# Fiscal Sponsor Confirmation Letter Requirements

The information below should be included in your fiscal sponsor confirmation letter. There is also a template below you can use for your application. Upload this letter with your other application materials in the KCD grant portal grant application.

1. Name of the fiscal sponsor organization
2. Name of the applicant organization
3. The fiscal sponsor’s EIN (the Federal Tax Identification Number)
4. Signature of the fiscal sponsor contact

# Letter Template

Date

Regional Food System Grant Program

King Conservation District

800 SW 39th Street, Suite 150

Renton, WA 98057

Dear Regional Food System Grant Program,

This letter confirms that [*Fiscal Sponsor Organization*] has 501©3 nonprofit status and is the fiscal sponsor for the [*Community Group*] that is submitting a proposal for [*Project Name*] project.

Fiscal Sponsor Organization EIN:

Thank you,

Fiscal Sponsor Contact Name

Phone

Email