

Purpose:

Fiscal Sponsorship allows individual artists and cultural organizations without 501(c) 3 status that have at least one year of residency in Boulder County to apply to funders under the auspices of the Boulder County Arts Alliance, Inc., a 501(c) 3 nonprofit. Fiscal Sponsorship is an artist support service for grant awards and contributions to specific pre-approved artists or organizations intended for purposes directly related to the Boulder County Arts Alliance (BCAA) purpose as it appears in our Articles of Incorporation: *The purpose/mission of the organization shall be to provide leadership and resources for arts organizations, artists, educators, and the community of Boulder County.* And in our vision statement: *To ensure that arts and culture thrive at the heart of our communities.*

Fiscal Sponsorship requires that BCAA accept programmatic and fiscal responsibility for the applicant. Fiscal Sponsorship is, therefore, discretionary and only offered to BCAA members who demonstrate a high level of professionalism in their practice and in the management of their endeavors.

Accordingly, the attached application is designed to provide the BCAA Fiscal Sponsorship Committee with sufficient information to determine whether to accept the Fiscal Sponsorship responsibilities on behalf of the applicant.

Guidelines:

1. Fiscal Sponsorship is an opportunity extended to Boulder County Arts Alliance members only, however, membership does not guarantee approval for Fiscal Sponsorship. If an organization (see definition below) or individual is not currently a member, please fill out the membership form available from the Boulder County Arts Alliance Fiscal Sponsorship webpage.

Definition of Organization: A group of people, structured in a specific way to achieve a series of shared goals.

2. Eligibility for Fiscal Sponsorship is determined through an application process (see below). Once approved, the member artist(s) or group remains eligible for sponsorship upon receipt of Fiscal Sponsee's year-end report on its activities (form available from the Boulder County Arts Alliance Fiscal Sponsorship webpage) which is due on **April 16th each year.** If a Fiscal Sponsee fails to timely submit a year-end report, BCAA's Fiscal Sponsorship will terminate and the Fiscal Sponsee's deposit will be retained by BCAA. Re-initiation of Fiscal Sponsorship status can only be obtained by submitting all reports due and reapplying for said status.
3. BCAA reserves the right to revoke its Fiscal Sponsorship at any time if it determines, in its sole discretion, that (a) there is a significant change in the Fiscal Sponsee's name, mission/purpose, or personnel; (b) failure to follow the Guidelines; or (c) any other reason as determined in good faith by BCAA.
4. **BCAA Fiscal Sponsorship is not applicable for the purchase of goods or the receipt of services, and does not include such things as using BCAA's bulk mailing permit, BCAA sponsorship of facilities use, or use of BCAA to obtain liquor licenses.** The Arts Alliance is not able to provide its tax-exempt status to members for the purpose of making purchases.

5. Recipients are asked to seek counsel to review the tax ramification of the grants or contributions they receive through Fiscal Sponsorship to determine if such contributions are to be considered income and how to account for it on their tax returns.
6. Sponsored artists or organizations will not, and will not permit their projects to, participate or intervene in any political campaign on behalf of (or in opposition to) any candidate for public office, or otherwise engage in carrying on of propaganda (within the meaning of section 501 (c) 3 of the Internal Revenue Code of 1986). The recipient and/or sponsored organizations are also responsible for abiding by the law as defined in the same section of the Internal Revenue Code.
7. Fiscal Sponsees must be responsive to BCAA communication. Failure to respond within ten days may be grounds for revocation of the Fiscal Sponsorship.
8. Fiscal Sponsees are publicly affiliated with BCAA and, as such, are representatives of BCAA. Fiscal Sponsees must not disparage BCAA and must always act with the decorum that is fitting for such a position. Failure to do so can be grounds for revocation of the Fiscal Sponsorship.
9. Fiscal Sponsees should have a written policy of non-discrimination and equal opportunity in place and available to BCAA upon request.

