

Fiscal Sponsorship Fees: What's Covered and What's Not

What is fiscal sponsorship?

Fiscal sponsorship is a legal agreement to provide financial, operational, and Human Resources support services to mission-aligned projects. Instead of investing time into starting a 501(c)(3) nonprofit, and developing in-house operations, working with a fiscal sponsor enables project teams to focus on their programmatic work. CS&S specializes in comprehensive fiscal sponsorship, wherein a fiscally sponsored project becomes a part of CS&S.

What is Included:

- **Overall Service Commitments**
 - Responses to fiscal sponsor inquiries within one business day
 - Identify a path to resolution for inquiries within three business days
- **Human Resources**
 - Regular 1:1 meetings between FSP Executive Director and HR Director to provide human resource support, including:
 - Coaching and feedback
 - Performance management
 - Action planning
 - Provide insight into a compensation philosophy
 - Suggested organizational design
 - Action planning for project leads based on feedback from 1:1
 - Annual performance review template and training for project leads and their staff
 - Performance documentation, including:
 - Annual performance review
 - Setting SMART Goals
 - Structured performance improvement plan (PIP) templates
 - Maintenance of confidential HR files for employees
 - Providing HR guidance regarding legal compliance on certain work visas, exempt vs non-exempt, state law, international law (please note that projects pay visa processing and legal costs, work visas can not be guaranteed, and that CS&S holds discretion on when to pursue work visas)
 - Managing payroll via TriNet and Remote.com
 - Providing resources about the various benefits that CS&S offers (PTO, STD, Bereavement, etc.) and accommodations
 - Staff planning, including adding and subtracting headcounts while ensuring legal compliance, filing proper paperwork, and providing support with difficult staff conversations.
 - On-boarding including, I-9 and other pre-employment requirements
 - Recruiting Support

- posting the job on our website, promoting it via other websites and/or mailing lists where appropriate
 - Reviewing job description for new candidates prior to posting
- Creating offer letters for candidates
- During the onboarding process, provide an introduction to CS&S, which includes
 - reviewing policies and procedures
 - “How to” guides as found on CS&S resource page
- Provides spin out support to spinning projects (staff census, PEO coordination documents, etc.)
- Effective and timely communication to the organization when there is change in a policy, procedure, or process
- Recommendation and support for employee recognition program
- HR Trainings (2-3 per year) on topics including:
 - Job descriptions, recruiting, and on-boarding
 - Effective 1:1’s
 - Performance Management
- HR Templates including
 - Goal setting
 - Quarterly/Annual review
 - Performance Improvement Plan/Coaching
 - Professional Development Request Form
 - Job descriptions
 - Offer letter

- **Contract Management**

The Code for Science & Society employs a full time Contracts Specialist. As a part of our services, we offer assistance with independent contractor agreements, outbound service agreements, sponsorships, memberships, memorandums of understanding, and subaward agreements. As a part of these services, we include payment schedules, oversight of subaward grant reporting (with project leading on subgrant management), and contractor onboarding, including tax status verification and bill payment documentation.

- **Finance**

The Code for Science & Society provides the following top tier financial services as a part of the fiscal sponsor fee. Our core services include:

- A dedicated finance team with direct access to a Chief Financial Officer (previous financial auditor), Director of Finance, Accounts Payable Manager, Accounts Receivable and Contracting Specialist, and Bookkeepers. Collectively, this team has over 40 years of nonprofit experience under Generally Accepted Accounting Principles (“GAAP”).
- Access to the Sage Intacct accrual based accounting system. This system is one of the top ranked systems for nonprofit organizations.
- General financial services including a collaborative annual budget process,

accounts receivable and payable management, payment cards and expenses management through Ramp, a 10 day global bill pay, accrual based revenue recognition,

- A monthly reporting package delivers 15 days after month end that includes the following baseline financial reports: budget versus actual, financial report by funding source, accounts receivable aging, accounts payable report, and a full general ledger that shows transactional detail.
- An annual financial statement audit performed by an independent certified public accounting firm to ensure your finances are being managed appropriately.
- Diversified cash management with insurance by the Federal Deposit Insurance Corporation for balances up to \$5M.

