**'Model C' Closeout Letter Template**

**Version Date: Nov 15, 2022**

This is a template for concluding a ‘Model C’ fiscal sponsorship relationship.

**Your use of this template does not constitute legal advice from Social Impact Commons. Social Impact Commons is making this template available for informational purposes only. Different circumstances and jurisdictions may call for different contract language. We assist our members in tailoring this and other templates to their particular needs and always recommend working with qualified and local legal counsel when preparing agreements of this nature.**

LOGO AND LETTERHEAD

DATE

Name:

Address:

Re: Concluding Our Fiscal Sponsorship Relationship

Dear NAME,

The purpose of this letter is to conclude the fiscal sponsorship relationship between Fiscal Sponsor Name (“Sponsor Acronym”) and Sponsee's Legal Name (“Sponsee Acronym”) as of DATE (the “Termination Date”). By signing below, the parties agree:

* The fiscal sponsorship agreement (the “FSA”) between Sponsor Acronym and Sponsee Acronym effective DATE RELATIONSHIP COMMENCED is terminated as of the Termination Date.
* As of the Termination Date, Sponsee Acronym may not solicit donations and contributions using Sponsor Acronym’s tax status.
* Fundraising support provided by Sponsor Acronym, including access to fundraising platforms using Sponsor Acronym’s tax information will cease on the Termination Date.
* The final disbursement of the remaining balance of **\_\_\_\_\_\_\_\_** USD shall be processed within 2-4 business days of the Termination Date. It is agreed this amount reflects the final amount due to Sponsee Acronym per the FSA.
* Sponsee's Name remains responsible for continual compliance with any terms and conditions from the FSA intended to survive the termination of this fiscal sponsorship relationship.
* Sponsee's Name remains responsible for providing agreed reports no later than 6 months after the final disbursement or as otherwise required by upper-tier funders substantiating how the funds were spent.

It has been a pleasure working with you. Please let me know if you have any questions and, if you are in agreement, please sign and return a copy of this letter at your earliest convenience.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name, Title

Agreed:

**Sponsee's Name**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name, Title Date