SPONSORED PROJECTS PROGRAM HANDBOOK

FOR GRANTOR-GRANTEE PROJECTS

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UPDATED December 2023

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Welcome to the Sponsored Projects Program!

This handbook is a guide to the expectations, services, policies, and procedures for grantor-grantee fiscal sponsorship through Allied Media Projects (AMP). As the Sponsored Projects Program (SPP) evolves to better serve its members, AMP may change the handbook from time to time by revising or adding policies and procedures. While this handbook attempts to anticipate common needs, it may not cover all situations. Please reach out to AMP staff via sponsoredprojects@alliedmedia.org with questions not answered here.

Who we are

The mission of AMP is to cultivate media for liberation. Our media includes all the ways we communicate with the world. Our liberation is an ongoing process of personal, collective, and systemic transformation. We are a network of people and projects, rooted in Detroit and connected to hundreds of other places across the globe. Together, we grow and exchange ways of using media to create the world we need.

Media-based organizing is at the heart of our work at AMP. Media-based organizing is any collaborative process that uses media, art, or technology to address the roots of problems and to advance holistic solutions towards a more just and creative world.

Through the Sponsored Projects Program (SPP), we provide supportive infrastructure to people and projects doing the important work of media-based organizing.

Sponsored Projects Program

In 2014, AMP launched the Sponsored Projects Program. The SPP provides a range of supportive services to projects that align with AMP's mission. AMP has supported over 150 unique projects operating under the SPP organizational umbrella. These projects constitute a network of "allied media projects" who, through AMP, are able to access vital capacity-building resources in accounting, fundraising, and communications. Many

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of AMP's current sponsored projects grew out of or were incubated within the Allied Media Conference.

Working under the AMP umbrella provides fiscal sponsorship, which helps our allies to build capacity and realize their visions without having to establish their own 501(c)(3) organizations. More information about the fiscal sponsorship options available through the Sponsored Projects Program is available [here](#).

While the AMP SPP network is deeply rooted in Detroit, we also support projects working nationally and regionally across the United States, including in New York, the Bay Area, Seattle, Portland, Chicago, D.C., the South, and Puerto Rico.

AMP has distilled a set of principles that guide the AMC and our growing network of sponsored projects that AMP supports year-round. We expect sponsored projects will work in alignment with the [AMP Network Principles](#), and where applicable, with the principles of the [Detroit Digital Justice Coalition](#).

Projects must meet the following criteria:

- align with our mission to cultivate media for liberation.
- have a plan to raise $10,000 or more annually to support the project, and
- have a committed team of people who are prepared to successfully implement the proposed project.

We prioritize projects that are attempting to model liberatory visions for the world, alongside resisting the oppressive systems of our current world. We also prioritize projects based in Detroit.

Along with staff, a subcommittee of our Board of Directors approves each new project.

How we work together

Fiscal sponsorship is a legal relationship through which a 501(c)(3) public charitable organization sponsors an individual or group that requires the benefits of the tax-exempt and legal status of the sponsoring organization to realize a project. Through grantor-grantee fiscal sponsorship, your project remains independent of AMP. Your entity maintains legal and fiduciary responsibility and is responsible for managing its own tax reporting and liability issues. The fiscal sponsorship relationship is

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funding-specific. AMP receives the contributed funds such as grants and tax-exempt donations on behalf of your project and disburses those funds to your entity to enable you to realize your project's mission.

The terms of that relationship are described below, in which we list what you can expect from AMP, and what we require from you.

What you can expect from us

For grantor-grantee fiscal sponsorship, AMP's support services are primarily limited to those necessary for receiving and overseeing the funds:
- Receiving funds and distribution of donor tax letters;
- Accounting and compliance related to receipt of contributed funds; and
- Fundraising feedback and support

The services that AMP will be providing to your project will be listed in your sponsored project agreement with AMP.

As we work together, you can expect the following:
- We will manage information related to your project confidentially.
- We will respect your time.
  - We will return correspondences as quickly as possible during AMP workdays.
  - AMP will aim to meet the deadlines we set for ourselves for performing and completing services; if a deadline cannot be met, we will communicate this limitation and explain when our task can be completed.
  - We aim to keep all planned meeting appointments; when they cannot be kept, this will be communicated to the person requesting the meeting and the meeting will be rescheduled in a timely fashion.
- We commit to learning about best practices in our work and developing new solutions to serve our projects.
- We will offer opportunities for feedback and welcome constructive criticism.
- We will always strive to work effectively and efficiently in our service to your project.
- We will practice respectful, solution-oriented, direct communication.