Application Process:

1. Applications are accepted on an ongoing basis. Please contact BCAA to schedule a coaching session prior to submitting the application.
2. Complete and submit the Fiscal Sponsorship Application (attached) with all required support materials to BCAA office (2400 28th Street, Suite 103, Boulder, CO 80301). Make certain you file a complete application with all required supporting materials and fees. (See application check list at the end of these guidelines and on the application.) Include a check made out to BCAA for the **\$50.00** application fee. This fee does not include BCAA membership fees. If you are not currently a member, please fill out and submit a membership form available from the Boulder County Arts Alliance Fiscal Sponsorship webpage.
3. The BCAA Fiscal Sponsorship Committee will review your application within three weeks after the application deadline.
4. BCAA will then notify you of the committee's decision. If approved, you will be required to schedule an orientation meeting. Once accepted into the program, you can receive individual donations and other contributions of restricted (project) and unrestricted (general operating) funds and apply for grant eligibility (see below) with BCAA acting as your Fiscal Sponsor.
5. Incomplete applications will be rejected but can be resubmitted after consulting with a BCAA Fiscal Sponsorship committee member.

Receiving Donations & Contributions:

To receive individual donations and other contributions of general operating funds:

1. You must first complete the **Application Process** above and be approved.
2. Once approved for Fiscal Sponsorship, you can receive unrestricted donations from individual donors either as part of a fundraising campaign or as an unexpected contribution. **Checks should be made out to "Boulder County Arts Alliance" with your name, or the**

organization's name in the memo field. Failure to have your name in the memo field will possibly result in BCAA assuming it is a direct donation to them.

3. Donated funds will be re-granted, generally, on a weekly basis. In some cases, such as when the re-grant is for a relatively small amount, it may be more efficient to wait until more donations are received.
4. **BCAA will re-grant 95% of the contributions to the sponsored artist or organization. The Arts Alliance will retain 5% for administrative expenses.**
5. **If the Annual Report is not received by BCAA by April 16th after your receiving re-granted funds, your Fiscal Sponsorship status will be revoked.**

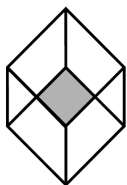
Applying for Grants:

To apply for a grant or other project funding requiring 501(c) 3 status:

1. You must first complete the Application Process above and be approved. *Note: Since approval for Fiscal Sponsorship can take 3 or more weeks, you need to **plan ahead and be sure to obtain Fiscal Sponsorship approval well in advance of any grant deadline dates.***
2. Once approved for Fiscal Sponsorship, you may apply to BCAA to be sponsored for grants or funds that require 501(c) 3 status. To do this: Complete and submit a **Fiscal Sponsorship Grant Review Application** for each and every grant for which you would like to receive sponsorship. This form is available from the Boulder County Arts Alliance Fiscal Sponsorship webpage.
 - a. Complete and submit to BCAA a **Fiscal Sponsorship Grant Review Application** at least **14 days in advance of the grant deadline.**
 - b. Include the support materials that are required by the funders. The applicant is responsible for reading and following all funder instructions and informing the BCAA staff of materials they are required to provide.
3. Members of BCAA Fiscal Sponsorship Committee and/or the Executive Director will review the grant proposal and the Executive Director will provide any BCAA organization materials required by the funders. **It is then the responsibility of the applicant to complete the grant-submittal process by the grant deadline.**
4. If the grant is funded and upon receipt of the funder's check, BCAA will disburse the funds in accordance with the guidelines of the respective funder. **BCAA will issue a check for 95% of the total grant amount and retain 5% as an administrative fee.**
5. If the funder requires a final report, the final report (along with required support materials) must be submitted to BCAA office **10 business days in advance** of the funder's deadline. The Arts Alliance Executive Director will review, and, depending on the requirements of the funder, either BCAA or the artist will sign and submit the original form and all support materials to the granting organization.

