
(Date)

(Foundation Name)

c/o Hawaii Community Foundation
827 Fort Street
Honolulu, HI 96813-4317

Re: (Sponsored Non-Profit's name) - (project name)

Please be advised that the "Sponsoring Organization" named below, a 501(c)3 public charity, has agreed to act as "Fiscal Sponsor" for the "Sponsored Non-Profit" named above to facilitate that organization's activities and particularly its solicitation of support from <Foundation name> for the project referenced above.

We understand the requirements of a "Fiscal Sponsor," for purposes of applying for a grant from the <foundation name> include:

1. The sponsored organization's project is compatible or consistent with our organization's mission or purpose.
2. We, as fiscal sponsor, have formally adopted the above referenced project. We have:
 - a. Reviewed the project
 - b. Passed a board resolution of the adoption of the project
 - c. Accepted responsibility to document the status and progress of the project
3. We, as fiscal sponsor, are responsible for monitoring and controlling the expenditure of grant funds in keeping with the purpose of the grant.
4. We, as fiscal sponsor, are responsible for complying with the terms of the grant.

Our Board of Directors has formally approved a resolution agreeing to be "Fiscal Sponsor" for the "Sponsored Non-Profit" organization, and has authorized the execution of this letter. A copy of that resolution, certified by our Board Secretary, is attached.

Name of "Sponsoring Organization"

By:

Board Chair of "Sponsoring Organization"

Executive Director of "Sponsoring Organization"

cc: Chair of "Sponsored Non-Profit"