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Our availability

The AMP office is open Monday through Thursday, 10:00 a.m. - 6:00 p.m. ET. AMP staff members will respond to email and schedule meetings during these hours.

As you plan your work, please consider the following dates during which the office is closed:

- New Year's Day
- Martin Luther King, Jr Day
- May Day
- Memorial Day
- Juneteenth (the entire week during Juneteenth)
- Independence Day
- Labor Day
- Indigenous Peoples' Day
- National Day of Mourning and the Friday after
- Christmas Eve and the days that follow, through New Year's Day

The AMP office may also be closed from time to time for professional development and strategic planning. We will communicate these planned closures as far in advance as possible so that you may submit any requests prior to closures.

Common lead and turnaround times

To make navigating our processes easier, here's a quick guide to AMP lead and turnaround times for common requests. Please review so that you can better plan for your project and submit your requests in a timely fashion for us to complete them by the needed dates.

Many of the times are noted as business days. These are specifically days the AMP office is open and does not include days the office may be closed as described above.

Lead times

Request or activity	Report or submit by
Grant application or report feedback	Minimum **five business days** before due date

[Documentation and budgets for grant applications and reports](#)	Minimum **two business days** before due date
[Event or news promotion](#)	Post events in Slack #announcements minimum **10 business days** in advance, preferably one month
[Engaging in lobbying or related activity](#)	Minimum **30 days** before activities are planned

[Turnaround times](#)

Request or activity	Turnaround
[Payment request](#)	**15 business days** after all required information is received Note: Does not include time for the payment to be mailed through the postal service, or for ACH processing via the bank
[Project profile updates](#)	**May take up to 10 business days** for profile updates.

What we require from you

Grantor-grantee fiscal sponsorship is a partnership between you and AMP. Through fiscal sponsorship, AMP receives funds on behalf of your project to support your mission-aligned work. You are responsible for utilizing those funds to realize activities and produce deliverables in accordance with funders' requirements, while AMP maintains legal and fiduciary responsibility for those funds. Otherwise, your entity remains independent of AMP, maintains legal and fiduciary responsibility for your activities, and is responsible for managing its own tax reporting and liability issues.

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As the leader of your project, you are responsible for the overall vision and direction of your project, including:

- developing and realizing its mission and programming,
- cultivating relationships with partners and vendors,
- developing and managing budgets,
- leading fundraising efforts,
- and overseeing the day-to-day work of your project.

Your ability to manage your project is critical for us to best support your needs and for our relationship to thrive. The nature of comprehensive fiscal sponsorship requires that you perform the following tasks.

Project leadership

- Manage the overall project vision and goals in alignment with AMP's mission and practice of media-based organizing.

Financial management

- Pay AMP agreed upon fees for *all* contributed revenue. NOTE: AMP does not receive or manage earned revenue for our sponsored projects,
- Manage the financial health of your project including creation and oversight of project budget(s), active review of monthly financial reports, and compliance with AMP's financial policies and practices.
- Submit requests for disbursement of your project funds in a timely manner to realize the terms of grant agreements.

Fund development

- Provide AMP with copies of all submitted grant proposals and reports for our records.
- Steward relationships with donors and funders of the project in a manner that is professional and constructive: timely communication, positive engagement, building a healthy working relationship, etc.

Administration

- Adhere to all federal, state, and city rules for lobbying and political activity.

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- ○ Report to AMP at least 30 business days before beginning activities to influence legislation, to engage in advocacy or lobbying-type activities, and to expend financial resources to influence legislation within the meaning of 501(c)(3).
- ○ AMP's General Counsel must approve these activities to ensure that they are conducted in a manner that complies with regulations around lobbying and elections. Approval from AMP will not be unreasonably withheld.
- ○ Track money expended to influence legislation within the meaning of 501(c)(3) (tracking can be done via payment requests).
- Adhere to all policies and procedures outlined in this handbook.
- Maintain close communication with AMP staff on programming, fundraising activities, budgeting changes, and special events as they relate to our shared commitments.
- Complete periodic reporting and surveys as requested by AMP.
- Notify AMP immediately of changes:
  - ○ In your project's legal or tax status
  - ○ To the leadership team for your project
  - ○ In the planned activities of the project, such as, changes that will increase potential risks or liabilities, or changes that will impact planned grant deliverables.

