



## MarinLink Fiscal Sponsorship Project Checklist

### Application

- Complete Application and provide supporting documents
- Complete Insurance Overview and provide supporting documents, if applicable
- Pay non-refundable \$150 application fee

### Basic, Basic + and Managed Fiscal Sponsorship Levels

- Sign Fiscal Sponsorship Agreement
- Project website, social media and publicity reflects fiscal sponsorship by MarinLink
- Project website lists MarinLink's mailing address for donations
- Project and MarinLink ensure online donations accepted
- Project website link forwarded to MarinLink for inclusion on Active Projects page
- Project forwards logo to MarinLink
- Send \$400 to MarinLink to open Project's MarinLink checking account
- Apply, receive and forward EIN from IRS to MarinLink
- Independent Contractor and Employee documentation completed in collaboration with MarinLink, if applicable
- MarinLink forwards check request document and procedures
- MarinLink forwards Benevity, Your Cause and FundRazr documentation

### Basic

- Insurance secured at Project's expense with Certificate of Insurance (COI) naming MarinLink as Additional Insured and COI forwarded to MarinLink
- Project opens their own external checking account

### Basic+

- Insurance secured at Project's expense with Certificate of Insurance (COI) naming MarinLink as Additional Insured and COI forwarded to MarinLink
- Project does not need to open their own external checking account

### Managed

- MarinLink ensures Project covered under MarinLink's policy
- Project does not need to open their own external checking account