

PARTNERS & FISCAL SPONSORSHIP

For Arts Education and Community Arts Grants

For those applicants who are individual artists* or unincorporated organizations and wish to apply to one of the Cattaraugus County Arts Councils grant programs you must apply with a partner or fiscal sponsor. Please direct any questions to Kara Frisina, Grants Administrator at kara@myartscouncil.net.

* Individual artists can apply for Artist in Community grants without a sponsor or partner.

FISCAL SPONSORSHIP

Fiscal sponsor is a non-profit organization that offers their legal and tax-exempt status to unincorporated groups engaged in activities related to the organizations mission.

How does this relate to the Arts Education and Community Arts grants?

An individual artist, collective or non- incorporated organization may apply for funds through a fiscal sponsor. The entity serving as the fiscal sponsor must meet the same eligibility requirements as an application organization listed in the guidelines.

Note:

- The fiscal sponsor must be based in the county that the proposed activity is taking place; however the sponsored applicant is not required to reside in that county.
- A direct DEC applicant may serve as a fiscal sponsor and may sponsor more than one applicant as the sponsored requests do not count towards the three request limit or \$5000 maximum. Direct NYSCA applicants however, may not serve as a fiscal sponsor for DEC.

What are the responsibilities of a fiscal sponsor?

- A fiscal sponsor must adhere to the non-profit eligibility requirements listed in the grant guidelines.
- The sponsoring organization must be incorporated as a New York State non-profit with an address in Cattaraugus, Chautauqua or Allegany County.
- A fiscal sponsor applies to one of CCAC's grant programs on behalf of an individual artist or unincorporated arts organization or group.
- A fiscal sponsor agrees to serve as a fiscal conduit and accepts responsibility for fulfilling all grant requirements for the grant-funded project, which includes submitting a completed grant application, and if funded, a signed contract, and regional events calendar submission.
- Receive, record and disburse the grant money directly to the sponsored artist in a timely and fair manner
- Complete a final report (including financial documentation of all expenses related to the project and is due within 30 days of the last completed project dates).

PARTNERSHIP

A **Partner** is a non-profit organization that offers their legal and tax-exempt status to an unincorporated group with whom that are partnering with to produce a program or project.

How does this relate to the Arts Education and Community Arts grants?

An individual artist or collective may apply directly for DEC funds if working in partnership with a community-based non-profit organization that meets the listed criteria for the Community Arts grants or a public school for Arts Education

Note:

- A letter of commitment from the partner organization or school confirming the partnership with the applicant artist is required. The commitment letter must outline the scope of the partnership and both the partner and applicant's investment or contributions (in-kind or cash) towards the proposed project.
- The applicant and the partner organization or school must both be located in the county in which the proposed activity is taking place.

What are the responsibilities of a partner?

- Agree to work with the artist or unincorporated organization through the entire grant process and assist wherever possible.
- Responsibility for application submission, final reports and all other requirements fall with the applicant.