FISCAL SPONSORSHIP EXPECTATIONS
Detailed policies and procedures are provided to our fiscally sponsored projects at time of orientation. The following provides some guidance on the fiscal sponsorship relationship.

What You Receive From New Mexico 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
- Provision of NMF’s credentials & information when applying for government and foundation grants
- Assistance in billing government grants
- Program oversight

Donor Services
- Stock and online donation capability
- Donor acknowledgment of gifts $250 and over (per IRS guidelines)
- Donor Database housed and can be accessed for mailings. (NMF utilizes Raisers Edge which has the ability to keep your donor information.)
- Monthly donor reports
- Planned giving consultation and resources

Communications
- Presence on NMF’s website and copies of NMF brochures
- Presence on NMF’s social media

Space
- Use of community meeting room at no cost
- Use of a work station scheduled ahead of time
Technical Assistance

• NMF has a wealth of experience and capacity in our staff and we are available to answer questions and help make your project successful.

Your Obligations to NMF

Annual Updates

• Provide an annual update of your project

Fiscally Sponsored Project is required to:

• Maintain the project’s nonprofit purpose
• Maintain an Advisory Committee of at least three people (in addition to Project Director)
• Inform NMF promptly of changes in contact information for Advisory Committee and Project Director
• Alert NMF promptly of potential risks (e.g., pending layoffs)
• Alert NMF immediately of accidents or incidents on the project
• File grant reports in keeping with funders’ deadlines
• Provide NMF with all communication with funders (proposals, grant reports, etc.)
• Adhere to NMF’s processes and procedures, including use of attribution and logo on project materials
• Respond to NMF requests in a timely manner
• Refrain from entering into contracts that conflict with NMF’s policies and procedures
• Review monthly financial statements in a timely manner
• Pay project expenses, including reimbursements, in a timely manner
• Have all payment request documentation (i.e., payment request form, invoice/receipts, and signed W-9) into NMF by noon on Wednesdays for checks to be mailed on Fridays
• Inform NMF of all fundraising materials, including any gaming used in fundraising which must comply with NM State Law (e.g., raffles)
• Forward any individual donations received by the project to NMF for deposit in a timely manner
• Abide by Fiscal Sponsorship Policies
• Provide feedback should your project leave NMF or terminate