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, <u>SGallegos@vitalysthealth.org</u>, 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. <u>www.tapaz.org/yourwebpagelinkhere</u>

(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 (and write in the memo line of the check the name of the nonprofit entity for which you are making a donation) and mail to: TAPAZ, 2929 N. Central Ave, Suite 1550, Phoenix, AZ 85012

- 8. Website We will add a webpage of your entity on our website. Please provide the information requested on the following page.
- 9. Capacity Building & Organizational Assessment

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...

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

George

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TAPAZ: Getting Better Together