



## PARTNER RESPONSIBILITIES

While Nonprofit Partners covers many of the administrative and operational tasks needed for you to engage in your sponsored project, some things are required of you to make the process go as smoothly and efficiently as possible. We view each sponsored project as a partnership that works best if the following are engaged in consistently by both you and NP.

### Communication

- To support your initiative in the best way possible, we require consistent and thorough communication. NP staff members are easy to reach and respond quickly to assist you.

### Documentation

- It's important that we are provided timely and appropriate documentation for tasks like payment of bills and expenses, which are reviewed as a part of NP's annual audit process.

### Timeliness

- For us to prepare your updated and current financials, your staff must meet monthly accounting deadlines. Other tasks where timing counts include:
  - Appropriate notification prior to grant application and reporting deadlines.
  - Copies of all documentation and budgets.
  - When applicable, program executive directors should notify NP staff of new hires at least seven business days ahead of the start date.
  - For sponsored projects with employees, supplying timesheets for hourly employees and changes needed for payroll adjustments.

### Assistance

- Depending on the project, there may be tasks that need to be handled by your staff directly.
  - If you are fundraising in a state other than Pennsylvania, you will need to notify us so that we can secure any required charitable solicitation registration in those states.
  - For sponsored projects with employees, offer letters for new hires should be provided to NP staff for approval before any offers are made.