

## APPENDIX B: PARTNERING WITH A FISCAL SPONSOR

Project Support grants are awarded only to 501(c)(3) organizations. GCAC allows groups and individual artists to engage a locally based Fiscal Sponsor to submit for Project Support: Events, Festivals, Series grants.

### Requirements

- Fiscal Sponsor organizations must have a budget of over \$50,000, as demonstrated by a recent 990 (within three years).
- Fiscal Sponsor organizations must have been established at least one year prior to the application and have completed at least one 990 to the IRS.
- The Fiscal Sponsor may not employ any of the applicant's employees or Board members or any other related party.
- Fiscal Sponsors are required to be involved as a collaborator as opposed to merely a transactional relationship.
- The Fiscal Sponsor does not have to be an arts organization as long as the partnership is authentic and the sponsor can demonstrate financial stability and strong governance.

The requirements aim to minimize risk of GCAC's investment and to improve project outcomes by setting standards for the types of organizations that can become Fiscal Sponsors, as well as asking that the sponsor be engaged and lend its organizational experience to the project.

### Important considerations

- If the fiscally sponsored event, series, festival, program or season is on-going or annually produced, the group or individual applying must provide full bookkeeping records and bank statements for the project. Depending on the size of the project budget, tax records may also be requested.
- Both parties should agree to and confirm in writing the details of responsibilities.
- The Fiscal Sponsor may require a service fee to cover administrative costs. The applicant should include the expense within the project budget of the application. This is a qualified expense that may be covered by the award.
- The application and final report should be completed jointly.
- If the applicant is awarded a grant, the grant agreement is made between GCAC and the Fiscal Sponsor, NOT the applicant. Both parties should review the contract.
- GCAC is not responsible for disputes between the applicant and Fiscal Sponsor.

### Registering and applying through online application system

The lead applicant will register as an individual in the [online application system](#). After beginning an application, click on the "Invite Grant Writer or Fiscal Sponsor" button at the bottom of the application. Add the Fiscal Sponsor's employee contact information. The Fiscal Sponsor will receive an email inviting them to the application – they must click on the link and press the "accept" button. If the Fiscal Sponsor currently has an account in online application system, they then will be able to see the draft application on their dashboard. If they do not have an account in online application system, they will be invited to register.