

Arts Connection Fiscal Sponsorship Program Policy & Guidelines



Introduction

Arts Connection's Fiscal Sponsorship Program provides administrative support and guidance to artists, projects and other organizations, working in a variety of disciplines, so that they can grow, pursue grants, donations, and other sponsorship opportunities that require tax-exempt status.

This is an important service in which Arts Connection acts as a partner to help you raise money to produce regional arts and culture events, programs, and projects that benefit each of our creative communities, all across San Bernardino County.

A fiscal sponsorship relationship with Arts Connection ensures funding agencies and contributors that donations and grants received on behalf of the artists/projects are well-managed and funds are disbursed according to the grant proposal and their guidelines.

Criteria for Sponsorship

Arts Connection creates sponsorship opportunities for artists, organizations, and projects that match these criteria:

- Their mission fits with Arts Connection's role as the local arts agency of San Bernardino County
 - They actively engage with and support local community needs and priorities
 - They are in good standing with the CA Franchise Tax Board and IRS
 - They show potential for future development and growth
 - They are non-legislative in nature
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Services Provided

As a fiscally sponsored project, Arts Connection will provide:

- Serve as the authorized grant applicant of record when a 501(c)(3) is required and administration of grant funds through a pre-approved grant relationship agreement
 - Technical Assistance Workshop/Consultation covering the following topics:
 - Budget management
 - Project Management tools logic model and Gantt chart
 - Evaluation framework
 - Data collection and analysis
 - Report writing
 - Advocacy and Storytelling
 - Formal acknowledgment to funding sources of all donations and in-kind contributions above \$250 and monitoring of expenditures to ensure that they are in keeping with the original proposals, contracts or funder requirements
 - Access to grant portal with upcoming grants, deadlines, and other grant finding resources
 - Staff consultation on grant writing
 - Staff consultation on final reports to funders
 - Access to Arts Connection marketing and donation platform
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Fees & Benefits

Upon acceptance in the fiscal sponsorship program, a **one-time fee of \$75 is due** along with the signed contract between Arts Connection and the artist/organization/project.

For all funds received on behalf of the artist, organization, or project, a **10% administrative fee will be included.**

Fiscal Sponsorship Term:

The minimum term is **36-months** (3 years), with an evaluation period at the end of each fiscal year. Contracts will be available for renewal **1 month** before the 36-month period ends, if approved, new renewals will be set on a **12-month** (1 Year) period after that.

Application and Approval Process:

1. **Submission:** Interested applicants must download and submit a completed application form available on the Arts Connection website. Applications are accepted year-round.
 2. **Review:** The submitted applications will undergo a preliminary review by the designated staff to ensure they meet the required criteria and align with Arts Connection's mission.
 3. **Executive Committee Approval:** Applications that pass the preliminary review will be forwarded to the Board of Directors' Executive Committee. The committee will review the applications and have the final authority to approve or decline the fiscal sponsorship.
 4. **Notification:** Applicants will be notified of the executive committee's decision. Approved projects will proceed to the contracting phase.
 5. **Contracting:** A formal contract outlining the terms of sponsorship, services, fees, and responsibilities will be executed between Arts Connection and the artist/organization/project.
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Contact Information:

For questions or more information regarding the Fiscal Sponsorship Program, please contact: admin@artsconnectionnetwork.org or reach out to our Associate Director ulises@artsconnectionnetwork.org

[Apply Now](#) and join our Fiscal Sponsorship family! Requests are accepted year-round.
