



## FISCAL AGENT SPONSOR APPLICATION FORM

### SECTION 1:

#### Organization Information

Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Physical Location: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Web Site: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

### SECTION 2:

#### Mission and Objectives

Title of Proposed Effort: \_\_\_\_\_

Number of Individuals to Be Served In Taos County, New Mexico: \_\_\_\_\_

Date Applying For Funding: \_\_\_\_\_ Is Funding Federal or State: \_\_\_\_\_

Anticipated Date of Award: \_\_\_\_\_ Anticipated Amount of Award: \_\_\_\_\_

Anticipated Maturity Date of Award: \_\_\_\_\_

Are Matching Funds From the Organization Required? \_\_\_\_\_

**(If matching funds are required please provide proof of funds).**



in advance of potentially applying for and/or receiving funds. In this way the Town of Taos may declare its written intention to be the organization's fiscal agent for use by the organization in its potential funding pursuits with the State of New Mexico or others.

3. **Application time period.** Ideally, organizations should apply through the Town of Taos Executive Department, Office of the Town Manager, for fiscal agent status during the month of June, just prior to the fiscal year (July 1 to June 30) in which they anticipate requiring the Town to perform as their fiscal agent. April is the month during which the Town of Taos preliminarily processes its own budget for the coming fiscal year, including approximation of required activity that will fall to staff members to complete, and prioritization of its project/program requests for State of New Mexico Legislative appropriations. Through this process the Town of Taos and its constituents will have the opportunity to comment on and assess their support for each project for which fiscal agency is requested, evaluating where it should fall in the overall priorities for the area's requested legislative appropriations. This will hopefully reduce confusion at the state legislature about priorities, and bolster a unified, effective approach when it comes to targeted appropriations.
4. **Approval.** No letter or fiscal agent status shall be issued by any individual elected or staff member of the Town of Taos until the organization has been approved for such status by the Town of Taos Council at a legally noticed public meeting. Any such unofficial letter shall be deemed null and void by the Town. Official letters shall be issued by the Town Manager, signed by the Mayor, with a copy also kept on file by the Grants Administrator, Town of Taos Finance Department.
5. **Liability.** Fiscal agent status shall imply no liability or authority on the Town's behalf for the applying organization, the funding entity, or the project identified for funding.
6. **Administrative Fee.** Organizations applying for fiscal agent status, receiving it from the Town of Taos, and ultimately securing funds to activate said status from the State of New Mexico, may be charged a reasonable administrative fee if allowed by the grant and by state law by the Town of Taos Finance Department for administering and managing said activity. This fee will be based on the actual hours incurred by any town employee's activities associated with implementing the funding. Such fees will be charged at the rate of \$25.00 per hour, plus actual expenses; not to exceed 10% of the total funding. Actual expenses are deemed to be copying (.10 cents per page), mileage, or any other operational costs incurred in the course of functioning as the fiscal agent for the organizations.

#### Section 4

##### **Verification Statement:**

We, the undersigned certify the information provided is accurate; we agree to comply with the Town of Taos Fiscal Agent Policy; and we agree to comply with all existing and appropriate local, state and federal laws and regulations.

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Signature of Authorized Individual

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Date

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Printed/Typed Name of Authorized Individual

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Title

**PLEASE RETURN APPLICATION TO:**

Grants Administrator  
Town of Taos  
400 Camino de la Placita  
Taos, New Mexico 87571