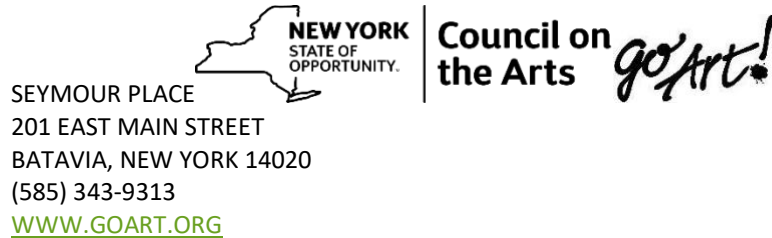


GO ART!

GENESEE-ORLEANS REGIONAL ARTS COUNCIL



SCR PROGRAM FISCAL SPONSORSHIP 2024 OVERVIEW

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What is a Fiscal Sponsor?

A Fiscal Sponsor is a New York State nonprofit organization that applies to GO ART! on behalf of individual artists or unincorporated arts organizations or groups. The fiscal sponsor accepts responsibility to serve as a fiscal conduit for a GO ART!-funded project, receiving and disbursing funds related to the grant, and administering the requirements throughout the GO ART! grant process, including final reporting of grant activity. The unincorporated artist or group completes the project activity.

Sponsoring organizations may serve as fiscal agents 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/artists they sponsor. When choosing a sponsor, the group/artists must understand and establish the role of the sponsor organization, which must be fully described in the grant application. Sponsored groups/artists are 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. Sponsored parties may consult with SCR staff if they have questions about their relationship with their sponsor.

Fiscal Sponsors are permitted to add a 15% administrative fee to the programs budget.

Who requires a Fiscal Sponsor to apply for SCR Program Funding?

Individual artists or unincorporated entities, who live outside of the county in which the funded programming will take place.

Fiscal Sponsorship eligibility:

- Nonprofit organizations, NYS incorporated nonprofits, agencies of local government (not New York State agencies) may serve as Fiscal Sponsors.
- The Fiscal Sponsor must be based in the county of the proposed activity.

- A SCR applicant may serve as a Fiscal Sponsor and may sponsor more than one applicant if the sponsored requests are unrelated to any programs or projects of the sponsoring organization.
- Direct NYSCA applicants may not serve as a Fiscal 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 collective 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).
- Executing a letter of agreement with a 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).
- Receiving and disbursing granted funds and ensuring that all relevant tax filings and reporting are executed as appropriate.
- Submitting a final report on the expenditure of the grant funds after the end of the contract period.

What is a Letter of Agreement?

The Letter of Agreement is a document drafted by the Fiscal Sponsor and Sponsored Artist/Group which clearly outlines the administration of the grant as well as the mutual roles and responsibilities of both parties. The Letter of Agreement is an application requirement for Fiscal Sponsorships. Any applications which do not include a Letter of Agreement will be ineligible for funding.

What to include in the Letter of Agreement?

The Letter of Agreement serves to protect each party and demonstrate that everyone involved in the planning and execution of the project has a clear understanding of their role and responsibilities. The goal of the Letter of Agreement is to formulate a cohesive plan for the administration of the project to ensure that the program will run smoothly and eliminate any confusion that could lead to issues which impact the execution of the program. The Letter of Agreement should be tailored to fit the program for which funds are being requested and the parties involved. Each party's roles should be clearly outlined as well as the amount of oversight that the Fiscal Sponsor is requiring. This may include a schedule of monthly update meetings, regular email or phone call check ins. The Fiscal Sponsor must outline how the funding will be dispersed and provide a timeline, if applicable. Also included should be any deadlines for turning in receipts, budgets, contracts etc.