

Small Arts Grant Application - Fiscal Sponsor

About Fiscal Sponsors

Program Officer Shaunda McDill is available to answer questions regarding the Small Arts Initiative. Shaunda can be reached at shaunda@heinz.org or 412-338-2653.
For technical assistance, please contact Cheryl Dabat cdabat@heinz.org.

About Fiscal Sponsors

A fiscal sponsor is a public charity exempt under 501(c)(3) of the Internal Revenue Code that provides control and oversight over the activities of a non-exempt group or individual. These activities must further general charitable purposes as defined in section 501 (c)(3). Fiscal sponsors may receive grants for activities that further charitable purposes but will be carried out by organizations or individuals that are not themselves exempt public charities under section 501(c)(3).

The Heinz Endowments expects that fiscal sponsors, at a minimum, are able to:

1. Have ultimate discretion and control over the activities of the non-exempt recipient. The control must be real.
2. Have the ability to require certain actions and accountings by the recipient and to redirect the funds if the recipient does not comply.
3. Have the appropriate resources and expertise to oversee and control the activities of the recipient.

Fiscal Sponsor Questions

Is the organization acting as a fiscal sponsor familiar with the National Network of Fiscal Sponsors' (NNFS) guidelines for best practices?

To review the NNFS Guidelines click the following link: [NNFS Guidelines](#)

Yes I am familiar with NNFS Guidelines

How do you follow the NNFS Guidelines? **250 Words**

How does your organization maintain internal control and compliance systems in order to comply with terms of grants and contracts, as well as laws, regulations, and accounting standards? **250 Words**

Is there alignment between the mission of the project and the mission of your organization? **250 Words**

Are the implications of the fiscal sponsorship arrangement fully understood by both parties, including legal relationships, liabilities, ownership of results, intellectual property, and tax filing responsibilities? **250 Words**

Is there an existing written agreement between the project and your organization that documents the fiscal sponsorship?
The Heinz Endowments requires that fiscal sponsors upload a copy of the agreement, signed and current dated by both parties. This will be required at the end of this application. **250 Words**

Fiscal Sponsor Organization

Please note: There is no auto-save in this application. Please be sure to save your work periodically.

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Fiscal Sponsor Organization Information

Fiscal Sponsor Organization Name

Legal Name

This is your legal name that the IRS has on file, populated by the Tax ID you provided at the beginning of this form.

The Heinz Endowments

Also Known As

Please add any abbreviations, nicknames or acronyms. (separated by commas)

Mailing/Street Address

City

State

- Select One -

Zip Code

Organization Main Phone

Please use the following format (###) ###-####

Organization Main Fax

Please use the following format (###) ###-####

Organization E-mail Address

i.e. info@heinz.org (generic email address for the organization), if applicable

Website

Contact Information

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Head of Fiscal Sponsor Organization (e.g, CEO, President or Executive Director)

Prefix First Name Middle Name Last Name

- Select One -

Suffix

Title

E-mail

Office Phone

Please use the following format (###) ###-####

Extension

Office Fax

Please use the following format (###) ###-####

Mobile Phone

Please use the following format (###) ###-####

Mailing/Street Address

City State

- Select One -

Zip

Contact at Fiscal Sponsor Organization

Prefix First Name Middle Name Last Name

<None>

Suffix

Title

E-mail

Office Phone

Primary Contact for this grant request.

This is the person carrying out the activities. This person is not a part of the fiscal sponsor organization.

Prefix First Name Middle Name Last Name

- Select One -

Suffix

Title

E-mail

Office Phone

Please use the following format (###) ###-####

Extension

Office Fax

Please use the following format (###) ###-####

Mobile Phone

Please use the following format (###) ###-####

Mailing/Street Address

City

State

- Select One -

Zip Code

Project Information

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Project/Request Information

Project Title **255 Characters or approximately 100 Words**

Purpose of Grant (one sentence summary-this is a 255 character field)

Over what period of time will this funding be used?

Project Start Date

Project End Date

Project Budget

What is the total cost of the project?

Request Amount

What amount of funding are you requesting from The Heinz Endowments? (Max. \$20,000)

Proposal Narrative

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Mission Statement **500 Words**

What is the applicant organization's mission statement?

Artistic Vision & Assessment **500 Words**

What drives you to make the programming selection or the curatorial choices that you do? Please share your most honest assessment of your organization's/consortium's artistic and technical strengths and challenges.

Proposed Project **500 Words**

Describe the proposed project, including the creation process, artistic themes and the narrative of the work, if applicable. Describe the ways you believe this project will allow the organization/consortium to stretch or hone its artistic or technical strengths, or will address artistic or technical weaknesses. If applicable, discuss audition and rehearsal processes, and criteria used to select participating artists.

Project Marketing & Public Relations 500 Words

What is the target audience and attendance goal for the proposed project? What is your strategy to achieve your attendance goals? Please be specific.

Project Outcomes 500 Words

What artistic outcomes do you anticipate realizing from this project? What indicators will help you to know that you have successfully met the intended outcomes?

Just Pittsburgh

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Just Pittsburgh

The Heinz Endowments has identified "Just Pittsburgh" as an aspirational vision of the region as a place where everyone is treated with fairness, dignity and respect, and all who live here have the opportunity to reach their fullest potential and thrive. To achieve this goal, efforts will have to be made in every sector to be open, inclusive and equitable, and to create environments that are healthy and sustainable socially, emotionally and environmentally. We seek to integrate equity into all grantmaking as an important strategic approach to pursue this vision.

Explain how this proposal address issues of equity? What positive impacts will result from this proposal? **500 Words**

Provide demographic information and qualifications for the project work team, and indicate if the organization actively recruits candidates who speak the language of the population being served? **500 Words**

Is the organization accessible to persons with disabilities?

