MP

MOORE PHILANTHROPY

FS Project Meeting

September 15, 2025

Agenda

1. Our Role as Fiscal Sponsor
2. Spaces to connect with the team
3. Finances & Reports
4. Workflows & Review Timelines
5. Contracts & Bill Paying
6. Grantmaking and Regranting

01

Our Role as Fiscal Sponsor

MI’s Role as Fiscal Sponsor

Legal Compliance: We are accountable to the IRS for all financial transactions and operational activities. A single misstep by one project could jeopardize the tax-exempt status for everyone.

Risk Management: We must carefully manage risk. While we aim to be flexible and supportive, there is a point where a project's activities could expose the entire organization to legal or financial harm. We have a duty to step in at that point to protect the collective.

Stewardship of Funds: We are the legal recipients of all donations, and we are responsible for ensuring that all funds are used appropriately and align with our charitable mission.

These duties are not just about protecting Moore Impact; they're about safeguarding and supporting all projects under our umbrella.

Moore Impact's Projects

Think of it like a community: what one project does can affect the entire group. This is because all projects operate under our 501(c)(3) tax-exempt status, meaning we're legally and financially responsible for all activities.

- Kayode Oluseun Okunoren Legacy Fund
- Susu House
- Black Girl Scholarship Fund
- Black Women Disrupt
- We Tell Our Selves
- AACE Foundation
- Latinas Represent
- BHT Impact
- Funders of African Descent
- Giving Infrastructure Fund
- Camino Center for Community Innovation
- The Racial Equity Index
- Mental Health Media Guide
- Heritage Giving Fund

In Practice

Grant Management
We review and approve grant proposals to ensure they align with our charitable mission and legal requirements. We then submit these proposals on your behalf, as we are the official 501(c)(3) entity.

Financial Management
We handle all financial aspects, including receiving donations, processing invoices, and issuing payments. This ensures all funds are properly managed and accounted for in accordance with IRS regulations.

Policy Enforcement
We provide guidance and enforce policies related to travel, expenditures, and other operational activities to ensure they meet legal and ethical standards.

Review of External Communications
We review and approve any external communications from your project to ensure they accurately represent both your work and Moore Impact as a whole.

Contractual Agreements
As the legal entity, we are the ones who sign all contracts related to your project's activities. This includes agreements with vendors, partners, or other organizations.

Partnership Approval
We approve any partnerships you form, even if they are pro bono, such as a space donation for a workshop. This is to ensure that the partnership doesn't create a legal or financial liability.

Compliance and Reporting
We are responsible for filing the necessary tax forms and reports with the IRS and other government agencies.

Support and Guidance
We serve as a resource for you, offering expertise and guidance on a range of issues from fundraising strategies to legal compliance. This is a core part of our duty to support you while ensuring our collective integrity.

In Practice

- To ensure you continue to get the answers you need, **please use fs@moorephilanthropy.com**. The messages reach the team, ensuring faster responses- even if one of us is out of the office.
- We reserve Fridays as administrative days and will no longer schedule external meetings
- Opportunities for networking and building expertise- we encourage you to use the spaces we've opened to build community, discuss emerging questions, and receive answers.

02

Spaces to Connect

Get in touch with the FS Team

Opportunities to connect with us

01 E-Mail

Emerging questions, grant reviews, detailed follow-up

02 Office Hours

1:1 focus- understanding budgets, donations, high level discussions on programming

03 Peer Leadership

PD-driven advice, emerging leadership questions, networking, presentations

04 Learning Lab

Capacity Building, Learning, Connecting through practice

E-Mails

fs@moorephilanthropy.com

Emerging questions, grant reviews, detailed follow-up

- Review time for grants and reporting documents: Two weeks
- We will respond within 48 hrs that the request was received (if requests need additional time, we will notify you, and ask for any specific action, if needed)
- The more specific you are, the faster we can respond. Please do not hesitate to provide context

Upcoming Opportunities to Connect

Office Hours
Peer Leadership Group
Learning Labs

Q4 Office Hours
Thu, October 30, 2025 | 3-5 PM EST
Mon, November 3,2025 | 10 AM-12 PM EST

Upcoming Peer Leadership Groups
Tue, October 14, 2025
Mon, November 17, 2025
Mon, December 15, 2025

Q4 Learning Lab: Purpose of Nonprofit Communications
November 13, 2025 | 1-2:30 PM EST

Needs-led

We want to make sure that both our Peer Leadership Groups and our Learning Labs serve your needs. Please don't hesitate to reach out with suggestions and topics.

