



FISCAL AGENT AGREEMENT

By United States Federal Law, the Koch Foundation is required to ensure that none of its grant funds are used directly or indirectly to assist in, sponsor, or provide support for acts of terrorism or to support organizations or persons listed as terrorists on lists maintained by the United States government. Like many private foundations, the Koch Foundation checks the names of potential grantees against these lists as part of our due diligence efforts. From time to time however, additional information about an organization or individual which has identified your organization as their fiscal agent will be needed in order for us to make informed and prudent decisions. We ask for your cooperation, understanding, and assistance in accomplishing our mutual goal of providing assistance to those at home and abroad who are actively spreading His message of peace, forgiveness, and love – the very antithesis of terrorism.

In the past, the Foundation allowed representatives of US Catholic organizations to serve as fiscal agents to overseas grantees whether the grantee was known to that representative or not. Following 9/11 and the implementation of the Patriot Act however, that policy had to be changed. The Koch Foundation now requires that a Fiscal Agent have personal knowledge of the applicant or project, either directly or via an ongoing relationship with the grantee’s organization at the location of the project. The Internal Revenue Service (IRS) requires sufficient familiarity with the grantee and his/her project to show that the project is entirely consistent with legal requirements. Therefore, we find it necessary to present this agreement to ensure our procedures are compliant with the regulations set by the U.S. government.

The Koch Foundation is thankful to all those who have willingly accepted this responsibility. It is with gratitude, then, that we request that this agreement be hand-signed and returned by post to our offices, along with a copy of your organization’s listing in the United States OCD and your organization’s Federal 501(c)(3) determination letter from the IRS, for each application for which you have agreed to serve as Fiscal Agent.

In signing this agreement, the organization listed below accepts responsibility to disburse funds to the overseas applicant specifically identified by application number. Signing this agreement also attests that the Fiscal Agent will only disburse grant funds to a Catholic organization currently listed in that country’s Official Catholic Directory (OCD) or in the local diocesan directory, and that the Fiscal Agent has regular and/or continuous communication that includes face-to-face interactions, attending school, and/or having served on the same committee and/or in the same ministry for a period of time with the grant recipient. In all cases, the Fiscal Agent must be able to state that he/she has verified not only the applicant, but the project as well. In addition, Fiscal Agents must sign off on each submitted Final Evaluation, which is required by all grantees upon completion of each project. In addition, Fiscal Agents who are responsible in disbursing funds to a grantee in which the grantee has failed to submit a Final Evaluation will not be eligible to act as a Fiscal Agent in future projects submitted to the Koch Foundation.

Should the Fiscal Agent be unable to transfer the funds for any reason, he/she must notify the Koch Foundation immediately. If it is determined that the grantee is unable to receive and manage the funds, the award will be remitted back to the Foundation.

I have read the above and hereby agree to provide services as described for Application # (required)

Signature Date Email address
Printed Name Title Phone number
Organization Name OCD Page No. & Edition
Address City State Zip Code

You must state how you personally know the individual or organization for which you have agreed to act as fiscal agent:

You must include a copy of the page showing the listing of your organization in the United States OCD and a copy of your organization’s 501(c)(3) determination letter from the Internal Revenue Service with this form.