

Fiscal Sponsorship Agreement

An individual artist or unincorporated entity may apply in the Community Arts category through a fiscal sponsor. The entity serving as the fiscal sponsor must meet the same eligibility requirements as an applicant organization, as listed in the Aid to Localities Guidelines.

Eligibility:

- The fiscal sponsor must be based in the county where the proposed activity is taking place; however, the sponsored applicant is not required to reside in that county.
- A direct ATL applicant may serve as a fiscal sponsor and may sponsor more than one applicant.
- A fiscal sponsor may request a administrative fee of up to \$500 of a grant request.

Additional Fiscal Sponsor Prerequisites And Expectations:

Sponsoring organizations may serve as fiscal sponsors for grants being applied to and limit their role to receiving, disbursing, and reporting on grants. The sponsoring organization may alternatively provide additional fiscal, administrative and other services to the group/artist they sponsor. When choosing a sponsor, the group/artist must understand and establish the role of the sponsor organization, which must be fully described in the grant application. A sponsored group/artist is expected to meet with the sponsoring organization prior to the preparation of the application. The sponsoring organization should work with the sponsored party to comply with the SCR program's requirements and procedures. A sponsored party may consult with SCR staff if they have questions about their relationship with their sponsor.

Fiscal Sponsors Are Responsible For:

- Knowledge and understanding of grant opportunity criteria and relevant guidelines.
- Ensuring work for which funding is sought will occur within the appropriate contract period and required service area.
- Consulting with the artist or unincorporated entity regarding project eligibility and conveying all relevant grant application information, including deadlines and online access details.
- Registering requests and submitting applications with all required supporting information, including an Organizational Budget and Events Schedule (Where applicable)
 - A sponsored group/artist may submit their application directly, but must notify the fiscal sponsor when an application is submitted, should the fiscal sponsor wish to request a copy).
- Executing a letter of agreement with the sponsored group/artist that clearly outlines the administration of the grant and defines mutual responsibilities.
- Informing sponsored group/artist of funding decisions in a timely manner (prior to the expiration of the appeals period).
 - Note: The application will request 2 contacts. We recommend listing one representative of the fiscal sponsor and one representative for the sponsored group/artist.
- Receiving and disbursing granted funds and ensuring that all relevant tax filings and reporting are executed as appropriate.
- Ensuring the sponsored group/artist submits a final report on the expenditure of the grant funds after the end of the contract period.

The undersigned certifies that he or she

1. is a principal officer of the applicant with authority to obligate it;
2. has knowledge of the information presented herein;
3. has read the guidelines of the Genesee Valley Council on the Arts incorporated herein by reference, and that this applicant complies with and is made subject to said guidelines;

Applicant:

Name:	Date:
Signature:	

Fiscal Sponsor as needed:

Name:	Date:
Signature:	