03

Finance & Reports

Reporting Intervals and routines

Monthly

Incoming electronic donations through Bloomerang report

Quarterly

Financials for previous quarter incl. Expenses and Revenue

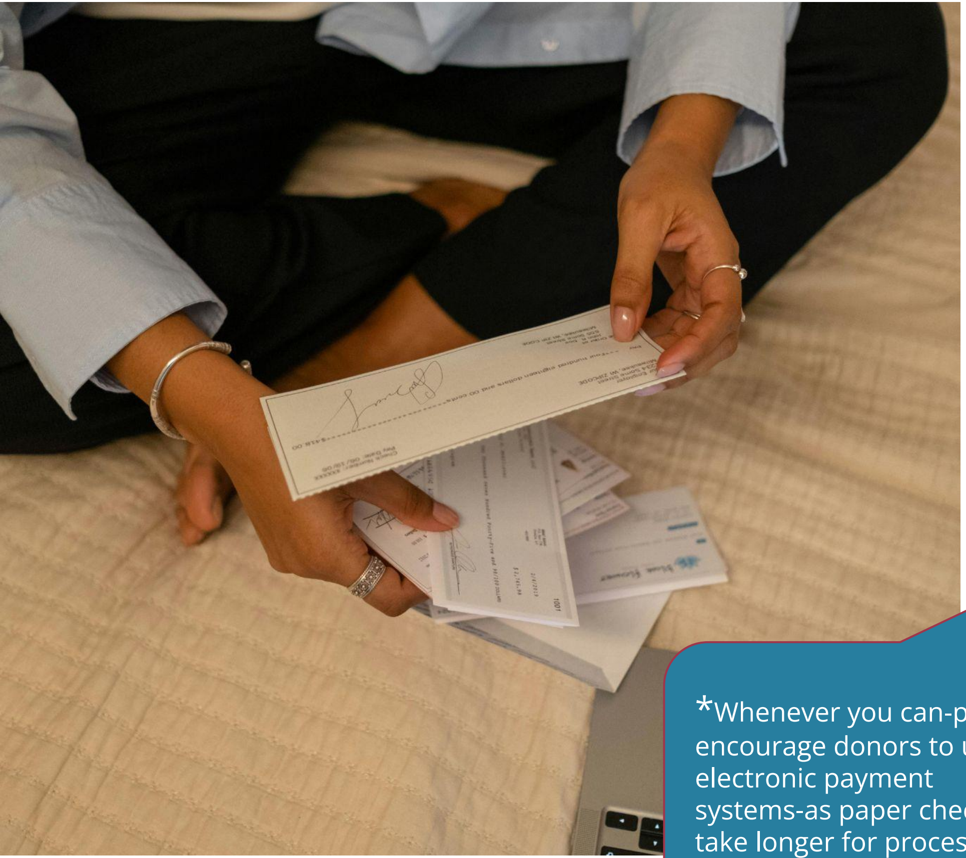
Flexible

Upon request if needed for grant application or reporting

Electronic Donations

- Tracked in Bloomerang (automatic report)
- Will not show up in report if pending on last day of month (show up the month after)
- Donors receive donation receipt automatically
- Incur a 3% credit card processing fee

*We encourage Donors to take on these fees during the donation process.



Donations via check

- Send to Moore Philanthropy, 2590 Welton Street, Suite 200, Denver, CO 80205.
- Please ask your donor to include the name of your Project in the memo line.
- Donor receives donation receipt and we will notify you once the check was received

*Whenever you can-please encourage donors to use electronic payment systems-as paper checks take longer for processing.

