# Fiscal Sponsorship Letter Template

This is an optional template that applicants can use to create Fiscal Sponsor Agreement letters. Fiscally sponsored groups applying for the Best Starts for Kids Expanded Learning Initiative must submit a Fiscal Sponsor Agreement Letter to confirm that your organization/group has an active working relationship with the fiscal sponsor at the time of application. The fiscal sponsor must fall into one of the groups eligible for funding, specifically nonprofit organizations, including religious organizations; community-based organizations; tribes and tribal organizations; and public or governmental agencies serving communities in King County.

## Requirements

* The name of the fiscal sponsor
* The name of the applicant group
* Clearly states the fiscal relationship
* Confirms the fiscal sponsor is in one of the groups eligible for funding
* Signature of the fiscal sponsor Finance or Executive Director
* Dated within one year of the grant deadline

All of the information above **is required. If you are fiscally sponsored, y**ou must submit a fiscal sponsorship letter at the time of your grant application.

## Template

Update the bolded sections in brackets below to create the fiscal sponsorship agreement letter.

[**Insert Date**]

School’s Out Washington

801 23rd Ave S, Ste A

Seattle, WA 98144

To whom it may concern:

This letter confirms that [**Insert fiscal sponsor name**] is a current fiscal sponsor for [**Insert applicant group name**]. [**Insert fiscal sponsor name**] is in one of the groups eligible for funding (nonprofit organizations, including religious organizations; community-based organizations; tribes and tribal organizations; and public or governmental agencies serving communities in King County). [**Insert fiscal sponsor name**]’s tax ID is [**Insert fiscal sponsor’s EIN**].

If you have any questions regarding any aspect of this fiscal sponsorship agreement, please contact [**Insert fiscal sponsor contact name**] at [**Insert fiscal sponsor contact name’s email address**] or [**Insert fiscal sponsor contact name’s phone number**].

Sincerely,

[**Insert signature of fiscal sponsor Finance or Executive Director**]