Technical Assistance Partnership of Arizona
Fiscal Sponsorship Orientation

1. Review Fiscal Sponsorship Agreement
2. Receiving Funds
   a. Donations
      i. Checks
      ii. Donation with credit card via PayPal
      iii. Mobile Merchant Services, credit card acceptance
      iv. Recognition letter – sent by TAPAZ within 48 hours
      v. **Donor relations thank you from you**
   b. Grants
      i. Email RFP/URL; email grant draft 2 weeks prior to deadline
      ii. IRS determination letter, TAPAZ Audits
      iii. Grant reporting
3. Disbursing Funds
   a. Expense form + scanned receipt/s (only 1 form required) or invoice*
      Submit to Stephanie Gallegos, SGallegos@vitalysthealth.org, 602-385-6507
      **Please include your entity name in all emails**
   b. Check cycle (in by Tuesday close of business, out on Friday)
   c. Prepaid Credit Card (electronic petty cash)
   d. Working Capital
   e. Payroll
   * If person is being paid for a service provided, a W-9 form is required.
4. Monthly Reports (available after the 15th of each month)
5. Administrative
   a. Conference Rooms, call Jenn at 602-385-6500 to reserve
   b. Parking Validation
   c. CAN email invitations (providing periodic Technical Assistance)
6. Communication Materials
   a. Submit for review
   b. **____________________** is a **501c3/Arizona Nonprofit Corporation/Unincorporated Association** and is a sponsored project of the Technical Assistance Partnership of Arizona (TAPAZ). Donations are tax deductible, tax ID # 86-0975231.
7. Following is some information to include on your materials and on the back of your business cards when you reprint them:

   To make an online, tax-deductible donation, please visit:
   a. [www.tapaz.org/yourwebpagelinkhere](http://www.tapaz.org/yourwebpagelinkhere)
       (This will be provided to you once your webpage is added to our website)
   b. To make a tax deductible donation via check, please make a check payable to:
Technical Assistance Partnership of Arizona (TAPAZ)

We will add a webpage of your entity on our website. Please provide the following information:

1. 1-3 paragraphs describing your entity
2. Logo* (if available)
3. Link to your website*
4. Link to your Facebook page*
5. We will add a one-time donation button to your page
6. If you would like, we can also add a monthly donation button to your page if you provide 4-7 donation levels by name AND amount.

   Donation Example:  
   - Associate $10 per month
   - Friend $25 per month
   - Confidant $50 per month
   - Partner $100 per month

7. Advisory board Bio/info*
8. Please print the following language on your materials/website/email signature, etc...

   [Your entity name] is a 501c3/Arizona nonprofit corporation/Unincorporated Association and is a sponsored project of the Technical Assistance Partnership of Arizona (TAPAZ). Donations are tax deductible, tax ID # 86-0975231.

If you have any other questions, we are happy to assist,

George

George Redheffer
Associate Director, Sponsored Projects
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TAPAZ: Getting Better Together