



Your MarinLink Project Checklist

MarinLink Fiscal Sponsorship Application

- Application Form Sent
- Application Fee Paid

Attachments Requested from MarinLink Website: Apply Form

- Sample Budget
- Project Description
- Principal Individuals Involved CVs
- Insurance Certificate
- Fulfilled MarinLink Insurance Requirement

Model 1- Basic Fiscal Sponsorship Set-up Requirements

- Signed Basic Fiscal Sponsorship Contract
- Final Insurance Dec Sheet sent to MarinLink- Naming Marinlink as Additionally Insured
- Project Website: MarinLink Text Added: *see below*
- Project Website Link: Added to MarinLink Active Project List
- Send \$300 to MarinLink to Setup Internal MarinLink checking Account
- Project must maintain a balance of \$300.00
- Applied & Received Individual EIN number from IRS
- EIN number/confirmation sent MarinLink
- Project's set-up their own External Checking Account
- Independent Contractors: W-9 forms signed
- If Running Payroll: Payroll & W2 form completed
- Check/Advance Request Form & Procedures
- Your Project's Logo and Photos to MarinLink

Model 2- Actively Managed Fiscal Sponsorship Requirement

- Signed Actively Managed Contract
- Project Added MarinLink Insurance Policy
- Send \$300 to MarinLink to Setup Internal MarinLink checking Account
- All income must be processed through your Project's ML checking account
- Applied & Received Individual EIN number from IRS
- EIN number/confirmation sent MarinLink
- Project's set-up their own External Checking Account
- Check/Advance Request Form & Procedures
- Project Website: MarinLink Text Added
- Project Website Link: Added to MarinLink Active Project List
- Payroll & W2 form completed
- Independent Contractor Agreement Signed & W-9 forms
- Your Project's Logo and Photos to MarinLink

Project Fiscal Sponsorship Language Requirement

“Project Name” is a fiscally sponsored project of MarinLink, a California non-profit corporation exempt from federal tax under section 501 (c) (3) of the Internal Revenue Service #20-0879422.

Added to:

- Website
- Social Media Platforms: Facebook, Instagram, Twitter
- Print Material: brochures, posters etc.