**Template Letter of Agreement for a Sponsor Issuing an Award to its 'Model C’ Sponsee**

**Version Date: Nov 7, 2023**

This is a sample for when a Fiscal Sponsor has its own grantmaking program and desires to issue an award to one of its ‘Model C’ sponsees. This template assumes the general purposes of the award are tied to the charitable project carried out by the Sponsee per an existing fiscal sponsorship agreement. Highlighted areas found in the template contain guidance language as well as placeholders for specific details to be added by the drafter.

**Your use of this sample does not constitute legal advice from Social Impact Commons. Social Impact Commons is making this sample 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.**

FISCAL SPONSOR’S LETTERHEAD

DATE

NAME

Project Information

Dear Name:

I am pleased to inform you that Fiscal Sponsor’s Name (“Sponsor Acronym”) has approved financial support for Sponsee’s Legal Name (“SPONSEE ACRONYM”) of $amount (the “Award”) for the period beginning date and ending date. This Letter of Agreement (LoA) memorializes the terms and conditions related to this Award.

**Disbursement Schedule.**

After this LoA is signed, the Award will be disbursed to SPONSEE ACRONYM.

**Description of Activities being Funded**

Describe what the grant will support and list deliverables if it is project-specific. If it is to generally support the charitable project already defined in the fiscal sponsorship agreement, simply say so.

**Reporting Requirements**

Describe what, if any reporting requirements there will be. For example. . .

*You will complete a grants start-up conversation with name of Sponsor Acronym staff member or designee by insert a date 30 days out from the start date. A mid-term check-in is required by insert a date 30 days out from the six month date for a one year grant and a final check-in by insert a date 60 days out from the end date for a one year grant. You should come to these conversations prepared to discuss the progress made towards your goals along with any unanticipated changes that have come up.*

**Fiscal Sponsorship Relationship**

The decision of Sponsor Acronym to issue this Award was made independent of our fiscal sponsorship relationship and does not create any commitment for future financial support. Likewise, this Award has no bearing on the status of the fiscal sponsorship relationship between Sponsor Acronym and SPONSEE ACRONYM. The current fiscal sponsorship agreement in place will continue to govern the fiscal sponsorship relationship, including how this Award will be expended and how SPONSEE ACRONYM activities related to this Award will be carried out and reported on in a compliant charitable manner.

**Changes**

The terms of this LoA may not be changed without Sponsor Acronym’s written agreement. Additionally, Sponsor Acronym may, in its sole discretion, repurpose funds awarded per this LoA if Sponsor Acronym determines SPONSEE ACRONYM is not using the Award as agreed or is otherwise not complying with the terms of this LoA.

Please sign below to indicate your acceptance to the terms and conditions of this Award. On behalf of Sponsor Acronym, I look forward to our continued partnership.

Sincerely,

NAME

TITLE

FISCAL SPONSOR NAME

I, on behalf of SPONSEE ACRONYM, agree to the terms and conditions set forth in this Letter of Agreement:

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

Name, Title Date