Below is a checklist of support materials required to complete a Fiscal Sponsorship application:

For Individual Artist Projects:	For Organizations:
Resume	Resume/bios of key staff
Three letters of reference-signed, on letterhead	Three letters of reference-signed, on letterhead
Completed IRS W-9 Form	Completed IRS W-9 Form
Project description and budget	Organization or project description and budget
Proposed fundraising plan narrative	Proposed fundraising plan narrative
\$50.00 application fee	Articles of Incorporation
	\$50.00 application fee



Date Application Submitted: _____

Committee Approved Date _____

Individual Applicant Name or Organization Contact Name:

Title (if applicable):

Organization Name (if applicable):

Address:

Phone/Fax:

E-mail:

Web Address:

Date of residency in Boulder County:

Briefly describe in the space below the nature and purpose of your work and purpose of donations and other contributions:

The following support materials are required to complete this Fiscal Sponsorship application:

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Completed IRS W-9 Form	Completed IRS W-9 Form
Project description and budget	Organization or project description and budget
Proposed fundraising plan narrative	Proposed fundraising plan narrative
\$50.00 application fee	Articles of Incorporation
	\$50.00 application fee

Fiscal Sponsorship Agreement
Note that there are two of these pages. Both must be signed.

In exchange for Fiscal Sponsorship, the Applicant (name) _____ agrees to:

- List the Boulder County Arts Alliance (BCAA) (with logo) as a formal sponsor of the event/project in all promotional materials (logo is available online at BCAA Fiscal Sponsorship webpage).
- To indemnify BCAA and hold its officers, directors, and members harmless from any liability whatsoever resulting from any claims, injuries, damages, or contractual liability of any nature whatsoever against the applicant. Indemnification includes, but is not limited to, personal injuries, misinformation, liability for sales or property taxes, licensing fees, rents, and lease expenses;
- To obtain any and all necessary tax I.D. numbers, workers' compensation insurance, and payment of any and all withholding, FICA, FUTA, and any other taxes of any nature whatsoever and remain solely responsible for engaging the services of any people necessary for the event including employees, independent contractors, and consultants;
- To follow all funder and BCAA guidelines and directives, and to file required reports with BCAA and the funder pursuant to this Fiscal Sponsorship and the funder's instructions. Applicant understands that failure to comply with this Agreement or BCAA guidelines may result in revocation of its Fiscal Sponsorship.
- Maintain membership with BCAA.

The Applicant acknowledges and agrees that BCAA has no liability for the collection of any sales tax from or by any participant in the event/project, and the applicant agrees to be responsible for any governmental reporting requirements.

BCAA and/or any other funder shall have the right to review for accuracy all of the books and balance sheets for the funded event/project.

Boulder County Arts Alliance, Executive Director

Date

Applicant

Date

Social Security # or Taxpayer ID #

(This page for Boulder County Arts Alliance Records)

Boulder County Arts Alliance, 2400 28th Street, Suite 103, Boulder, CO 80301, 303-447-2422

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- To indemnify BCAA and hold its officers, directors, and members harmless from any liability whatsoever resulting from any claims, injuries, damages, or contractual liability of any nature whatsoever against the applicant. Indemnification includes, but is not limited to, personal injuries, misinformation, liability for sales or property taxes, licensing fees, rents, and lease expenses;
- To obtain any and all necessary tax I.D. numbers, workers' compensation insurance, and payment of any and all withholding, FICA, FUTA, and any other taxes of any nature whatsoever and remain solely responsible for engaging the services of any people necessary for the event including employees, independent contractors, and consultants;
- To follow all funder and BCAA guidelines and directives, and to file required reports with BCAA and the funder pursuant to this Fiscal Sponsorship and the funder's instructions. Applicant understands that failure to comply with this Agreement or BCAA guidelines may result in revocation of its Fiscal Sponsorship.
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Boulder County Arts Alliance, Executive Director Date

Applicant Date

Social Security # or Taxpayer ID #

(This page for Applicant's Records)