



Fiscal Sponsorship Services & Fees

The Center for Social Change, Inc. provides Fiscal Sponsorship services to mission-aligned constituents. The services include fiduciary oversight, financial management, and other administrative services. The funds received by the Center on behalf of the fiscally sponsored project must be used for specific charitable activities that further the Center's tax-exempt purpose.

C4SC provides two levels of fiscal sponsorship services:

1. **Comprehensive (Model A)** - For unincorporated groups; program includes full array of financial and operations services. Referred to as Model A.
2. **Funding Partner (Model C)** - For incorporated groups; the group becomes a grantee of C4SC and has a legal, tax and accounting identity separate from C4SC. Referred to as Model C.

Comprehensive Services (Model A): The following functions are provided to Model A clients as part of C4SC's Administrative Service Fee listed below.

Banking and financial services	Bookkeeping - Paying bills/invoices/deposits/payroll paid with a minimum 72 hour notice. (If monthly bookkeeping requires more than 2 hours per month, additional fees will be charged.)
	Maintaining accurate, up-to-date financial records separately for each fiscally sponsored project
	Accepting committed revenue and tracking restrictions as deemed appropriate by the funder
	Financial oversight of expenditures
	Donor acknowledgment of gifts larger than \$250
	1099 preparation
Grants / Proposals	C4SC reviews grants and proposals for approval
Corporate structure, tax and audit responsibilities	Use of corporate EIN & 501c3
	990 tax returns (as part of C4SC's filings)
	Annual audit is performed on all managed activities

	Maintain non-profit registrations in FL
Human Resources	IRS filing on independent contractors
Insurance	General liability
C4SC membership	Full benefits of C4SC membership
Customer Service	Respond to requests and questions from Project staff within 24 hours.

Administrative Fee Based on Levels of Income	Monthly %
\$1 - \$19,999	10%
\$20,000 - \$49,999	9%
\$50,000 - \$99,999	8%
\$100,000+	TBD

Funding Partnership (Model C): The following functions are provided to Model C clients as part of the Administrative Service Fee listed below.

Banking and financial services	Processing of all deposits
	Issuing donor acknowledgment of gifts larger than \$250
	Maintaining accurate, up-to-date financial records separately for each fiscally sponsored project (If monthly bookkeeping requires more than 2 hours per month, additional fees will be charged.)
Human Resources	IRS filing on independent contractors
Financial management	Oversight of all finances and grants (limited to 2 hours)
Grants / Proposals	C4SC reviews grants and proposals for approval
Corporate structure, tax and audit responsibilities	Use of 501c3
	990 tax returns (as part of C4SC's filings)
	Maintain C4SC non-profit registrations in FL



C4SC membership	Full benefits of C4SC membership
Customer Service	Respond to requests and questions from project within 24 hours.

Administrative Fee Based on Levels of Income	Monthly %
\$1 - \$99,999	7%
\$100,000+	6%

All Fiscally Sponsored Projects are required to join C4SC.

C4SC Membership Levels	Monthly Fee
<p>If your project does not need an office or coworking:</p> <p>FS Project Basic Membership Benefits: Access for <i>one person</i> to Member-Only Events & Programs; member pricing on events; member pricing on meeting room/event space; access to member communication platform; promotion on your events to our network. Restrictions: Day pass is required for coworking; 24/7 access not permitted; does not include mailbox services</p>	\$50
<p>If your project needs an office or coworking, refer to Member pricing sheet or our website.</p> <p>Each level includes various levels of conference room usage and access to all of our offerings.</p>	Varies

Additional Fees

Rush Fee	\$50
HR / Payroll Services	
<i>Fringe Benefit Rate</i>	23% of annual salary



<i>Health Insurance</i>	See rate sheet
Notary Services	\$10
Items like postage and CC fees are passed through the organization at cost	

Professional Consulting Services

Bookkeeping (over 2 hours/mo)	\$35/hr
Grant support: research, writing, grant application review, budget development, grant management <i>A proposal will be prepared upon request which will include a project rate.</i>	\$98/hr
Marketing (strategy, fundraising campaigns, social media or print) <i>A proposal will be prepared upon request which will include a project rate.</i>	TBD
Technical / Computer Support	\$50/hr

For additional information, please contact Lulie@4socialchange.org.

