

# Fiscal Sponsorship Program FY23-FY24

---

## *Arts Council Santa Cruz County*

### *Introduction*

---

#### Welcome to Arts Council Santa Cruz County's **Fiscal Sponsorship** Application

Please note, our application review process takes a minimum of one month to complete. Applications are reviewed by the Arts Council staff, and staff recommendations are subject to approval by the Arts Council Board of Directors at the next Board meeting. Board meetings typically take place the third week of September, December, February, May and June.

#### Helpful Tips:

- Click on section headers to collapse and expand sections.
- Character count limits are listed under narrative responses and include each letter and space. You **do not** need to use the entire space provided. Concise responses and bullet points are welcomed.
- Your answers will be saved periodically as you type. However, before leaving/logging out, please make sure to scroll to the bottom of the webpage and click "Save Application."
- Once you've completed your application, you can download a PDF of your application by clicking on the "Application Packet" button at the top of the webpage.

#### Communications:

- Communication about this grant will be sent from: [administrator@grantinterface.com](mailto:administrator@grantinterface.com). Please add this email to your safe sender list.
- Communications will be sent to the email address you use to login to this portal. Please use an email you check often.
- You can update your email address anytime. To update (1) click on your name in the upper right-hand corner (2) click "Edit My Profile".

Questions? Email our team at [grantsprogram@artscouncilsc.org](mailto:grantsprogram@artscouncilsc.org):

Tamara Liu, *Grants Program Manager*

Anthony Rocha, *Grants Program Associate*

### *Letter of Intent (for reference)*

---

For reference, here is the information submitted in your letter of intent:

## Application Title\*

The name for the project, program, or organization that is interested in applying to the Arts Council for fiscal sponsorship.

*Character Limit: 100*

## Letter of Intent (LOI)

*Note: If you'd like to work on your responses outside of the online grants portal, the maximum length is 2000 characters (approximately one page).*

Please enter a response to the follow questions.

1. Please give an overview of the project, program, or organization that is interested in applying to the Arts Council for fiscal sponsorship. What is your mission? Who do you serve? Who is involved?
2. How does your project, program, or organization fit with the mission of the Arts Council?
3. What is the budget of your project, program, or organization? (Proposed and/or rough budgets are acceptable.)
4. When do you need the fiscal sponsorship to begin? When do you plan for it to end?

*Character Limit: 2500*

## *Fiscal Sponsorship Details*

---

### Requested Start Date for Fiscal Sponsorship

If your requested start date for fiscal sponsorship has changed since you submitted your letter of intent, please enter the new date here.

*Character Limit: 10*

### Requested End Date for Fiscal Sponsorship

If your requested end date for fiscal sponsorship has changed since you submitted your letter of intent, please enter the new date here.

*Character Limit: 10*

### Do you plan to seek 501(c)3 status from the IRS?\*

#### Choices

Yes

No

### If yes, when?

*Character Limit: 250*

**Previous fiscal sponsorship\***

Do you currently, or have you in the past, had a fiscal sponsor?

**Choices**

Yes

No

**Additional Info - Previous Fiscal Sponsorship\***

If yes, please provide the name of your previous fiscal sponsor and your reason for seeking a new fiscal sponsor.

If no, please explain briefly why you are seeking fiscal sponsorship at this time.

*Character Limit: 1000*

**Expected # of Grant Applications\***

How many grant applications do you anticipate submitting (including to the Arts Council) each year?

*Character Limit: 250*

**Expected # of Contributions\***

As the fiscal sponsor, the Arts Council will establish a Fund to receive contributions to your project/organization. How many individual contributions to your Fund do you expect each year?

*Character Limit: 250*

**Expected # of Payment Requests\***

How many payments from your Fund do you anticipate requesting during a fiscal year? Please include reimbursements, bills to be paid, and any other disbursement of funds.

*Character Limit: 250*

## *Advisory Committee and Primary Contact*

---

**Who is serving on your advisory or steering committee for this project?\***

An advisory/steering committee of at least three people is required to be fiscally sponsored by the Arts Council.

*Character Limit: 1000*

A single person must be designated to act as the primary contact and coordinator for fiscal sponsorship. This person will be responsible for submitting invoices and reimbursement requests to the Arts Council, and will receive all communications and reports from the Arts Council. Please enter their information here.

**First Name - Primary Contact\***

*Character Limit: 100*

**Last Name - Primary Contact\***

*Character Limit: 250*

**Title - Primary Contact (optional)**

*Character Limit: 100*

**Email - Primary Contact\***

*Character Limit: 254*

**Phone - Primary Contact\***

*Character Limit: 10*

*Project/Organization Details*

---

**Employee Identification Number (EIN)**

If your organization has an Employee Identification Number (EIN), please enter it here.

*Character Limit: 100*

**Year project/organization was founded\***

*Character Limit: 10*

**Website (optional)**

*Character Limit: 2000*

**Do you have general liability or event insurance?\***

Note that we require comprehensive general liability insurance or event insurance, depending on the type of project/organization. If you don't currently have a policy, we will work with you to be sure it is obtained prior to activating fiscal sponsorship.

**Choices**

- Yes - general liability insurance
- Yes - event insurance
- Yes - both
- No - no insurance

**Key Paid Staff/Volunteers\***

Please provide a list of key paid staff and/or volunteers with a description of responsibilities, noting whether they are paid staff or volunteers.