Yes

Comments **500 Words**

Non-Profit Evaluation

The Heinz Endowments believe that strong nonprofit organizations demonstrate strong human resources practices. These questions will help us understand how our grantees experience these issues.

1. How does the organization insure that staff, including the Executive Director, receive fair pay and benefits based on objective criteria? **500 Words**

2. Does the board of the organization evaluate the Executive Director's performance annually to provide meaningful feedback, support and development?

Yes

Comments **500 Words**

3. Could this organization afford to pay market-level wages to fill vacancies with equally competent people?

Yes

Comments **500 Words**

Proposal Attachments

Please upload the following documents to complete your application. To upload a document, click the "Browse" button, locate the document on your computer, click "Open," then click "Upload."

Cover Letter

Cover Letter

(limit one page)

Submit a brief letter that includes a description of the project, dates and venue; amount of funding requested; and contact name with address, phone number, fax number and email. If there is a particular issue or aspect of your application to which you would like to draw the panel's attention, please share that information in this section. Please also list any public events taking place locally in the next three months.

Key Artists and Technical Staff

Key Artists and Technical Staff

In one document, provide brief bios on key artists and technical staff.

Project Budget

Project Budget

Provide a balanced project budget itemizing cash income - earned and contributed - and cash expenses for the project. Show calculations for line items greater than \$1,000. Note which revenues are pending and which are firm. List the estimated value of

in-kind donations separately, below the budget.

Fiscal Sponsorship Agreement

Signed and Dated Fiscal Sponsor Agreement

Upload a copy of the agreement between the project owner and the fiscal sponsor. This must be signed by both parties and include a current date.

Financial Statement

Financial Statement

Submit the financial statements of the sponsor's most recently completed fiscal year.

Board of Directors

Board of Directors

Provide a list of the applicant's board of directors with professional affiliations, and identify officers. If you are applying as a consortium, please include your sponsor's board of directors.

Patriot Act

Patriot Act Compliance

Upload a current year, Patriot Act statement on your corporate letterhead, signed by the head of the organization. [Click here for an example.](#)

Work Samples

Work Samples

Submit up to five links to A/V files.

Work sample should speak to the capacity, quality, and professionalism of the organization and participating artists. Submit any combination of the following: slides, DVDs, CDs and catalogs. You may upload your work sample to www.youtube.com and then provide us with the website address. Programs and/or copies of critical reviews (up to five, labeled with date and source) may be included. **Noting that the panel will typically spend less than five minutes viewing a work sample, please make explicit what you would like the panelists to listen to or view.** In this section of your application, you should include the title of the work, its description, and what the work sample demonstrates about your organization or consortium.

1. Work Sample

Enter the website link to your work sample on the first line. On the second line, include the title of the work, description, and what the work sample demonstrates about your organization or consortium.

2. Work Sample

Enter the website link to your work sample on the first line. On the second line, include the title of the work, description, and what the work sample demonstrates about your organization or consortium.

3. Work Sample

Enter the website link to your work sample on the first line. On the second line, include the title of the work, description, and what the work sample demonstrates about your organization or consortium.

4. Work Sample

Enter the website link to your work sample on the first line. On the second line, include the title of the work, description, and what the work sample demonstrates about your organization or consortium.

5. Work Sample

Enter the website link to your work sample on the first line. On the second line, include the title of the work, description, and what the work sample demonstrates about your organization or consortium.

6. Attach a non youtube work sample (if applicable)

Fiscally Sponsored Collaborations

About Fiscally-Sponsored Collaborations

The Heinz Endowments supports projects that promote a thriving ecology of cultural organizations, artists and creative professionals. In some instances, artists and/or organizations may choose to work collectively in the development of a project. At their best, these projects provide the opportunity for artists to partner with mission-aligned fiscal sponsors to share information, experiences and resources. Competitive proposals will demonstrate well-designed engagements that reflect active collaboration amongst both the artists and the organization(s) and feature meaningful exchanges between artists, audiences and their communities. For the purposes of this program, at least one of the collaborating organizations must serve as the fiscal sponsor and must be recognized by the Internal Revenue Service as a tax exempt organization under section 501(c)(3) of the tax code. The group of collaborators must also include a collective of at least two artists. Artists and organizations are limited to participation in a maximum of two consortia applications per application deadline.

At least one of the participating artists or organizations must:

- be based in Pittsburgh, Pennsylvania
- be designated by the United States Internal Revenue Service as a 501(c)(3) nonprofit organization or be a unit of state or local government; and
- be in good standing with The Heinz Endowments at the time of application, with no overdue or outstanding required reports and/or grant documents.

Roles and Responsibilities of Fiscal Sponsors

Please refer to the "About Fiscal Sponsorship" section of this application for a detailed list of the sponsor's roles and responsibilities. In addition to the aforementioned expectations, fiscal sponsors participating in a collaborative project must provide the following:

Letter of Support from Fiscal Sponsor

Each fiscal sponsor must provide a letter of support that includes the following information:

- *Contact Name*
- *Email*
- *Phone*
- *A statement that describes the sponsor's relationship to the proposed project, demonstrates how the project supports the mission of the fiscal sponsor, and agrees to assume the roles and responsibilities of the fiscal sponsor as outlined above. If the grant is funded, an agreement outlining policies and procedures among collaborating members will be required in advance of the first disbursement.*

List of Key Artistic Advisors

If the collaborating fiscal sponsor is not an organization with expertise in the artistic discipline(s) specific to the proposed project, applicants must provide a list of advisors who will provide artistic guidance in addition to the oversight role played by the fiscal sponsor.