



**Purpose:** The Saddleback Valley Public Schools Foundation (SVPSF) recognizes that the Saddleback Valley Unified School District (SVUSD) or affiliated community organizations may wish to utilize the Foundation’s **501(c)(3) status as a Fiscal Agent** to facilitate the collection and distribution of grant-funded resources. SVPSF welcomes these collaborative opportunities, evaluating each on a case-by-case basis

**Guidelines for Partnership:**

- **Mission Alignment:** All activities and outcomes funded by the proposed grant must align with the SVPSF mission to enhance educational opportunities and resources for all students in the Saddleback Valley through home, school, and community partnerships.
- **Approval Process:** A request for fiscal sponsorship will be considered only when submitted by the District with the formal approval of the SVUSD Superintendent.
- **Administrative Recovery Fee:** To defray the costs of accounting, auditing, and legal compliance (such as RRF-1 and DOJ filings ), SVPSF will retain an administrative fee **not to exceed 10%** of the total grant award.
- **Accountability & Reporting:** To ensure SVPSF maintains its standing with the IRS and Department of Justice, SVUSD must provide the Foundation with copies of all mid-year and year-end reports required by the grant-funding institution.
- **Governance:** SVPSF reserves the absolute right to decline any request for the use of its non-profit status. All fund distributions will be closely aligned with District needs as identified by the Superintendent and the Board of Trustees, following all established SVUSD Board Policies.