



Your MarinLink INSURANCE REQUIREMENT checklist

MarinLink Insurance Requirement

- Read the Insurance Overview Requirement
- Completed Insurance Overview Form - Sent to MarinLink
- Completed Insurance Overview Form - Sent to Tamalpa Insurance
- Insurance Declaration Sheet sent to Tamalpa
- Tamalpa Insurance
 - Tamalpa Received Your Project's Insurance Overview
 - Tamalpa Reviewed Questions with Project
 - Tamalpa Recommendation Made to MarinLink
- MarinLink Determines to Accept or Reject your Application
- If COI Accepted: Add Marinlink as Additionally Insured – Sent to MarinLink
- The COI must have the project name : dba "your project name"

Sponsored Project must maintain in force, during the full term of the Fiscal Sponsorship Agreement insurance in the following amounts and coverages that are relevant to its particular activities.

See the Insurance Overview Form for specifics.

If your project has any or all of these coverages:

The Certificate of Insurance must be name MarinLink as Additional Insured and must be reviewed by MarinLinks insurance agents, Bob and Kathy Glass of Tamalpa Insurance Services. You do not need to send the whole policy. Please send them a copy of the first page known as the Dec Sheet (Declaration sheet) OR a single sheet that is either called Evidence of Insurance or a Certificate of Insurance to confirm the types of coverage, limits, and term of the policy. After the review process is complete, MarinLink will ask for the certificate naming MarinLink as an additional insured.

Please send the completed Insurance Overview and Dec Sheet (s) or Certificate of Insurance to both Bob and Kathy Glass (see contact information) and cc to admin@marinlink.org.

If you do NOT have insurance coverage:

Some projects can be covered under MarinLink's insurance policy if they meet they meet the insurance criteria for coverage under the policy's specifications. If your project meets the criteria, MarinLink will issue your project an Actively Managed Fiscal Contract. If it does not, the project will need to secure its own insurance and a Basic Fiscal Sponsorship will be issued once all the insurance documents have been received and reviewed.

If you cannot procure the necessary insurance through your own means, MarinLink welcomes you to contact our agents for assistance and MarinLink can assist you in contacting them.

Contact information for Tamalpa Insurance Services:

Bob Glass, Lic. #0563710

Kathy Glass, Lic. #OK97624

Office: 414-454-7166

Office Fax: 415-453-7947

Email: kathy@tamalpa.com and cc: bob@tamalpa.com