Further, we offer the following services as a part of our fiscal sponsorship fee that differentiates us from other fiscal sponsors:

- In addition to the core monthly financial reporting package, Sage Intacct allows for access to an interactive and customized platform. Using this platform, our team helps our projects build a financial dashboard and customized reporting.
- We care about continuous learning and seek not only to provide first in class service but also financial literacy. Our core services seek to help you not only understand financial reports but to also translate them to aid in decision-making for the project. We do this through one on one meetings as well as quarterly financial webinars.

Finally, in addition to the above core services, our team also specializes in sustainability, financial planning and analysis and other areas. Please

- **Grant Management**

- Pre-award management including grant proposal submission, budget review, and other proposal submission requirements
- Post-award management including narrative and financial reporting, report timeline management, and submission on grantor platforms
- The Code for Science & Society is well versed in federal funding eligibility and requirements. We are able to help you apply for and manage federal grants.

- **Technology Services**

- Online donation platform
- Five licenses for Zoom virtual meeting software
- Google workspace
- Email addresses
- Slack - nonprofit discount eligibility for FSPs to have their own Slack account
- IT Support including google workspace management

- **Operational Infrastructure**

- 501(c)(3) nonprofit status
- Suite of resources, templates, and policies to inform project operations and policy development

- Legal agreements including memorandums of understanding, membership agreements, grant and subgrant agreements, outbound services, and independent contractor services.
 - Insurance coverage, including Directors and Officers insurance, errors and omissions, tech liability, crime, international, workers comp, and general liability
 - Annual tax filing of IRS form 990
 - Annual tax filing of IRS form 1099s for independent contractors
 - Annual audited organizational financial statements
 - Management of public support test
 - Basic legal services, including legal review of contracts, memorandums of understanding s, grant agreements, and licensing agreements
 - Ability to support work visa applications for employees (please note that projects pay visa processing and legal costs, work visas can not be guaranteed, and that CS&S holds discretion on when to pursue work visas)
 - Intellectual Property stewardship, developed to support creators so that projects take their IP and copyright to work products upon spinout
 - An independent Board of Directors with full fiduciary responsibility
 - Compliance with rules and regulations governing nonprofit operations and governance
- **Monthly Project Meetings**
 - Monthly project and fundraising calls targeted towards setting and achieving fundraising and sustainability goals, with the Executive Director, and/or Development experts in alignment with project needs.
 - Support to maintain compliant and functional governance, including review of governance documents and processes, access to templates and resources, and support for network building to develop governance appropriate to project goals. (Please review CS&S Policies for details of minimum required project governance.)
 - Hands-on fundraising support including grant review, feedback on grant proposals, project grant development sessions, and promotional materials review and development (one-pagers, pitch decks) with development experts and/or Executive Director
 - Support from CS&S CFO, COO, Financial and Operations teams on business development and revenue diversification, for example developing the processes to launch fee-for-service offerings, or a membership model

What Projects Must Resource Independently

- Grant writing, drafting of the narrative portion of grant reports
- Internal team scheduling and administration
- Project planning and project management
- Staff onboarding and offboarding to the programmatic work of the project
- Project or grant level coordination of grant reporting and subgrantee management

- Business development, sales, marketing, and communications
- Community management, engagement, and governance roles within a project
- Legal services outside our definition of basic legal services (see above)
- Event organizing
- Drafting the content of job descriptions
- Full cycle recruiting including sourcing candidates, resume review, interviewing, negotiating offer, offer letter (we will help with the letter upon being provided the pertinent details, etc.)
- Advising on an organizational design
- Regular coaching for FSP staff
- Employee engagement surveys
- Design and implementation HR rewards and recognition program