Participation

- Be on time for scheduled meetings.
- Review regular communications from AMP staff, which may include important deadlines, opportunities, or policy changes.
- Whenever possible, participate in periodic convenings, training, and capacity-building workshops offered through the AMP Sponsored Projects Program.

Practical guidance for conducting business with AMP

All AMP projects need to efficiently communicate with AMP, promote their projects in the community, develop projects, raise funds, and manage money. Here is a practical guide for navigating AMP to conduct business.

Communications

As part of your fiscal sponsorship agreement with AMP, you are required to designate one or more lead contacts for your project. AMP refers to these contacts as "project leads" and they serve as our primary point of contact for your project. Project leads have the authority to provide information and instructions to AMP and to communicate and act on behalf of your project.

Being in regular communication with AMP staff is essential to making the fiscal sponsorship relationship work. AMP staff are here to support you. Get to know the AMP staff and their roles [here](#).

Please do not reassign or transfer your project lead responsibilities to another person without notifying AMP.

AMP staff will work together with the project leads in support of your project. To facilitate our ability to share important updates and news with projects and stay up-to-date with you, we've implemented the following tools:

Slack

The Sponsored Projects Community Slack is a platform for asking questions, sharing resources, and lifting up your work and the work of others. We've designed this Slack workspace with the intention of projects more easily and efficiently connecting with AMP staff — and for projects to connect with each other.

Slack is our primary tool for communicating Sponsored Projects Program news and updates and facilitating connections between projects. We require that at least one

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project lead from each project create an account [here](#) and actively engage in the platform.

Format your display name as *preferred name_project name* and take a moment to introduce yourself in the #general channel.

When starting, review the Slack Community Agreements pinned in *#general* channel and explore the channels to learn their purposes. If you have general questions about Slack, watch this 2-minute [video](#).

Newsletters

Sponsored projects will receive a dedicated email newsletter every quarter. The goal of the newsletter is to provide the network with relevant information and access to resources, as well as updates on the growing network of sponsored projects. The quarterly newsletters include:

- Recent news related to the Sponsored Projects Program
- Introductions to new projects
- How-tos for accessing resources
- Important updates from Allied Media Projects

Note: These quarterly newsletters are specifically for sponsored projects, and may include time-sensitive information. Please be sure to check your "promotions" tab if you use a segmented inbox or "spam" folder. We will also send out a Slack notice to alert you when a newsletter is sent.

Annual survey

We want to stay up-to-date with your project and get your feedback about how we're doing in our efforts to support your work. Our primary tool for doing this is the annual survey, sent in November.

The annual survey offers an opportunity for you to let us know about your experience in the Sponsored Projects Program and helps AMP learn more about your project activities and impact.

The survey helps AMP to learn more about your project and better understand and anticipate your project needs. Your responses may also be used for AMP communications and used in aggregate to show the impact of the Sponsored Projects

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Program. We require that all projects complete this survey — which should take 20-30 minutes — by the end of the year to the best of their ability.

Promoting your project

Promotion of your project is your responsibility, and the ways in which you choose to promote your project is up to you. AMP provides each project with a profile on AMP's website and a badge to demonstrate your participation in the Sponsored Projects Program. AMP may also periodically share project news and events via our social media.

Project profiles

As part of your welcome into the Sponsored Projects Program network, you will be able to create a profile for your project that lives on the [AMP website](#). Your profile affirms your connection to AMP and can be useful validation for funders and partners. The profile can serve as your primary web presence or as a supplement to your project's website. It will host a summary of your work as well as all your important links, newsletter sign-up forms, and donation forms. The guide to [creating a profile is here](#).

Profile setup is facilitated by your Network Liaison during initial onboarding. After initial setup, you can request updates to your profile via our [Asana form](#) (Updates may take up to 10 business days) Contact your Network Liaison for questions or assistance.

