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**Simple Honorarium Agreement Template**

**Version Date: June 2023**

**What follows is a Honorarium Agreement Template designed for comprehensive ‘Model A’ fiscal sponsors. This template is intended to be a simple tool to streamline and memorialize relatively low-dollar, low-risk contractual arrangements sponsors enter into on behalf of their projects. Example uses include speaking engagements, workshop facilitations, providing design work, authoring a paper, participating in community meetings, or performing at a venue. What monetary amounts and for what type of work to use this for is ultimately a decision of the fiscal sponsor that should be documented in the sponsor’s procedures and clearly communicated to projects.**

**Fiscal sponsors may consider use of emails that use language similar to this template to capture the agreement between the parties around such arrangements. This may entail documenting parameters around what project leaders can agree to with third parties via email and what must be approved by the fiscal sponsor.**

**Your use of this agreement template does not constitute legal advice from Social Impact Commons. Social Impact Commons is making this template available for informational purposes only. Different circumstances and jurisdictions may call for different contract language. We assist our members in tailoring this and other templates to their particular needs and always recommend working with qualified and local legal counsel when preparing agreements of this nature.**

**Honorarium Agreement**

This Honorarium Agreement the ("Agreement") is entered into between Name of Individual or Entity receiving honorarium (“You” or “Your”) and Fiscal Sponsor’s Name on behalf of itself and PROJECT NAME (collectively, the "Nonprofit").

**About PROJECT NAME**: 1-3 sentences on the background of the project

**Purpose**: The purpose of this Agreement (the “Purpose”) is to one to several sentences on purpose of this work.

To accomplish the Purpose, it is agreed:

1. **Your Contribution.** To help achieve the Purpose, You will describe in 1 to several sentences what the individual will do, including dates/location if it involves meetings/speaking engagement.
2. **Nonprofit’s Contribution.** In recognition of Your Contribution, Nonprofit agrees to issue You a honorarium in the amount of $$. You will provide the Nonprofit with information reasonably requested to issue the honorarium. The honorarium will be paid [one-time or specify payment frequency, e.g., monthly, quarterly] within [number of days] after the completion and acceptance of Your Contribution, unless otherwise agreed upon in writing.
3. **Intellectual Property.** Any intellectual property used or created in providing Your Contribution will be owned by Nonprofit. OR ALTERNATIVELY You grant Nonprofit permission to use any of your intellectual property used in making or carrying out Your Contribution on an unrestricted basis.
4. **Independent Contractor.** You acknowledge and agree that this engagement does not make you an employee of the Nonprofit. You are solely responsible for reporting and paying any applicable taxes related to the honorarium.
5. **Indemnification.** You agree to cover any damages or losses incurred by Nonprofit resulting from Your acts or omissions.
6. **Termination**. Either party may terminate this Agreement by providing 2 weeks advance written notice to the other party.
7. **Resolving Disagreements and Governing Law.** The parties agree to use their best efforts to resolve any disputes between them arising from this Agreement and, failing that, with the use of an independent mediator prior to either party taking legal action. This Agreement will be governed by and construed in accordance with the laws of State.

By signing below, the Parties acknowledge and agree to the terms and conditions outlined in this Agreement.

FOR: Fiscal Sponsor/Project Name

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Name, Title Date

FOR: NAME

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Name Date