



NEW MEXICO
Community Foundation

TOGETHER WE THRIVE.

FISCAL SPONSORSHIP EXPECTATIONS

Detailed policies and procedures are provided to our fiscally sponsored projects (FSPs) at time of orientation.

The following provides some guidance on the fiscal sponsorship relationship.

What You Receive from New Mexico Community Foundation:

Fiscal Sponsorship

- Tax-exemption for your individual donors
- Capacity to receive foundation and government grants

Financial Services

- Banking services
- Bills paid within 10 business days
- Deposits made daily
- Monthly financial activity reports
- Financial oversight of expenditures
- 1099 tracking and reporting

Project & Grants Management Services

- Problem solving consultation
- Legal referral where needed
- Assistance in applying for government and foundation grants
- Tracking of grant reporting
- Assistance in billing government grants
- Programmatic oversight

Donor Services

- Stock and online donation capability
- Donor acknowledgment of gifts
- Donor Database housed and accessible for mailings. NMCF utilizes Raisers Edge which has the ability to keep your donor information
- Monthly donor reports
- Planned giving consultation and resources

Communications

- Presence on NMCF's website and copies of NMCF brochures
- Presence on NMCF's Facebook and Twitter social media accounts

Space

- Use of conference room at no cost (Santa Fe)
- Use of work stations on a drop-in basis

Technical Assistance

- NMCF has a wealth of experience and capacity in our staff, and we are always available to answer questions and help make your project successful.
- NMCF will provide periodic speakers to present to projects on specific topics relevant to creating best practices and maintaining a nonprofit.

Your Obligations to NMCF

Fee

- 10 percent of revenues as received
- Extra fees may be charged for special services; will be discussed with project beforehand.

Semi-annual Reports

- Submit brief programmatic summaries by January 31 and July 31 of each year (NMCF will send prompts and templates by email)

Annual Budget Projections

- Submit both Income and Expense projections (NMCF will send prompts and templates by email)
- In some cases, projects need to maintain a minimum annual budget in order not to be billed a monthly service fee.
- Projects with employees must monitor cash flow so that they maintain enough funds to cover three months of payroll at all times. Failure to do so could result in employee layoffs.

FSP is required to:

- Maintain the project's nonprofit purpose
- Maintain an Advisory Committee of at least three people
- Inform NMCF promptly of changes in contact information for Advisory Committee and Project Director
- Alert NMCF promptly of potential risks (e.g., pending layoffs)
- Alert NMCF immediately of accidents or incidents on the project
- File grants reports in keeping with funders' deadlines
- Provide NMCF with all communication with funders (proposals, etc.)
- Adhere to NMCF's processes and procedures, including use of attribution and logo on project materials
- Respond to NMCF's requests in a timely manner
- Refrain from entering into contracts that conflict with NMCF's policies and procedures
- Review monthly financial statements in a timely manner
- Pay project expenses, including reimbursements, in a timely manner
- Have NMCF approve all fundraising materials
- Notify NMCF of all gaming used in fundraising in order to comply with NM State Law (including raffles)
- Forward any individual donations received by the project to NMCF for deposit in a timely manner
- Abide by the Sponsorship Policies
- Attend an in-office exit interview should your project leave NMCF or terminate