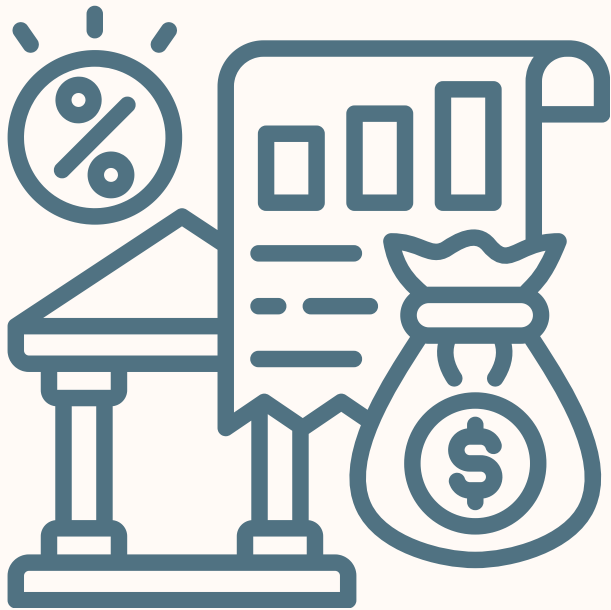


Fiscal Agent Toolkit



What is a Fiscal Agent?

A Fiscal Agent is an established organization that manages the financial, administrative and compliance responsibilities for another organization. This partnership with a fiscal agent can either strengthen sustainability or can create challenges depending on the structure and communication of the partnership.

How to Find a Fiscal Agent?



- Local Networks: Community foundations, United Way chapters, and local nonprofits.
- Regional & State: State nonprofit associations and grant offices for recommendations.
- Organizations with Capacity: Health centers, schools, arts councils, and rural development agencies.
- Partnership Pitch: Share mission, impact, grant needs, and offer transparency in reporting.
- Hybrid Options: Regional/state nonprofits may support rural areas remotely if local options are limited.

Key Factors to Consider When Choosing a Fiscal Agent:

- Grant Experience: Understanding of managing grant funds.
- Financial Systems & Controls: Strong accounting, internal controls, audits, and reporting.
- Policies & Procedures: Up-to-date financial and operational policies.
- Transparency & Communication: Regular reporting, responsive to questions, budget clarity.
- Capacity: Staff qualifications, workload, and number of grants managed.
- Organizational Fit: Alignment with mission, ethics, and support for your goals.

Partnership Pitch Tips:



What You Bring:

- Clear mission with measurable community impact
- Strong stakeholder relationships
- Structured programs with results
- Commitment to accountability and shared community outcomes
- Partnership mindset for better results

What You're Looking For in a Fiscal Agent:

- Experience with grant management
- Reliable financial systems and reporting
- Clear communication and collaboration
- Transparent fees
- Shared commitment to community well-being
- Strategic partner for success

Sample Agreement

Fiscal Agent Organization Name:

Address:

Contact Person:

Phone Number:

The _____ agrees to serve as the fiscal agent for _____ under the following stipulations:

1. The fiscal agent status is for _____ Grant Funding
2. The fiscal agent is responsible for submitting completed financial reports by the 20th of each month as required by the grant and providing copies to the identified community mobilizer.
3. The fiscal agent will keep all funds in its account and will write checks when furnished with appropriate receipts or proof of expenses from the Community Mobilizer.
4. All expenses will be in line with the budget provided for the purpose of the grant.
5. The fiscal agent will provide a monthly stipend to the community mobilizer according to the amount agreed upon in the budget for this grant.
6. Up to 10% of the grant amount can be allocated to the fiscal agent services and the fiscal agent can bill the grant for the agreed upon amount included in the budget.
7. The community mobilizer will keep the fiscal agent informed on progress of the project and any deviations.
8. The community mobilizer will inform the fiscal agent of all expenditures per month in a timely manner for the fiscal agent to submit in monthly reports.
9. The Community Mobilizer and Fiscal Agent will have a clear understanding of the budget and all expenses allowable in the grant agreement.

We also agree to abide by any other requirements as stated in the Terms of Grant Agreement

Authorized Signature Print Authorized Signature's Name

Fiscal Agent Address:

The fiscal agent is dependent upon the partner coalition to provide them with the services and information needed on time. All partners need to take their responsibilities seriously. Communication is key to help things run smoothly and be able to adjust when needed. The attached sample agreement is an example of strong communication to ensure a well understood relationship and expectations between the fiscal agent and organization.

