailing address?** Friends of Portland NET, PO Box 14591, Portland, OR 97293

**Can my team accept in-kind donations?** Yes, FPN can help facilitate in-kind donations. We will need a letter, invoice or some documentation listing the in-kind donation. We will then issue a thank-you letter to the donor that they can use for tax purposes. We will not specify the value of the donation (that's for them to declare to the IRS), but we will acknowledge the in-kind donation on behalf of your team.