

Dear Sam,

Thank you for considering Allied Media Projects as your fiscal sponsor. This letter will briefly explain the fiscal sponsorship relationship and related expectations. We encourage you to read the fiscal sponsorship agreement, ask questions, and get legal advice if you need additional guidance.

Fiscal sponsorship is a contractual relationship in which AMP receives *contributed funds*, any money that requires 501(c)(3) status like grants and tax-exempt donations, on behalf of your project. Shakespeare in Detroit remains a separate business entity and will be responsible for managing its own tax reporting and liability issues.

What we are agreeing on

The Fiscal Sponsorship Agreement is the document that controls and details the exact terms of our relationship, yet we know that legal documents can be difficult to digest and understand.

Here are some important points:

- For AMP's services, Shakespeare in Detroit will pay AMP 7% of all contributed funds.
- AMP's responsibility is to ensure the contributed funds are used in alignment with donor or grant terms and with AMP's charitable, tax-exempt purposes.
- You must report all funds you receive from AMP on your tax returns.
- All intellectual project created by your project is yours.
- We both need to have comprehensive liability insurance to cover our respective responsibilities
- We each have the right to terminate this Agreement with or without a reason with 30 days' written notice to each other.
- AMP serves a large network of people and organizations and may serve or fiscally sponsor other organizations or projects that you have relationships with.

This summary does not cover every detail and you might still have questions. Our Director of Sponsored Projects, Toni Mocer, can be reached at toni@alliedmedia.org and is available to talk. We're honored to have the opportunity to support your important work.

Sincerely,



Jeanette Lee
Executive Director

