FISCAL AGENT AGREEMENT

Please complete this form and return it to The Saint Paul Foundation

The Board of Directors of the

*(Name of Fiscal Agent)*

met on , and agreed to serve as fiscal agent for

for the purpose of receiving funding from

*(Name of Applicant)*

The Saint Paul Foundation.

By this action, we agree to provide the following support for the applicant:

1. Establish a separate accounting record for the project.

2. Establish a regular schedule for the disbursement of funds to the project.

3. Disburse funds to the applicant group only upon receipt of adequate invoices and time sheets. Disbursement of funds is not to exceed the amount budgeted.

4. Maintain records in accordance with established bookkeeping principles and submit required financial reports to the applicant group and to The Saint Paul Foundation.

5. If a fee is to be charged for our services, it will be a set fee agreed upon with the applicant prior to signing this agreement.

We also agree to abide by all other requirements as stated in the Terms of Grant Agreement and to provide the following documentation to The Saint Paul Foundation:

6. Financial and year-end reports as part of the signed agreement.

Authorized Signature Print Authorized Signer's Name/Position

Fiscal Agent

Address:

City State Zip Code

Telephone: ( ) Fax: ( )

**The following documents are enclosed:**

Fiscal Agent 501(c)(3) letter from the IRS

Fiscal Agent Board Roster (complete names, address, zip codes, phone numbers)

Fiscal Agent Financial Statement (latest audited statement preferred)