

Standard 8. Fiscal Sponsor Service Commitment to Projects

The fiscal sponsor pursues its public interest mission through the projects it sponsors; recognizes and respects project leaders for their knowledge, skill and expertise; and, places the highest priority on encouraging and facilitating efficacy in its projects to achieve beneficial societal ends.

Recommended Best Practices

- A. ***Joint Responsibility.** The fiscal sponsor strives for an equitable balance between delegating full program responsibility to project leaders and the fiscal sponsor's fiduciary and other obligations as the legal and ethically accountable organization through which the project operates.
- B. ***Financial Oversight.** The fiscal sponsor commits to timely reporting on project finances to project leaders.
- C. ***Relating to Project Funders.** The fiscal sponsor, in partnership with project leaders, seeks to assure that project funders receive timely, accurate and comprehensive reports on project performance.
- D. **Sponsor-Donor Communication.** The fiscal sponsor communicates as necessary and appropriate with project donor(s) or funding agency(ies) in ways that supplement project leader communications.
- E. ***Continuous Reciprocal Communication.** The fiscal sponsor establishes and maintains processes for ensuring frequent communication between sponsor administrative staff and project leaders analyzing and addressing issues critical to the success of the project.
- F. **Training, Counsel and Technical Assistance.** The fiscal sponsor makes available to project leaders, staff and volunteers training, counsel and technical assistance relevant to the pursuit of project success.
- G. **Periodic Evaluation.** The fiscal sponsor's administrative staff and project leaders exchange periodic evaluative and professional performance feedback.
- H. **Periodic Service Quality Assessment.** The fiscal sponsor facilitates a periodic process for gathering candid assessments of the quality of its services from project leaders and other key stakeholders, using the results to improve service.
- I. **Disposition of Project Assets.** The fiscal sponsor, when terminating or separating projects, will consult with the original donors where appropriate or required; transfer remaining project assets to a successor charity; and/or otherwise reach a responsible decision about disposition of remaining project assets that concurs with the original purposes for which they were acquired.

Standard 9. Expectations of Projects

The fiscal sponsor expects project leaders to adhere to clearly stated standards of ethical conduct, organizational policies and operational procedures.

Recommended Best Practices

- A. **Ethical Conduct.** The fiscal sponsor expects that all project personnel will act with the highest standards of ethical conduct in accordance with the fiscal sponsor's ethical standards.
- B. ***Avoiding Conflicts of Interest.** The fiscal sponsor requires that project leaders understand and abide by the fiscal sponsor's conflict of interest policy.

- C. Commitment to Organizational Policies and Operational Procedures. The fiscal sponsor provides its organizational and operational policies and procedures in writing and orients project leaders, staff and volunteers about them through trainings and other means.
- D. *Active Project Fundraising. The fiscal sponsor expects project leaders to conduct the primary work of resource development.
- E. Project Reports. The fiscal sponsor expects project leaders to assume responsibility for reporting orally and in writing to project donors and for maintaining relationships with donors.
- F. *Public Policy Engagement. The fiscal sponsor provides and expects project leaders to understand and comply with the required legal and ethical guidelines when engaging in lobbying and public policy advocacy activities.
- G. *Disclosure and Communication of Project Status. The fiscal sponsor requires projects to clearly disclose and state in writing their affiliation with the fiscal sponsor in all grant proposals, solicitations and published or online materials.
- H. Injurious Activities. The fiscal sponsor expects that no project will knowingly engage in any activity that jeopardizes the sponsor's corporate, nonprofit or tax-exempt status or otherwise create injurious liability.
- I. Dispute Resolution. The fiscal sponsor, while retaining full legal and fiscal control of projects, works to fairly resolve disputes that may arise between the fiscal sponsor and project leaders.
- J. *Project Termination and Separation. The fiscal sponsor has a process through which fiscal sponsor staff and project leaders discuss the timing, steps and procedures for separating or terminating the project.

