

BHCA Fiscal Sponsor Policy

The Bolton Hill Community Association (BHCA) may be a fiscal sponsor for projects that impact Bolton Hill and whose purpose aligns with the non-profit objectives of BHCA as stated in its bylaws.

Projects are initiatives such as capital improvements or events led by BHCA members who are in charge of fundraising for them. The BHCA Executive Committee shall approve projects for which BHCA serves as the fiscal sponsor and must notify the BHCA Board of Directors when a new project is approved.

Projects must have a written fiscal sponsor agreement between BHCA and no fewer than two BHCA members who act as Project Representatives.

BHCA shall hold any funds designated for a project. BHCA shall not charge any administrative fees to hold funds for a project, unless the fees are negotiated as part of the fiscal sponsor agreement. A BHCA financial institution or electronic banking connection may charge fees required to collect or expend funds, in which case, BHCA shall charge the project for such fees. BHCA may hold project funds in a federally guaranteed, interest-bearing account, where the interest from the funds accrues to BHCA. BHCA liability is limited to spent and unspent project funds held by BHCA.

Conditional on having sufficient project funds in its bank account, BHCA shall disburse project funds in accordance with BHCA fiscal policies upon written request from at least two Project Representatives to the BHCA Treasurer specifying the purpose and amount of the request, with an invoice or receipt for the amount requested. Project Representatives are responsible for ensuring project funds are expended consistent with the project's purpose and for preparing and providing any information or reports required by a granting organization or individual.

BHCA's fiscal sponsorship shall end when a project is completed or all project funds have been expended. Should the Project Representatives wish to end the project before its completion or should BHCA hold more funds than necessary to complete the project, the Project Representatives shall specify in writing to the BHCA President and to the BHCA Treasurer the amount and other purpose(s) for which BHCA may use the funds, provided that such funds are not required to be returned to organizations or individuals that provided funding.

Should a Project Representative of a project no longer desire, or be able, to serve in such capacity, he or she may resign by written notice to the BHCA President and the remaining Representative(s). A Representative who resigns shall be replaced by another BHCA member by written notice to BHCA from the remaining Representative(s). Any new Representative shall sign the Fiscal Sponsor agreement. Should death create a Representative vacancy, another BHCA member shall fill the vacancy, upon written notice to the BHCA President from the remaining Representative(s) and upon adding his or her signature to the Fiscal Sponsor agreement.

Should a project have fewer than two Representatives, the BHCA Executive Committee may close the fiscal sponsor relationship and redirect funds to another BHCA purpose after six months from the time it had fewer than the minimum number of Representatives, provided that such funds are not required to be returned to organizations or individuals that provided funding.

Adopted April 6, 2021 and updated September 6, 2022. May be changed or rescinded by a majority vote of the Board.