

## Youth-Led Social Justice Mini-Grant – Frequently Asked Questions for Award Recipients

Last updated March 4, 2022

*DISCLAIMER: This document is for informational purposes only; in the event of inconsistencies with the Mini-Grant Application Packet this document will guide.*

### **What does “fiscal sponsor” mean?**

Fiscal sponsorship refers to when an organization extends its tax status to partners engaged in activities related to the organization’s mission. In a fiscal sponsor relationship, the sponsor accepts grants on behalf of the sponsored project.

For the purposes of this Mini-Grant, a fiscal sponsor must be an organization. This could mean a non-profit or 501(c)(3), a school, a licensed business or Limited Liability Company (LLC), or even a church. The fiscal sponsor must have an Employer Identification Number (EIN). The fiscal sponsor is responsible for all financial management responsibilities for the grant and must:

- Be located in WA state,
- Accept payment on behalf of the youth applicant,
- Accept responsibility for the use of funds toward the goal outlined in the grant application,
- Retain records on the use of funds for one year,
- Complete a W-9 form with their EIN (Employer Identification Number), and
- Sign the Grant Agreement Form.

Please see the Grant Agreement Form for additional fiscal sponsor duties.

### **I don’t have a fiscal sponsor. How can I get funding?**

If you do not have a fiscal sponsor, DEEL will work with you to find one. We are asking youth applicants to share with us information about the school or college you attend, or any non-profit organizations or groups you may be a part of, so that we can explore if they would be willing to serve as a fiscal sponsor for you. This work is ongoing and will continue into March.

### **I’m a fiscal sponsor or adult who helped with more than one youth application. Do I need to complete multiple forms?**

Yes, a signed Grant Agreement Form is required for each project proposal.

### **What opportunities will be available to support youth as they implement their projects?**

DEEL staff are currently talking to each individual Mini-Grant applicant to ask them what support might be needed in order to successfully complete their projects. Once we know what support youth may need, we will design opportunities for general support based on the collective feedback provided. We plan to share more on this in April.

### **When do projects need to be completed by?**

The Grant Agreement Form specifies on page 2 that, “all Project activities, programs or services will be completed before December 31, 2022.”

### **I don’t know if I can complete the actual project I submitted anymore. What should I do now?**

Applicants and their fiscal sponsors should discuss how best to spend your budget toward your original proposed project. It is totally fine and understandable that your projects may need to change based on when you receive your funds, COVID-19, and other factors.

The Grant Agreement Form specifies on page 1 that the agreement and funding is, “to achieve the program impact set out in the Grantee’s application for a Youth-Led Social Justice Mini-Grant (“Grant”).” DEEL is not requesting an updated project proposal.

**I’m not sure I want to do my project anymore. What should I do now?**

If you no longer wish to receive funding from the City to support your mini-grant project, please email [DEELfunding@seattle.gov](mailto:DEELfunding@seattle.gov) to inform us that you no longer want to participate in the Youth-Led Social Justice Mini-Grant.

**What’s the timeline for this grant for the rest of the year? I still have questions.**

Here’s a timeline for next steps that we know currently:

- February: One-on-one phone calls to mini-grant fiscal sponsors and applicants
- Late February-early March: Communication and technical assistance on required paperwork and documentation for fiscal sponsors
- March-April: Checks issued to fiscal sponsors
- March: Support connecting youth applicants with a fiscal sponsor if none was identified in application and the applicant wishes to move forward with the grant
- March: DEEL communication to grantees regarding available City support for project completion
- April: DEEL communication to grantees regarding opportunities to meet other grantees, share the story of your project, and required documentation for the project
- December: DEEL communication to grantees requesting project documentation