Donation Matches

- Donation matches usually require multiple steps on the side of the donating organization and might take longer than typical donations
- Donors have until the end of the calendar year to issue the match (incl. checks signed in Dec but received in Jan)
- Please alert us to expected matches so we can track incoming funds accordingly

04

Workflows

Are you sharing the documents with people that are not part of the core project team?

If so, it must be reviewed by the MI team.

This includes:

- External communications
- Websites
- Governance documents
- Fundraising decks
- Grant applications
- Grant reports
- Contract Requests

Review Timeline

Let MI know of request via FS email

Review Request

MI Review

2-weeks from Deadline

Project sends over full materials to MI

Project implements MI comments, MI provides final approval

Final Approval

Execution

Depending on the request, the project may be responsible for executing. MI submits grant applications and executes contracts.

Contracts & Bill Paying

Transparency & Communication

- If we don't know who you're working with, your requests will be delayed.
- Contractors/vendors must always:
  - cc Project Leads on all communications, and
  - use the fs@moorephilanthropy.com handle for correspondence.

Contracts

- Only Moore Philanthropy can sign contracts – no exceptions.
- Submit contracts early to Monica Lewis (mlewis@moorephilanthropy.com), cc fs@
- Include background/context and any deadlines.
- Review timelines: 10 business days
- Templates available for vendors – use preferred versions whenever possible to protect the project's interest.

Contractor Onboarding

- Contractors must submit a W9 (U.S.) or W8BEN (international).
- All contractors are set up in Bill.com – they'll receive an email invite to register securely.
- No project activity should start before contracts are fully executed.

Contracts & Bill Paying

Bill Paying Procedure

- Send approved invoices and W9/W8BEN to finance@moorephilanthropy.com, cc fs@moorephilanthropy.com
- Invoices must be addressed to *Moore Impact* and include:
  - Vendor name, address, email, phone
  - Description of services
- Invoices processed weekly (Thursday); payments disbursed within 15 business days (typically 7–10 once registered in Bill.com).
- Submit invoices well in advance of deadlines to avoid delays.
- Reimbursement requests should be sent as a separate invoice with receipts and a description.
- For recurring project expense reimbursements, please use the project credit card.

Grant Applications

* We understand that some opportunities may arise last minute and will make every effort to accommodate.

- Alert us of opportunities as soon as possible
- Include specifics (or questions) on eligibility, criteria, submission guidelines and a outline of the opportunity/application
- We may be unable to review applications sent later than the two week review period prior to the submission deadline

* For portals credential sharing is necessary. Recommended: Lift questions out of portal or form and create a doc for asynchronous working

Grantmaking and Regranting

Grantmaking in General

- We will work with our grantmaking team to establish or ensure that all grantmaking is compliant with the IRS, our standard of due diligence, and our values.
- Grantmaking projects are required to share application materials, eligibility, and criteria to ensure compliance.
- Grantmaking activities inquire additional fees (discussed before)
- Projects may make grants to
  - 501(c)(3)s: lower compliance burden (agreement required)
  - Individuals: allowed, but more complex (see following slide).
  - Governments: possible, but require in-depth oversight. Please reach out to inquire about specific opportunities.

Grantmaking to Individuals

Considerations that impact your grantmaking and timelines

- All grants ≥$250k require board approval.
- Disbursement planning (2–3 weeks from notification of grantees is typical; keep End of Year deadlines in mind).
- Grant types (e.g., general operating support, program grants, scholarships, etc.) may carry different tax implications and reporting requirements. ***Please connect with us early to weigh options and ensure compliance.***

Grantmaking to Individuals

The IRS requires that grants to individuals serve a charitable purpose, not private benefit. Proper documentation is the proof that decisions were fair, transparent, and compliant.

Required Documentation

- Selection Committee members (no conflicts of interest) should include non-donors as well.
- Transparent, pre-set award criteria.
- We need copies of all received applications for our records.
- Documentation (in addition to the documents above)
    - Memo of review process & rationale for selection.
    - Committee’s recommended recipients before any notification.
    - Drafts of all applicant communications before sending.

Thanks!

Do you have any questions?
Fs@moorephilanthropy.com