Sponsored Projects badge

To officially mark your partnership with AMP, all projects receive a Sponsored Projects Program badge to include on your website, social media, emails, or print materials. Share the badge to help your project:
- Announce our partnership and your milestone
- Launch fundraising efforts
- Add detail to your project's website or donation page
- Link viewers to your project profile on AMP's website

You can access the badge files and guidelines for usage [here](#).

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AMP Social Media

Now that you are a part of the AMP Sponsored Projects Program network, you are a part of AMP's social media network, too. Make sure to follow AMP's social media accounts:

- [Facebook](#)
- [Instagram](#)
- [Twitter](#)
- [Flickr](#)
- [Youtube](#)

Be sure to share your handles in your [project profile planner](#) so we can follow you, and tag us in your posts when appropriate.

Sharing news and events

Sharing your project's events, news, and articles with AMP is important so that we may promote to the broader AMP network.

How to share and promote events within the Sponsored Projects Program network:
The Sponsored Projects Slack workspace is a great place to update friends and fellow projects in the sponsored projects network. This is a go-to message board for the Sponsored Projects Program for us to connect, share, and discuss.

- Use the channel *#announcements* to share relevant news and information, promote events within the sponsored projects networks, congratulate people for achievements/success and more.

How to share and promote events with support from the AMP communications team:
AMP can share and promote events and announcements via Twitter, Facebook or Instagram using our AMP following and accounts to reach greater audiences.

- Share your announcements via the [Comms Asana form here.](#)
- We can't share all of everyone's news, but we'll try our best! Ideal items to be reshared include collaborations with other projects in the network, fundraising

campaigns, milestones, book releases, achievements and awards, and important press.

Convening and connecting with each other

AMP periodically brings the network together so that projects can connect with each other and AMP staff. Past convenings have taken place during the AMC and regionally. Attendance and participation in Sponsored Projects Program convenings and AMP events are voluntary. AMP staff will share information about upcoming events via email and Slack.

Development

Getting and tracking money

AMP works with your project to support fundraising efforts including grants, crowdfunding, earned revenue, and more. As a project lead, you are responsible for raising the necessary funding to realize your project's mission and programming. AMP will provide feedback on your fundraising strategy and offer any AMP-specific information you might need to realize your efforts.

Here are some ways we help you get that money and keep track of it.

Financial reports

AMP provides each project with financial reports that include the project's fund balance through the last day of the previous month, income and expense statement, prior year summary, and list of donors. Financial reports are our primary tool for checking in with your project and making sure we are all on the same page about your project finances.

AMP provides financial reports weekly and also monthly on the 15th of each month, except January which is shared later in the month to allow for us to close out the previous year financials. The reports will reflect the period of January 1 through the last day of the previous month. If you need your current balance or more detail or have any questions about your report, please submit an Accounting Support Request Form.
- We ask that you actively review your financial reports and contact AMP staff if there are any errors in your income and expense statement.
- Please note that you will not receive reports in January. You will receive your year-end report in February after we are able to close the books for the entire year.

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Types of revenue: Common terms and definitions

Language related to fundraising can be unfamiliar and jargony. We've created a list of commonly used words and definitions so that we can better understand each other as we work together to resource your project. In a grantor-grantee fiscal sponsorship relationship, AMP only receives tax-deductible contributions, also referred to as contributed revenue, on behalf of your project. We do not receive or manage earned revenue.

Tax-deductible: When someone contributes to your project without the exchange of goods or services, their contribution is eligible for a tax credit with the IRS.

Contributed revenue: Money you receive for your project, without the exchange of any goods or services, such as donations and grants. Contributed revenue is tax-deductible.

In-kind donations: Contributions of services and labor, materials, and other goods. These donations are tax-deductible. Contact accounting@alliedmedia.org to discuss your options for receiving and acknowledging in-kind contributions.

Corporate donations: Money paid directly by a corporation or through their foundation to support your project. These donations do not include the exchange of benefits such as advertising and promotion. They are considered "contributed revenue" and are tax-deductible.

Sponsorships: Money that is typically exchanged for a "service," usually brand visibility at your event or on your website or merchandise, tickets to your event, etc. Because of this exchange of benefit, sponsorships are not tax-deductible. Only the portion above and beyond the value of the sponsorship is tax deductible.

