Dear [Organization director],

Thank you for meeting with me today regarding my youth environmental granting program, [your grant program’s name]. I appreciate your willingness to support us in our mission.

As we discussed, my grant program is in need of a fiscal sponsor, and we consider you a great potential match because [similarities in mission]. We also feel that, as our grant program grows and gathers more community attention, the connection between our organizations will bring positive press to [potential fiscal sponsor organization’s name], too.

We are looking a fiscal sponsoring organization that is willing to do the following for our program:

1. Provide the program with proof of 501(c)(3) status to be used when obtaining funding for the program
2. Hold program funds
3. Earmark said funds for sole use by the program
4. Accept donations for sole use by the program
5. Cut checks for reimbursements of program administrative expenses
6. Cut checks for projects funded by the program. Funded projects will also have nonprofit sponsors to better facilitate this transfer of funds.
7. Share in the program’s general mission of supporting youth, the environment, and service
8. Otherwise handle program monies as agreed upon and outlined in a fiscal sponsorship contract

If you would like clarification on one or more of these points, please contact us. If you feel that our program is a good match for [potential fiscal sponsor organization’s name], we would love to discuss terms further with you and to sign a contract outlining our organizations’ relationship.

Thank you again for your time and for your dedication to making our community greener, one youth project at a time.

Sincerely,

[Your Name]

[title]

[email]

[phone]

[website URL]

[program logo]