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Guidelines for Fiscal Sponsorships | Arts Project Support (APS) program

All grant monies awarded by the Indiana Arts Commission (IAC) must pass through a 501(c)(3) organization. Fiscal sponsorship makes it possible for an organization without a 501c3 designation to apply for a grant. An organization without 501c3 status can apply if it:

1. is eligible (see “Applicant” under “Eligibility and Role Definition”), and
2. finds a 501c3 organization willing to sponsor its application by serving as a fiscal sponsor.

Organizations cannot serve as a fiscal sponsor to more than one applicant/grantee in a fiscal cycle, without pre-authorization from the IAC. However, a fiscal sponsor can be an applicant/grantee in the same grant program.

Eligibility and Role Definition

Applicant: A non-501c3 organization, working toward a 501c3 designation or functioning as a nonprofit group, seeking funding to carry out an arts project or activity. **For-profit entities and individual artists are not eligible.**

Fiscal Sponsor: A 501c3 nonprofit organization, or public entity, physically located in the state of Indiana, that sponsors the applicant by providing fiduciary oversight, financial management, and other administrative services to help build the capacity of charitable projects.

Requirements and Instructions

The grant application must be written and submitted by the Applicant: the organization that will be carrying out the proposed project. The Fiscal Sponsor will also need to have a profile in the grant system even though they will NOT be submitting the application.

- When the Applicant completes their profile, they will use the Fiscal Sponsor’s TAX ID (FEDID).
- When completing the application, questions should be answered on behalf of the Applicant/project, and NOT the Fiscal Sponsor. If any questions are asking about the Fiscal Sponsor’s organization, it will be clearly noted in the question instructions. In almost all questions, we want to know about the group/organization/ project that is applying, *not* the Fiscal Sponsor.
- A Memorandum of Understanding (MOU) between the applying organization and Fiscal Sponsor is a required upload in all fiscally sponsored applications. Not sure what an MOU is? [Click here to learn more](#) or [click here to view a sample MOU](#).
- Applicants are required to upload a copy of their Fiscal Sponsor’s financial statement in the grant application.

- The applying organization must obtain approval from the Fiscal Sponsor before submitting the grant application. Once submitted, a copy of the completed application will be posted to the Fiscal Sponsor's dashboard for reference.
- The Applicant is responsible for all activities associated with the application. Fiscal sponsorship is not intended to be a partnership.
- If the arts project is funded, the grant agreement will be between the Funder (the IAC or RAP) and the Fiscal Sponsor. The Fiscal Sponsor will be responsible for signing the grant agreement. A copy of the completed grant agreement will be uploaded to the document section of both the Applicant and Fiscal Sponsor's dashboard.
- As the financially responsible party, payment will be made to the Fiscal Sponsor, who then disperses the funds to the Applicant.
- It is the Applicant's responsibility to complete the final grant report. However, if the Applicant fails to complete a final report, the Fiscal Sponsor is ultimately liable for being out of compliance and may receive a penalty.
- The fiscal sponsor may charge a small administrative fee and should be included in the Applicant's budget.

Creating Your Online Account

When registering in the online system (creating a profile) as the Applicant (Fiscally Sponsored organization), the Applicant **must** include the name of their Fiscal Sponsor in parenthesis following the Applicant's organization name. *For example: XYZ Company would register as XYZ Company (ABC Nonprofit).*

- When filling out the contact and address fields during the registration process, be sure to use **the Applicant's** organizational information, not the Fiscal Sponsor's. There will be a separate section in the application to provide information about the Fiscal Sponsor.
- The Applicant should use the Fiscal Sponsor's FEDID or TAX ID in their profile.
- Fiscal Sponsors **must** be registered in the online system separate from the applying organization.

Additional questions about fiscal sponsorship may be directed to:

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