Crowdfunding: The practice of funding a project by raising small amounts of money from a large number of people, typically via online platforms. Contributions from the platform must be disbursed directly to AMP in order to be tax-deductible.

Earned revenue: Money that is paid as a fee for service or in exchange for goods, fees from performances, speaking engagements, and workshops, or merchandise sales. Earned revenue is not tax-deductible and is not included in grantor-grantee fiscal

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sponsorship. Your entity should be the recipient of and should manage such earned revenue.

Special events: Sales of tickets for a special event such as a fundraising gala or dinner. Only the portion above and beyond the value of the event is considered a tax-deductible gift portion.

Memberships: A fee paid to be affiliated with a project or organization. Memberships may include perks or benefits. Only the portion above and beyond the value of the perks or benefits is considered a tax-deductible gift portion.

Soliciting funds

AMP's development team is available to proofread and give feedback on grant proposals and reports as well as other fundraising communications, provide documentation or organizational information if necessary, and pass along potential funding opportunities as we become aware of them.

We may also offer support on crafting individual donor appeals, sponsorship decks, crowdfunding campaigns, earned income strategies, and more. We are available to help you brainstorm, polish materials, and make connections. All successful fundraising requires your active participation because you know your own programming and vision best.

All funding must be routed through AMP and is subject to our fiscal sponsorship fee. Sponsored projects without a current 501(c)(3) status of their own cannot legally accept tax-deductible charitable donations without a fiscal sponsor.

AMP reserves the right to decline contributions to your project from entities antagonistic to our values and network principles. AMP leadership will evaluate funding sources on a case-by-case basis. If you think there may be a chance AMP would refuse money from a funder, please check with our development team before pursuing it.

You may share the following address with potential donors:

<PROJECT NAME>
c/o Allied Media Projects
4731 Grand River Avenue, Suite 400

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Detroit, MI 48208

To make sure the money gets to your project in a timely fashion, make sure your donors write your project name in the check memo or otherwise notify AMP of which project is receiving the funds.

Grant writing and reporting

Pursuing grant funding is a common fundraising strategy for projects. Let AMP's development team know once you decide to apply for a grant.

To receive feedback on your draft grant application or report, AMP requires a "clean" draft (easily readable with consistent formatting and a minimum of unresolved suggestions, comments, stray notes, etc.) to be sent to the development team by a **minimum five business days** ahead of the day the submission is due. The further in advance you are able to send a draft for review, the more robust the feedback process can be. Unless negotiated in the fiscal sponsorship agreement, AMP will not draft grant narratives for projects.

If an application or report requires budgets and official documentation from AMP, that request must be made by close of business at least two business days in advance of the submission deadline.

Common documentation requests for AMP include:
- [990 form and most recent audited financial statement](#)
- IRS form W-9 (upon request)
- 501(c)(3) determination letter (upon request)
- Board list (upon request)

Projects are responsible for submitting the final proposal and must share a copy of the submitted proposal with AMP's development team.

All grant agreements are signed by AMP's Executive Director:

Toni Moceri, Executive Director
phone: (313) 718-2267
email: toni@alliedmedia.org

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More information about Fund Development Support and Procedures is available [here](#).

Online donations

Donors can give directly to your project using the online donation form provided by AMP.

Your unique form is created using a software called Little Green Light and routed through AMP's financial tracking systems. Your form will automatically appear on your project profile on AMP's website, and you may also link to or embed your donation form elsewhere by obtaining an embed code and link from the Sponsored Projects Program team.

Contact your liaison to request embed codes that will create a means for funders to donate on other websites, or links for websites or Facebook page "donate" buttons, emails, etc. Please let the Sponsored Projects Program team know if you have immediate fundraising needs and require your donation form before the creation of your profile.

When a donation is made to your project through the donor form, you will be sent via email the Little Green Light notification, containing the donor's name, contact information, and gift amount. This information will also be included in the updated sponsored project report you receive each month.

AMP will send all donor tax letters in January to acknowledge donations from the preceding year. Project staff should promptly and personally thank donors for their gifts and donations.

