

Fiscal Sponsorship Guidelines for Seeking Contributions or Establishing an Account Through SSV

When possible, school fundraising efforts should be managed through existing SPS systems and processes. However, at times these must be managed by an organization with a 501 (c)(3) tax-exempt status like Springfield School Volunteers (SSV). SSV is able to leverage its tax-exempt status to facilitate certain grant applications and fundraising efforts, and to provide transparent financial management and reporting.

SSV works closely with the Office of Business and Financial Services to ensure that schools' fundraising efforts are managed effectively. [Please complete this Fund Determination Form](#) to help us determine whether your inquiry can be managed by SPS or would be best managed by SSV. If after reviewing the form it is determined that your inquiry is best managed by SSV, please refer to the following guidelines:

To establish an account with funds you have already received or to solicit funds using SSV's EIN:

1. Complete a [Fiscal Sponsorship Agreement](#) and an [Agreement to Administer Restricted Funds](#) to provide relevant details about the account or the program for which you are soliciting funds.
2. The forms are fillable PDFs and must be completed and signed by the [Responsible Party](#) and any other [Authorized Signers](#), if applicable, then returned to SSV. The President and CEO will sign the completed forms and send a copy to the Responsible Party.
3. An [Application for Payment](#) form signed by an authorized signer must be submitted in order for funds to be disbursed from the account. [Supporting documentation](#) should accompany the Application for Payment.
4. **Contributions made via check must be made payable to Springfield School Volunteers** with the name of the account/program in the memo section of the check.
5. If you are interested in having donors be able to make online contributions contact [Denise Cogman](#) or [click here](#) for more information.


To apply for grant funding using SSV as a fiscal sponsor:

1. Contact SSV's President and CEO with relevant details about the grant you would like to apply for and the program the grant will support **at least three business days prior to the due date** of the grant.
2. If SSV agrees to serve as a fiscal sponsor, a [Fiscal Sponsorship Agreement](#), which will outline the agreement including an [agreed upon administrative fee](#), must be executed before the grant is submitted. The agreed upon administrative fee should be included in the project budget submitted with the grant.
3. SSV's President and CEO will provide any [information specific to SSV that is requested by the funder](#). A copy of the final proposal and the budget should be sent to SSV for its records.
4. If SSV receives a grant award notification, we will send you a copy along with any grant report forms from the funder. Grant reports are your responsibility and must be submitted on time in order not to jeopardize any future ability to apply for grants through SSV.
5. To establish an account, an [Agreement to Administer Restricted Funds](#) must be completed and signed by the [Responsible Party](#) and any other [Authorized Signers](#), if applicable, then returned to SSV. The President and CEO will sign the completed Agreements and send a copy of each to the Responsible Party.
6. An [Application for Payment](#) form signed by an authorized signer must be submitted in order for funds to be disbursed from the account. [Supporting documentation](#) should accompany the Application for Payment.

Online Contributions

If you are interested in having donors be able to make online donations, you can either direct them to SSV's donate page and provide some instructions or you can create your own [Mightycause fundraising page](#).

** Please note that fees will be deducted from online donations unless the donor covers them.

1. If you choose to direct donors to the [Donate page on SSV's website](#), provide them with these instructions:
 - Choose 
 - Enter the amount of the donation (select Make this a monthly donation if applicable)
 - Select either Donate with PayPal or Donate with Debit or Credit Card
 - Click + to add special instructions: in the box enter the name of the account/program
2. If you choose to set up a fundraiser via [Mightycause Click here](#) then scroll down to *Option 2: From the Charity's Mightycause page* for step-by-step instructions on how to set up your own fundraiser. This option will allow you to share information about your cause, including photos and videos. You can also set and track fundraising goals and monitor gifts so that you can send thank you notes to donors.