



Fiscal Sponsorship Services Overview

As a fiscal sponsor, Restoring Lifeways (RL) serves as an interface with governmental and philanthropic entities for an individual or project's work, accepting and administering funds in collaboration with them. Fiscal sponsorship at RL gives individuals and groups a 501c3 non-profit "home," allowing them to focus on their work while RL helps to manage financial, HR, and legal elements. This helps give projects the room they need to make their impact on the world.

We see ourselves as partners with the organizations we support and our interactions with our projects go far beyond the transactional. We recognize and honor the sovereignty of our fiscal sponsors, many of whom come from and are serving communities that have been subjected to historical and ongoing systems of subjugation, disempowerment, and oppression. We design our services to remove barriers, build trust and partnership, uplift traditional Indigenous knowledge and practices, and contribute to healing, justice, and liberation.

RL's fiscally sponsored projects have access to an array of services provided at a lower or more flexible cost than would be possible for these projects on their own. **All fiscally sponsored projects at RL have a mission-aligned focus on supporting youth on their journey into healthy adulthood.**

We are nimble, flexible, and dedicated to helping projects develop significant value-added skills and resources to their work through an array of services detailed below.

WHAT WE ASK

Restoring Lifeways has a sliding scale administrative fee that ranges from 8-15% taken from all individual income at the point of deposit. Regardless of whether we hold funds for you or not, we will only take a fee one time. This fee is based

We also ask for one main point of contact to make overall administrative and financial decisions though you can have as many secondary points of contact as you deem necessary.

WHAT WE OFFER

RL's offerings are tailored based on each project's needs and initiatives. We offer a range of services for fiscal sponsee(s). These are the services included with any sponsorship.

SERVICES INCLUDED WITH ALL SPONSORSHIPS BASED ON VOLUME/NEED

- **Financial Management & Reporting:** Restoring Lifeways will track all funds associated with sponsee income and hold in a restricted fund (dedicated solely to the sponsee). In agreement with sponsee, funds can be dispersed in one or multiple lump sums and/or reside in RL accounts, used for direct purchases at the sponsee's request (within the scope of the agreement). On a monthly basis, if there is activity or a balance affecting change the following financial information will be sent to the sponsee: Detailed report of any income RL has received on behalf of the sponsee, breakdown of admin fee, all payouts to sponsee or expenses incurred on behalf of the sponsee by RL and finally the standing balance of sponsee funds.
- **Due Diligence and Documentation:** RL operates in compliance with legal policies consistent with Section 501(c)(3) of the Internal Revenue Code. Sponsee(s) will be provided upon request any and all records provided include: Accrued Expenses & Revenue, Grants Written & Received, Grantor Documentation, IRS Letter of Determination, State Issued Letter of Good Standing, Form SS4, W9, Tax Filings, Bylaws, and Articles of Incorporation, with others as needed.
- **Fundraising Platform Access & Donor Documentation:** Sponsee(s) have access to ongoing donations through a tailor-made, project-specific donation portal through www.donorbox.org. RL provides organizational documentation requested by donors and potential donors to sponsee(s), including issuing itemized annual receipts for donor's tax records.
- **Grant Proposal Review, Submission & Reporting:** RL reviews narrative and financial grant application materials and works with Sponsee(s) to navigate the various components and requirements needed for successful grant submissions. RL works with sponsee(s) to ensure compliance with narrative and financial reporting requirements of donor and foundation reporting practices/guidelines.
- **Basic Administration of Contracts:** RL generates and manages contracts with project consultants and vendors, including processing invoice payments and reimbursement, offering non-binding advice on legal compliance, and distributing 1099s annually.

- **Basic Human Resources Support:** RL supports employment-related activities, including administration of payroll and benefits, onboarding of new employees.

ADDITIONAL SERVICES AVAILABLE UPON REQUEST *FEE DEPENDENT

Accessing these services increases the RL admin fee up to 15% of total revenue or is added at a per service amount agreed upon between RL and potential sponsee..

- **Empowered & Collaborative Financial Management:** RL offers support for fiscal sponsees seeking to increase their knowledge and comfort with annual budgeting, income & expense tracking, and financial forecasting to assist them in making informed programmatic decisions.
- **Specialized HR Administration:** As requested, RL can advise on technological solutions for time tracking, performance management, professional development, annual review processes, and best practices as well as provide comprehensive payroll services for both contractor and employee labor pools. RL can also support the monitoring and communication of all legal compliance issues.
- **Event Registration Support:** RL provides access to registration portal and gateways for payment integrated into the website, based upon a mutually agreed-upon size and scale (sent as addendum if/as needed to the final agreement).
- **Simple Website Development, Hosting & Support:** RL can provide basic or advanced website development depending on timing and capacity for a sliding scale. This would be a fixed fee as opposed to a percentage increase of sponsorship services. We can discuss further if desired.