Check donations

For donations by check, **please be sure to tell your donors to make their check payable to Allied Media Projects and write the name of your project in the memo line.**

When a check donation is received by AMP, you will receive an email with the name and address of the donor and the amount of the donation.

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AMP will send all donor tax letters in January to acknowledge donations from the preceding year. Projects must promptly and personally thank donors for gifts and donations.

Eventbrite

AMP provides project staff access to our Eventbrite account to set up donation-based events and have the funds processed by AMP directly. To ensure time for promotion of your event, you should plan to request access at least 2 weeks to a month in advance of the ticket launch; please submit a request via the [Tech Support Request Form](). Once granted access, you will automatically receive an email from Eventbrite with instructions on how to log in. You can create, edit and design your events to suit your needs; you will only have access to your events. New to Eventbrite? Find a simple how-to [here]().

Please do not use your own account to receive contributed funds; however, you should use your own account to receive ticket fees and other earned revenue.

Crowdfunding

Projects should review crowdfunding platforms and select the one that will best help you to meet your fundraising goals. Be sure to look at the associated fees (including credit card transaction fees) for using the platform as these will be in addition to your fiscal sponsorship fee. Please notify your Network Liaison or [accounting@alliedmedia.org]() when you set up an account and campaign on a crowdfunding platform. They will assist you in linking AMP's bank account information to the campaign.

AMP needs to know when you are expecting funds. Either send them your login and password or a report with the names, addresses and amount donated, so that we can send tax letters acknowledging those donations.

Please be mindful of your fundraising capacity when setting goals on all-or-nothing crowdfunding platforms. AMP will not allow projects to use their own funds to supplement crowdfunding campaigns to ensure that the fundraising goal is met.

Facebook

Facebook offers options for fundraising and receiving donations via their platform.

- Projects can add a static donate button and link it to their Little Green Light form, using the "donate through a website" option; or
- Projects and their supporters can initiate fundraising campaigns directly via Facebook. To start a Facebook fundraiser:
  - Click on "Fundraisers" in the menu on the left-hand side
  - Click "Raise money for a nonprofit organization," click "Get started," and search for Allied Media Projects
  - Choose any goal and an end-date
  - Choose a title for your fundraiser. You must include the name of your project in the title. AMP will use the fundraiser's title to determine where to deposit the funds
  - Describe your fundraiser and choose a compelling photo that reflects your project's mission
  - Click "Create"

Facebook will notify you when users donate to your fundraiser. While Facebook sends a tax receipt, we recommend you thank your donors by commenting on your fundraiser's page or by reaching out to them separately. Facebook fundraisers do not capture as much donor information as a traditional donation platform. Your donors can choose to share their email address with AMP, but it is not required. In most cases, AMP only receives the donor's name as it is listed on their Facebook profile.

Learn more about Facebook fundraising via [FAQ](#).

In-kind donations

AMP will provide letters to donors acknowledging in-kind donations. The letter will not contain the amount of worth of the item but will say what was donated and the date of donation. If the individual wants to attempt to claim it on their taxes, they will need to provide their accountant with their own appraisal of the item.

For a matching grant, you will need to send a receipt, invoice, or letter from the donor.

Please be sure to send the name, date of donation, what was donated and an email or regular mail address to accounting@alliedmedia.org

Donated vehicles are a special group of in-kind donations. Vehicles could be trucks, cars, boats, or vans. Donating a vehicle to your project can result in significant tax

savings for the donor if they include into their yearly charitable giving. If the vehicle is inoperable, then AMP will dispose of the vehicle through salvage or auction. The value obtained from either of these methods will be the amount listed on the end of the year acknowledgment. If the vehicle is operable, at the time of donation, and its use aligns with your projects program, contact AMP's General Counsel to coordinate the use and management of the vehicle.

Stock donations

Sometimes supporters donate stocks in lieu of cash donations. AMP's policy is to immediately turn stock into cash upon receipt of the stock contribution. We will coordinate with the donor and our bank to transfer the stock ownership to AMP. We will then cash in the stock and make those funds available for your project. Please contact the Sponsored Projects Program team if you need support accepting a stock donation.

Inter-project agreements and payments

There is so much inspiring, deeply needed transformative work happening within the sponsored projects network. Many of our projects are already in community with each other and some actively collaborating. To better facilitate projects working together, we've created inter-project agreements. No contracts or payment requests necessary!

