

# Checklist for Developing Fiscal Partnerships for CBCAP Lead Agencies

When seeking to leverage, braid or blend funds to maximize resources, there are important considerations for CBCAP Lead Agencies. It is useful to identify how each system in your state currently supports prevention strategies and to identify the various state resources that fund prevention programs and activities. CBCAP Lead Agencies may find it helpful to discuss this issue as it relates to their own states with FRIENDS staff and to explore the many resources available through FRIENDS and other national resource centers. It is also helpful to visit the website, [www.grants.gov](http://www.grants.gov) and to explore other websites such as the resources provided at this training.

Below is a checklist of questions to consider when developing partnerships to share resources and funding. Careful attention to these issues in the beginning can help ensure a more successful long-term partnership.

## Funding Sources and Partnerships

1. When exploring potential partnerships, identify areas of commonality, what each partner will contribute and why the partnership seems useful.
2. Learn about the policies and rules of each partner's funding source (limitations, caps, and how funds can be used and for whom)
3. Explore how each partner might maximize funding for all resources available.
4. Identify roles and tasks for each partner.
5. Develop a fiscal or interagency agreement or memorandum of understanding that formalizes this relationship.
6. Determine who should sign the agreement. Are multiple signatures required? If so, each partner should receive a copy with original signatures.
7. Are there any match requirements? If so, be sure to specify cash or in-kind and the amount.

## Blending and Braiding Funding

1. The agreement should specify how the partners will blend or braid the funds.
2. The agreement should reflect the amount and use of these funds.
3. Determine how the fiscal management systems will ensure the integrity of the separate funding streams.
4. Determine how braiding funds will enable partners to address issues of quality and access.

## Fiscal or Interagency Agreement

1. Determine who needs to be involved in the development and approval of the fiscal or interagency agreement.
2. Identify which partner will be the fiduciary or have responsibility for the funding.
3. Determine if the agreement addresses service needs
4. Clarify the details of the fiscal agreement to be included in the partnership or interagency agreement.
5. Ensure the fiscal agreement addresses the process and timeframes for payments, reports and deliverables.
6. Specify any other conditions of the partnership.
7. Ensure that the agreement supports the partnership's goals.
8. Develop a process and timeline for reviewing and revising the agreement. Be sure to include an escape clause to ensure that funds are committed *based on the availability of funding* and that there is a process to address any needed changes.

## Fiscal Reporting

1. Identify the requirements for tracking and reporting the partnership expenditures, revenues and match requirements for each partner.
2. Determine whether the partnership will develop fiscal reports and, if so, who is to receive, approve, analyze and act on these.
3. Clarify any other fund source reporting or auditing requirements.

*Adapted from Spending Smarter, National Center for Children in Poverty and Quilt, 2000*

