



## **PPNA Fiscal Sponsorship**

Thank you for your interest in organizing a project on behalf of neighbors in PPNA! PPNA is an all-volunteer organization that is neighbor-organized and neighbor-led. All PPNA projects and committees started as ideas from neighbors just like you!

Some projects are funded through external grants. Grant funders require an application process, and may require that a 501c(3) non-profit organization serve as the fiscal sponsor of the funds. PPNA can serve as that fiscal sponsor for your project.

Here is the process for requesting fiscal sponsorship from PPNA:

### **Pre-application:**

1. Think about how you are going to fund your idea or project. Are you going to be raising funds or will you apply for a grant?
2. Contact your Sector Vice President (VP). The VP will be acting as your liaison to the PPNA Board. You might also want to connect with a PPNA Committee, or other neighbors who will collaborate with you on the project.
3. The Sector VP will introduce your project at the next monthly PPNA Board Meeting. The Sector VP will request Board approval for PPNA fiscal sponsorship of your project.
4. If the Board approves PPNA fiscal sponsorship of your project, then you can move forward with raising funds or writing the grant application. You will be the Project Manager and the Sector VP will be your liaison to the PPNA Board.

### **Writing the application:**

1. If you are applying for a grant, you will be responsible for writing and submitting the application. Your VP will be available to give advice and ensure that all the requirements are met.
2. The Sector VP will communicate with the PPNA Board about the status of your project. Most grant applications require an IRS determination letter from the fiscal sponsor. The Sector VP can provide that for you as well as other documentation required for the application.
3. PPNA requires that 10% of your project budget be added to your grant application for PPNA to act as the fiscal sponsor. Once you have finished your proposed budget, add a line with 10% of the total for the PPNA fiscal sponsorship. (For example, if your budget is \$1,000, add a line to your grant application for \$100 for "PPNA Fiscal Sponsorship.")

4. Once you have completed your application and submitted it to the funder, the Sector VP will file your completed application with the PPNA Board.

**Receiving funding:**

1. If the grant is awarded to you, the funder will send a check to PPNA. The PPNA Treasurer will deposit the funds into the PPNA account. The Sector VP will notify you when the funds have been received by PPNA. **IMPORTANT: Do not make any purchases or spend any of your own money until the Sector VP notifies you that the funds have been received by PPNA.**
2. Once the funds have been received by PPNA, the work on the project can begin. Keep itemized receipts for everything related to your project and send them to your Sector VP. If there is a contractor doing work on the project, have the contractor send their invoices to the Sector VP as well.
3. The Sector VP will audit the itemized receipts to ensure that receipts match intended expenditures, as per the grant award. The Sector VP will also submit requests for reimbursement and Payee information to PPNA Treasurer.
4. The PPNA Treasurer will remit payment to the Payee.

**Project completion:**

1. As the Project Manager, it is your job to complete relevant documentation as required by the funder for completion of your project. Reporting obligations vary by funder, and may include: written reports, photos of your project, itemized receipts, etc.
2. The Sector VP will record the documentation of your completed project with the PPNA Board.