



**Phoenix Office of Arts and Culture
Fiscal Agent Partnership Memorandum of Understanding**

This document will serve as a Memorandum of Understanding between

Fiscal Agent: _____ and

Project Applicant: _____

_____ will serve as the Fiscal Agent to _____.

The role of a Fiscal Agent for small, emerging organizations is an important capacity building opportunity for both organizations. The Phoenix Office of Arts and Culture hopes that these partnerships will help to build relationships, grow cultural services available to Phoenix residents, and provide important development opportunities to staff, artists, and boards of both organizations. Beyond the terms set forth below, we hope the partnering organizations will explore other capacity building opportunities, such as joint marketing, joint projects, and sharing of resources that help reduce costs and improve services.

I. Terms of Partnerships

In support of _____, _____ *agrees to:*

- A. Serve as the Fiscal Agent for _____, for the project proposed to and funded by the Phoenix Office of Arts and Culture.
- B. Submit in timely fashion the Request for Payment form for the funded project
- C. Release the grant funds to _____, in timely fashion so as not to impact payments related to the project. _____ will release the total grant award in a single payment.
- D. Ensure that a project Final Report is submitted to POAC according to grant guideline requirements (30 days after completion of the project). An outstanding Final Report will impact

both _____, and _____'s future eligibility for grant support.

E. _____, agrees to serve as Fiscal Agent without charge or fee for service.

_____, agrees to:

- A. Request funds from _____, allowing reasonable time for administration of payment well before incurring project costs.
- B. Complete the project as originally proposed to POAC and in accordance with POAC Grant Contract Requirements. (Any exceptions/modifications must be approved by POAC staff in advance of the project).
- C. Complete and submit (jointly with _____) the Final Report form, including Narrative and Final Budget in accordance with grant requirements (30 days after completion of the project). An outstanding Final Report will impact both _____ and _____ eligibility for future grant support.
- D. Maintain ongoing and timely communication with _____'s point of contact for the partnership.

II. Term and Termination of Agreement

This agreement shall commence July 1, 2021, and terminates on June 30, 2022, or at submittal of the project Final Report form. Upon written notification the terms of this agreement can be terminated, at which point grant funds must be returned to the Phoenix Office of Arts and Culture.