Are you a project providing services to another project? Make a copy of the Inter-Project Work Agreement template and add the relevant information. Once drafted, share your agreement with your Network Liaison for review and signature.

Per the payment schedule, the project receiving the services emails accounting@alliedmedia to request an inter-project transfer in the agreed upon amount. Income from inter-project transfers are not subject to the sponsored project fee. One more reason to work with each other!

Using your money

You've worked hard to raise funds to realize your project. You will periodically invoice AMP for lump sum payment disbursements to support your project and pay associated expenditures.

Your entity is responsible for directly paying all invoices, contractor payments, and daily expenses related to the implementation of your project. You are responsible for:

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- Tracking your funds received from AMP separately from other funders that your project might have.
- Retaining all supporting documentation for seven years (including receipts, invoices, contracts, vendor files, etc.)
- Responding promptly to any additional reporting or document requests that AMP may make connected to your sponsored project.

Requesting a disbursement

Project leads may request payment of funds to your entity in alignment with your project's mission, activities, and funder commitments.

Please see our [AMP Grantor-Grantee Payment Resources folder](). In this folder, you will find our [Process for Requesting Funds](), our [Payment Request Form]() and more. If you have any questions, please email [expenses@alliedmedia.org]().

If someone other than the project leads is submitting payment requests on behalf of the project this individual will need to undergo a Nexonia training with our Accounts Payable specialist. Please reach out to [supportnex@alliedmedia.org]() to set up a training to go over the payment request process and all the required documentation needed to submit a bill. **All financial transactions must be approved by a project lead to ensure proper oversight of your funds.** This process is automated in Nexonia, our AP (accounts payable) system, making it easier for our projects to complete this task.

- Payment requests must include the following to be processed:
  - Invoice or receipts
  - W-9 (if required)
  - Approval of a project lead
  - Funding source (if you have more than one)
- Complete payment requests are processed within 10 business days. This does not include time for the payment to be mailed through the postal service, or for ACH processing via the bank. Dates that the AMP office is closed are not considered business days. During high-volume periods such as the closing of the year and the start of the New Year, additional payment delays may occur.
- Please make sure you received the confirmation email after submitting the payment request.

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- Any special rush requests for payments outside the normal payment schedule are subject to staff availability to process and Executive Director availability to sign.

Your invoice should include:
- The entity name and address of the payee.
- A detailed description of the project-related expenditures that this disbursement will be supporting. Please make sure that the description includes the name of your project.
- The dates or date range in which the supported expenditures will be undertaken.
- Please specifically and briefly describe how these expenditures connect to your project's charitable purpose and connect to any grant deliverables for which you have received funding through AMP fiscal sponsorship.
  - Payment requests should align with the grant period of the funding source
- Please briefly and accurately present how the costs of specific line-items were calculated, for example (actual or projected) hours worked and hourly rate, unit costs and number of items, or other information which explains how total costs were calculated.
- The invoice must be numbered and include the date on which it was issued.

Click here to view an example invoice. An invoice template is available here.

Payment Requests

All requests for payment should go through the following steps:

1. Complete the New Payee/Updated Vendor Form for funds that will go to your project's entity with an attached W-9 or W8BEN (if vendor does not have a SSN or ITIN please consult with your Network Liaison)

2. Create an Invoice for services
   - Invoices need to include: An explanation of expenditures (i.e. what were the funds spent on)

3. Create bill in Nexonia with attached invoice (Example Invoice)
   - Your chosen funding source needs to coincide with the bill payment period or reimbursement period. Having cohesion between the date of payment and the grant period ensures that financial grant reporting and

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the grant agreement terms are in alignment. Spending funds within the parameters of the grant agreement makes for a practice of consistency. The following are examples for requests and how the grant period impacts payment processing:

    i.   Approved: Grant Period 01/2024 - 12/2024, bill dated for 04/30/2024

    ii.   Denied: Grant Period 1/2024 - 12/2024, reimbursement for 10/22/2023

- If submitting reimbursements for multiple months, please separate them by month

4. Bill should be submitted with the invoice attached
5. Bill goes through multi-tier approval process

<u>Fee associated with payment requests</u>

Please note that there are some fees related to our payment process, which will be charged back to your project:

- Canceled checks - $31
- Wire transfers within the United States - $25
- International wire transfer - $50
- Payments for goods or services through Paypal may be subject to a Paypal fee.

