



California Fire Safe Council  
Grants Clearinghouse

**Criteria for Serving as a Fiscal Sponsor  
for a Subrecipient of Grants from the  
California Fire Safe Council's Grants Clearinghouse**  
[www.grants.firesafecouncil.org](http://www.grants.firesafecouncil.org)

As used by the California Fire Safe Council in the operation of the Grants Clearinghouse, a "Fiscal Sponsor" is an organization that assumes the legal responsibility for the management of grant funds awarded to another organization.

When the source of grant funds is the federal government, the grant management regulations found in the Code of Federal Regulations (CFR), Circulars issued by the Office of Management and Budget (OMB), and other national policy requirements apply to the stewardship of those funds and the goods and services purchased with them.

In order to ensure that fiscal sponsor organizations have the ability and capacity to manage these funds, the California Fire Safe council requires that a Fiscal Sponsor meet certain minimum requirements, and that they agree to abide by and follow the applicable federal regulations and generally accepted good business practices..

Minimum Requirements:

1. The fiscal sponsor will be either:
  - a. a California or Nevada local government agency, or
  - b. a non-profit organization certified by the Internal Revenue Service
  - c. Tribal Government
  - d. School District
  
2. Not suspended or debarred from doing business with the federal government, as per the "List of Parties Excluded from Federal Procurement or Nonprocurement Programs", pursuant to Executive Orders 12549 and 12689.

Letter of Agreement

The Fiscal Sponsor organization must submit a signed Letter of Agreement to the California Fire Safe Council agreeing to and certifying that they will act on behalf of the grant applicant to receive, spend, and otherwise manage the grant funds and property assets associated with a particular grant project, in accordance with all applicable federal and state laws and regulations. (A sample of such a letter is attached below.)

## **Typical Responsibilities and Duties of Fiscal Sponsors**

1. Receive grant funds, deposit in bank accounts, and make appropriate accounting system entries
2. Authorize and review expenditures in accordance with the project workplan and budget.
3. Receive and pay bills from vendors for goods and services purchased for the grant project.
4. Prepare or assist in preparing quarterly and final project budget reports.
5. Refund unused funds and earned interest in excess of \$250 at the conclusion of the project.