



Farmers' Market Fiscal Sponsorship

Overview of Services

As your market's fiscal sponsor, MFFM:

- Issues payment reimbursements directly to markets and/or market vendors for all transactions processed through your Market Information Booth on an ongoing basis.
- Provides support with any issues that arise with payments.
- Provides equipment and supplies, as needed, in order to operate your Market Information Booth.
- Provides technical and troubleshooting support for on-site problems that arise.

As our market partner in fiscal sponsorship, you:

- Provide complete vendor contact information
- Maintain sales records sheets
- Communicate to your vendors about the fiscal sponsor partnership
- Allow MFFM to fundraise on your market's behalf for the costs of your food access program (including Maine Harvest Bucks costs)

Mandatory Fee for Services

Only farmers' markets that [meet the state definition](#) of a farmers' market and are annual [Contributing Members](#) to MFFM are eligible to participate in our Fiscal Sponsorship Service.

There will be a flat 3.25% fee assessed to all [credit/debit transactions](#) to cover [standard card processing fees](#). There are no fees for SNAP/EBT, Bumper Crop, and MHB reimbursements in 2024.

Beginning in January 2024, we will be requiring markets to make a contribution to MFFM for the Fiscal Sponsorship services. We have determined that the value of the fiscal sponsorship service is between \$1000-\$1500+ per market (including vendor/market onboarding, payments, troubleshooting, EBT equipment costs, etc).

For this fiscal sponsorship service we request a sliding scale contribution of \$50 to \$750. This is in addition to the annual [Contributing Member](#) gift (minimum \$50). It is up to each market

to determine what amount is right for them. This contribution should be paid by April 15 of each year.

MFFM will need to fundraise for the remaining amount, and we appreciate every market's support in allowing us to do so to keep your program sustained and thriving.

There are other ways to support MFFM in keeping this service affordable for all:

- Consider a monthly reimbursement schedule, if you are not already.
- Provide prompt, complete vendor contact information so our onboarding process can happen efficiently.
- Let any new vendors know they will be hearing from us, and encourage them to choose the ACH (direct deposit) option instead of paper checks.

MFFM's Commitment to your Market

We are constantly working to improve Bumper Crop, SNAP and Maine Harvest Bucks sales at your market. Our goal is to help markets thrive and keep market organizers supported.

Please let us know of any ways that we can improve or increase our support to your market. We're on your team and MFFM will continue to grow our programs' impacts at your market!

Contact:

Jaime Berhanu
development@mffm.org
(207) 536-8566

Fiscal Sponsorship Agreement

Your signature below implies you understand and agree to the information outlined above.

Your Signature: _____

Printed Name: _____

Farmers' Market Name: _____

Today's Date: _____

Next Steps for Contributing Member Markets who wish to use our Fiscal Sponsorship Services.

These steps must be completed to begin our services, and will take 6-8 weeks to complete:

1. **FNS #:** [Complete this Form](#). MFFM will apply for a (new) FNS # on your market's behalf with the USDA. Your FNS # is our license to accept SNAP on behalf of your market. The USDA assigns a unique FNS# to your market and it will be attached to your EBT equipment. In order for MFFM to apply for this number, we need you to fill out this form about your market.
2. **Equipment:** If you already have EBT equipment, we will need the make and serial number of the machine. We will work with our merchant service providers to see if that card swiping equipment can still be used.
3. **Recordkeeping:** If you are not already using MFFM's Beta Sales Sheet for recording payments and sales data, we will schedule a brief training with you. Email Emily Grassie - outreach@mffm.org to get started.
4. **Payments:** In order for your vendors to receive payments from us, we need a completed [Vendor Contact List](#). Once we have this, we will contact vendors directly with a secure link to get setup for direct deposit payments.