

QUICK GUIDE TO FUNDRAISING ROLES + RESPONSIBILITIES

	Fiscally Sponsored Organization (FSO)	SE Uplift (Fiscal Sponsor)
Grants	<ul style="list-style-type: none"> Identify funders/grant opportunities Prepare grant application/proposal Notify SE Uplift of intent to apply, schedule application review 7-10 days before grant deadline (build this into your timeline) and share all final application materials If possible, add SE Uplift as a collaborator in grant portals List applicant as “Southeast Uplift Neighborhood Program Inc., the fiscal sponsor of [FSO Name]” unless there is a separate field for the fiscal sponsor organization’s name Track program deliverables and expenditures Comply with reporting requirements of the funder 	<ul style="list-style-type: none"> Review grant applications/proposals for policy and legal compliance Sign grant contract Retain accounting control and discretion over funds on behalf of the FSO Ensure timely fulfilment of funder requirements Maintain records as required by law Work with the FSO to ensure that it is in compliance with narrative and financial reporting requirements of funders Available to consult about grant writing best practices
Financial contributions from individuals and businesses (e.g. business sponsors)	<ul style="list-style-type: none"> Identify “Southeast Uplift Neighborhood Program Inc.” as the FSO’s fiscal sponsor in donation solicitations Disclose to donors that contributions must be made out to SE Uplift and note the FSO as the intended recipient Maintain donor cultivation records 	<ul style="list-style-type: none"> Receive and acknowledge charitable contributions on behalf of the FSO
In-kind donations of goods or services	<ul style="list-style-type: none"> Identify “Southeast Uplift Neighborhood Program Inc.” as the FSO’s fiscal sponsor in donation solicitations Provide SE Uplift with donor acknowledgement details: name/business, mailing address, contact information, item(s) donated, value of donation, purpose Determine delivery of donation acknowledgement with SE Uplift 	<ul style="list-style-type: none"> Acknowledge charitable contributions on behalf of the FSO Collaborate with the FSO on delivery of an acknowledgement letter