Legal and risk management matters

Insurance

AMP assumes that you are carrying appropriate general liability insurance coverage for your entity.

Intellectual property

AMP wants to support the incredible work that you do. We do not want any ownership of it. All intellectual property created via your project and with the funds held on your behalf at AMP will remain the property of the project.

Determination of ownership for such intellectual property is up to your project leadership and any other partners in the creation of the intellectual property. If you need legal or other advice related to managing your intellectual property, we can offer referrals or you can seek out guidance from your own legal professional.

Governance

All project funds received by AMP are under the fiduciary and legal oversight of the AMP Board of Directors. The AMP Board meets six times per year to monitor overall organizational performance and financial health, contribute to the strategic direction and planning, oversee strategic and operational challenges and opportunities, and advocate on behalf of the organization to funders and partners. A subcommittee of the AMP Board approves all new fiscally sponsored projects.

Saying goodbye and moving to alumni status

With notice, either you or AMP can end our fiscal sponsorship agreement per the termination clause in our signed agreement. If your project has funds remaining, we will work with you to

- Expend the remaining funds in a manner consistent with the donor's requirements;
- Return the funds to the donor; or
- Transfer the remaining funds to another 501(c)(3) organization or fiscal sponsor, so long as the donors agree to such transfer.

If you've established your own 501(c)(3) organization, we will ask for you to participate in a Transition process before transferring funds to you. Some helpful resources are linked below:

- Review the Becoming Your Own Nonprofit Organization Guide
- Review AMP's Approach to Fiscal Sponsorship Transition Guide

We will continue to keep in touch via the AMP newsletter and designate your profile project with alumni status.

Review and resolution

While we have every expectation that our relationship will be a healthy and productive one, this section describes AMP's remedies and actions taken should concerns arise.

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Project review

Because of the nature of the relationship between AMP and your project, AMP requires that all projects adhere to the terms of our contractual agreements and the requirements listed in the above [What we require of you](#) section. If these requirements are not met, fiscal sponsorship agreements may be placed on temporary hold and, if unresolved, terminated. AMP will not be able to receive or spend funds on behalf of sponsored projects placed on "hold" until requirements are satisfied and concerns are resolved. AMP commits to approaching all issues as resolvable. Our goal is to identify mutually beneficial solutions to ensure the continuation of the project whenever possible. Additionally, AMP will hold an annual review for each project to determine renewal options.

Hold

Reasons for a project being placed on "hold" may include the following:
- Misalignment with AMP principles and mission
- Repeated unresponsiveness to AMP communications
- Failure to notify AMP of any change in:
  - Project's legal or tax status,
  - Project's leadership team responsible for achieving the purposes of the sponsored project agreement, and
  - Any change in the project's activities, particularly potential risks or liability issues.
- Failure to adhere to all federal, state, and city rules for lobbying and political activity or to report such activities to AMP
- Failure to follow AMP's policies and procedures
- Failure to complete required reporting to AMP
- Harmful treatment of others

Termination

If a project, while on "hold," is uncommunicative for more than 30 days, or unable to reach a mutual resolution with AMP, the fiscal sponsor relationship and agreement will be terminated.

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Transformative justice and conflict resolution

The work we do together is complex, beautiful, and sometimes messy work, in which harm and conflict may very well occur. As we move together in a fiscal sponsorship relationship, we ask that your project join AMP in committing to transformative justice practices as our guiding approaches for how we will navigate conflict and disagreement.

Read here for our transformative justice policy.

Appendices

Shortcuts to ancillary guidance docs

SPP: Two Types of Fiscal Sponsorships

SPP Badge Usage Guidelines

AMP Fund Development Services & Procedures

Inter-Project Work Agreement Template

AMP Payment Request Process
- Example Invoice
- Invoice Template
- Income and Expense Report Template

Becoming Your Own Nonprofit Organization Guide

Transformative Justice Policy

AMP Staff Roster

Forms

Accounting Support Request Form

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Website profile creation and website profile updates

Submission form for project announcements via AMP newsletter/social media

IT support request form

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