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**Sonoma County TOURISM**

**SPECIAL EVENT SPONSORSHIP PROGRAM**

**Fiscal Sponsorship Letter of agreement**

[Date]

Frank Filice, VP Global Marketing & Brand

Sonoma County Tourism

400 Aviation Boulevard, Suite 500

Santa Rosa, CA 95403

Dear Mr. Filice:

This letter confirms that [fiscal sponsor organization name] will serve as the fiscal sponsor for [applicant organization name] for the Sonoma County Tourism Special Event Sponsorship Program, if awarded. The terms of agreement are as follows:

[Fiscal sponsor organization name] agrees to:

* Serve as fiscal sponsor throughout the full term of the Event Activity Period of Month XX, 20XX – Month XX, 20XX, including any SCT-approved extensions, if awarded.
* Maintain close involvement with [applicant organization name] to ensure that funding is used in accordance with the approved grant proposal.
* Be the legal contract holder for the sponsorship.
* Sign and approve all contractual documents by an authorized representative of [fiscal sponsor organization name].
* All sponsorship disbursements will be made payable and mailed to [fiscal sponsor organization name] and will be responsible for distributing funds to [applicant organization name].
* Be responsible for updating contract information by contacting the Frank Filice to request assistance with official changes.

[Applicant organization name] agrees to:

* Develop and execute the proposed event activity and to complete all required sponsorship reporting.
* Provide all application materials and information (other than fiscal sponsor’s IRS 990 form) that are representative of [applicant organization name] to Sonoma County Tourism. This includes application budget tables and references to total operating revenue.
* Acknowledges that the fiscal sponsorship agreement cannot be changed during the Event Activity Period unless an official request and approval from Sonoma County Tourism is granted. These are only given under extremely special circumstances on a case-by-case basis.

We acknowledge that termination of the fiscal sponsor relationship or violation of terms outlined in this Letter of Agreement most likely will result in the rescinding or forfeiture of the grant award.

These items are agreed to by the representatives of [applicant organization name] and [fiscal sponsor organization name], signed below.

[Must be signed] [Must be signed]

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[Representative name] [Representative name]

[Representative title] [Representative title]

[Organization name] [Fiscal sponsor organization name]