*Character Limit: 2000*

## *Narrative - Fiscal Sponsorship*

---

### **Organization/Project Summary\***

Please provide a description of your project/organization's current activities and recent accomplishments.

*Character Limit: 4000*

### **Fiscal Sponsorship Activities\***

Do you want fiscal sponsorship for all of your project/organization's activities? If not, please explain.

*Character Limit: 2000*

### **Organization/Project Structure\***

How is your project/organization structured, and how are decisions made? (e.g. We are a collective that make decisions by consensus.)

*Character Limit: 2000*

### **Community Impact/Engagement\***

What populations have you impacted or engaged, and/or which populations do you aim to impact or engage? (for example - demographics, location, specific communities)

*Character Limit: 2000*

### **# of People Engaged / Impacted\***

How many people does your project/organization engage or impact in a given year?

*Character Limit: 250*

### **Outcomes\***

What specific, measurable charitable or educational outcomes does this project/organization hope to accomplish? (e.g. More than 1000 individuals will experience our work between January and March. Each will walk away with a deeper understanding of ...)

*Character Limit: 2000*

### **Marketing/Outreach\***

Describe your marketing/outreach plans. Include groups or individuals with which your project/organization collaborates.

*Character Limit: 2000*

### **Fund Development\***

How do you intend to raise funds for your project/organization? Describe your fundraising plan, indicating fundraising goals, sources, and strategies.

*Character Limit: 2000*

## Equity & Accessibility\*

1. Briefly share what "equity" means to your project/organization.
2. You wrote about your approach to equity in question #3 of your LOI (see the second section above for reference). Is there anything you'd like to add?

*Character Limit: 2000*

## Financial Information

---

Please note: Current Budget is for your fiscal year that is currently in progress.

### Current Budget - two options

A budget for the current fiscal year is required, but there are two options to add it to the application:

Option 1: Upload a file below.

OR

Option 2: Enter the income and expenses in the text boxes provided below.

### Current Budget Upload (Option 1)

If you'd like to upload your budget, please make sure it includes income and expenses for your entire project/organization for the current fiscal year.

*File Size Limit: 4 MB*

### Current Budget Income (Option 2)

If you did not upload your budget above, please list all sources of income for your entire project/organization for the current fiscal year.

*Character Limit: 10000*

### Current Budget Expenses (Option 2)

If you did not upload your budget above, please enter list all expense categories for your entire project/organization for the current fiscal year.

*Character Limit: 10000*

Please note: The following financials are for your most recently completed fiscal year.

### Actual Expense - Previous Fiscal Year (if applicable)

The total amount of money spent by your entire project/organization during the most recently completed fiscal year, if applicable.

*Character Limit: 20*

### Profit & Loss - Previous Fiscal Year (if applicable)

Please upload a Profit & Loss Statement (Statement of Activities) for the most recently completed fiscal year, if applicable.

*File Size Limit: 4 MB*

### Balance Sheet - Previous Fiscal Year (if applicable)

Please upload a Balance Sheet (Statement of Financial Position) for the most recently completed fiscal year, if applicable.

*File Size Limit: 4 MB*

### Does your organization maintain a bank account in its own name?\*

#### Choices

Yes

No

### If yes, what is the name of your financial institution?

*Character Limit: 100*

## Attachments

---

### Supporting Materials

Submit up to 4 uploads and 4 links that best represent your work and relate to your project/organization. Examples: letters of support, photos, press articles, brochures, flyers, and/or video links that are publicly accessible.

#### Upload 1

If submitting a video, do not upload - share a link instead (below).

*Character Limit: 1000 | File Size Limit: 5 MB*

#### Upload 2

If submitting a video, do not upload - share a link instead (below).

*Character Limit: 1000 | File Size Limit: 5 MB*

#### Upload 3

If submitting a video, do not upload - share a link instead (below).

*Character Limit: 1000 | File Size Limit: 5 MB*

#### Upload 4

If submitting a video, do not upload - share a link instead (below).

*Character Limit: 1000 | File Size Limit: 5 MB*

### Link 1

Please make sure the link is publicly accessible (or hidden - not private).

*Character Limit: 2000*

### Link 2

Please make sure the link is publicly accessible (or hidden - not private).

*Character Limit: 2000*

### Link 3

Please make sure the link is publicly accessible (or hidden - not private).

*Character Limit: 2000*

### Link 4

Please make sure the link is publicly accessible (or hidden - not private).

*Character Limit: 2000*

## *Submission*

---

### Additional Comments

Is there anything else that you would like to share?

*Character Limit: 500*

### Submission Certification\*

I certify that all of the information contained in this application and its attachments is true and accurate. I understand that all fiscally sponsored activities must provide equal access and equal opportunity in employment and services and may not discriminate on the basis of disability, color, creed, or religion.

### Choices

I certify

### First Name\*

*Character Limit: 250*

### Last Name\*

*Character Limit: 250*

### Date of Submission\*

*Character Limit: 10*

Thank you for your time and effort in submitting an application for fiscal sponsorship!

- Be sure to click the “Submit Application” button when you are done with this application form.
- **You should receive a confirmation email after you submit your application.** If you do not receive this email or have any other questions, please contact our team at [grantsprogram@artscouncilsc.org](mailto:grantsprogram@artscouncilsc.org).
- You can download a PDF of your completed application by clicking on the "Application Packet" button at the top of the webpage.
- Communication about this grant will be sent from: [administrator@grantinterface.com](mailto:administrator@grantinterface.com). Please add this email to your safe sender list.