

Center for Transformative Action Project Partner Services & Mutual Expectations

(from: <http://centerfortransformativeaction.org/project-partner-services.html>)

The Center for Transformative Action, as a 501(c)(3) nonprofit organization, is legally and financially responsible for all CTA Project Partners and activities. Projects Partner programs are not separate tax-exempt operations; they are CTA programs. Because they are an integral part of CTA and not separate legal entities, programs of Project Partners are able to receive charitable donations and grants available only to 501(c)(3) tax-exempt organizations. Financial and government reporting for the programs is performed by CTA and is not a responsibility for Project Partners.

Below is a detailed list of the benefits and responsibilities of our project partners. More detailed policies and procedures are provided to our Project Partners at our orientation. To find out if your project qualifies for fiscal sponsorship with us, please see our FAQ page (<http://centerfortransformativeaction.org/faqs-about-fiscal-sponsorship.html>) and Eligibility Guidelines (<http://centerfortransformativeaction.org/project-partner-eligibility.html>).

What You Receive from Affiliation with the Center for Transformative Action

- Fiscal Sponsorship
- Tax-exemption for your individual donors
- Capacity to receive foundation and government grants

Financial Services

- Federal, state and local tax and informational returns
- Eligible for tax-deductible donations and grants
- Acknowledgment of donations larger than \$250, as required by the IRS
- Stock and on-line donation capability
- Monthly financial statements
- Financial record-keeping
- Financial oversight of expenditures
- Checks processed weekly
- Deposits processed weekly
- Check processing, W-9s, 1099s
- Payroll tax remittance and filings
- Independent audit

Employment Administration and Human Resources Services

- HR consultation
- Hire/termination process
- Full payroll service
- Employee health plans
- Retirement savings plan offered
- Maternity, Paternity, and Adoption leave
- Maintenance of I-9 information as needed
- Independent contractor templates and advice
- Maintenance of employee personnel records and documentation
- Regulatory compliance (ERISA, FLSA, EEO, and other federal and state regulations)

- Workers compensation administration
- NYS statutory short-term disability
- Grievance handling and administration

Assistance with:

- Performance management coaching
- Conflict resolution and mediation
- Compliance related training

Project & Grants Management Services

- Problem solving consultation
- Legal referral where needed
- Assistance in applying for government and foundation grants
- Tracking of grant reporting
- Assistance in billing government grants
- Programmatic oversight
- Mentorship as needed

Insurance at no cost

- General liability, property, umbrella, accident, crime
- Certificates of Insurance

Space

- Use of meeting rooms in Cornell's Anabel Taylor Hall

Communications

- Presence on CTAs website, social media, email newsletter, and print PR materials

Cornell Partnership

The Center for Transformative Action is an affiliate of Cornell University. As an education-based 501(c)3, CTA complements the University's mission by providing educational programs, experiential learning, and engaged research in the areas of social entrepreneurship, transformative action, and creating just, equitable, and sustainable communities. Our Project Partners can play an important role in this work by collaborating with university staff, students and faculty. To facilitate this partnership, Cornell University offers CTA core and Project staff an affiliate staff ID card, net ID, and a TCAT bus pass. These give access to Cornell's campus, its library system, Wellness Program, and grant databases. CTA and its projects can also hire Cornell students with federal work-study awards, at a rate of 30% or less of their wages.

Your Obligations to the Center for Transformative Action

Fee

- For Project Partners outside of Tompkins County: 10% of the first \$1 million of expenses, and 6% thereafter.
- For Project Partners within Tompkins County: 5.5% of expenses.

- For all Project Partners, the administrative fee for government grants will be approximately 15% depending on negotiation with the granting agency.

Mid-Year and End-of-Year Reports

Submit programmatic summaries by January 15 and End-of-Year Report by June 15 of each year (CTA will send prompts and templates by email).

Annual Budget Projections

- Submit both income and expense projections (CTA will send prompts and templates by email).
- Projects outside of Tompkins County need to maintain a minimum annual budget of \$24,000 in their first year, and \$72,000 in years thereafter.
- Projects within Tompkins County do not need to maintain a minimum annual budget.
- Projects with employees must monitor cash flow so that they maintain enough funds to cover one month of payroll at all times. Failure to do so could result in employee layoffs. CTA will set aside an additional month's payroll on reserve to ensure a two-month cushion.

Agreement to:

- Stay with CTA for a minimum of 2 years
- Attend new Project Partner orientation, and orientation for new staff
- Maintain the project's nonprofit purpose
- Maintain an Advisory Board of at least five people
- Send Advisory Board meeting minutes to CTA staff
- Inform CTA promptly of changes in contact information for Advisory Board and Project Coordinator
- Alert CTA promptly of potential risks (e.g., pending layoffs)
- Alert CTA immediately of accidents or incidents in the project
- File grants reports in keeping with funders' deadlines
- Provide CTA with all communication with funders (proposals, etc.)
- Adhere to CTA's processes and procedures, including use of attribution and logo on project materials
- Respond to CTA's requests in a timely manner
- Attend CTA Project Partner meetings. For Project Partners outside of Tompkins County, attend at least one meeting onsite each year.
- Refrain from entering into contracts that conflict with CTA's policies and procedures
- Review monthly financial statements in a timely manner
- Pay project expenses, including reimbursements, in a timely manner
- Forward any individual donations received by the project to CTA for deposit in a timely manner
- Abide by all CTA policies
- Attend an in-office exit interview should your project leave CTA or terminate

FEES

CTA takes its administrative fee for fiscal sponsorship from the Project Partner's expenses as they are incurred.

This fee is a percent of expenses, not revenues. For example, if your project received a grant of \$10,000, CTA would put this money in the bank and not charge a fee. Only once your project starts spending this money will CTA charge its administrative fee.

This fee is 5.5% of expenses for Project Partners within Tompkins County. There is no minimum budget requirement, but we do charge a minimum annual fee of \$400. The administrative fee for government grants will be approximately 15% depending on negotiation with the granting agency.

For Project Partners outside of Tompkins County, our minimum annual fee for the first year is \$2,400 (10% of \$24,000). This means that if your project does not bring in a minimum of \$24,000 in revenues during its first year with CTA, your project will be billed the difference to achieve the total annual fee of \$2,400. For the second year, and years thereafter, the minimum annual fee is \$7,200 (10% of \$72,000). For Project Partners with budgets over \$1 million the fee drops to 6%. The administrative fee for government grants will be approximately 15% depending on negotiation with the granting agency.