

## 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](mailto:shaunda@heinz.org) or 412-338-2653. For technical assistance, please contact Cheryl Dabat [cdabat@heinz.org](mailto: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?

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?

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

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?

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.*

## 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.*

Also Known As

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

Mailing/Street Address

City      State  
            PA

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
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<None>

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
	PA
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
<None>			
Suffix			
Title			
E-mail			
Office Phone			
<i>Please use the following format (###) ###-####</i>			
Extension			

Office Fax

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

Mobile Phone

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

Mailing/Street Address

City      State  
            PA

Zip Code

## Demographics

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### Demographic Questions:

**For the past several years, The Heinz Endowments has promoted “Just Pittsburgh” as an aspirational vision of the region where everyone is treated with fairness, dignity and respect, and where everyone has an equitable opportunity to reach their fullest potential to thrive. We’ve used this vision as the foundation of our equity agenda to address historical structural barriers, disparities and racism that impact far too many.**

**While we maintain this commitment to the region, events of this year have magnified the need to deepen and prioritize our anti-racism and anti-discrimination efforts. We are addressing the root causes of racism, long-standing disparities, other biases and their many intersections. We will also increase targeted support to help develop policies and practices that counter systemic challenges.**

**We are still learning and trying to create change. We invite all of you to join us. Our approach for the Endowments is to collect and use data to expand our understanding of the needs of the communities and populations served, and how to target our resources to help us track progress, and to enable us to see how well we reflect our communities and populations.**

**As a starting point, we are soliciting your assistance in collecting demographic data on both your organization and the people and communities you serve. Please help us understand your grant proposal better by providing us with the following equity data about your organization,**

**board, and grant activity management.**

**Answers are optional and self-reported to the best of your knowledge. Skipping a question is the same as declining to answer. If you are unsure or would like to provide additional clarifying details, a comments field is available for each section.**

**Head of the Organization/CEO/President/ED self-identifies as:**

As an individual, how does the head of the organization self-identify?

**NOTE:** please answer the following demographic questions related to the organization that will be carrying out this proposal (not the fiscal sponsorship organization):

DEI-Head of Organization-Race

Gender Identity (select one from list)

**Primary Project Leader/Staff/Manager on this grant self-identifies as:**

As an individual, how does the primary project leader for this grant self-identify?

**NOTE:** please answer the following demographic questions related to the organization that will be carrying out this proposal (not the fiscal sponsorship organization):

DEI-Primary Project Leader-Race

Gender Identity (select one from list)

Comments or clarification on Head of Organization or Primary Project Leader

### **Demographics (cont)**

**Leadership Team profile:**

**NOTE:** please answer the following demographic questions related to the organization that will be carrying out this proposal (not the fiscal sponsorship organization):

Number of the organization's staff identified as leadership – such as director, senior, executive, or management:

*(please add a whole numeric value)*

**Race & Ethnicity**

Of the number of leadership team members, what number self-identify as follows (please add a whole numeric value):

Asian/Asian American Pacific Islander	Black African American African-descended	Hispanic Latino/Latina Latinx	Native American American Indian Indigenous	White Caucasian European
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Multi-Race or  
Multi-Ethnic  
2 or more races/ethnicities

Unknown

**Sexual Orientation**

Of the number of leadership team members, what number self-identify as follows (please add a whole numeric value):

Gay, Lesbian Bisexual	Heterosexual or Straight
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Unknown

**Disability**

Of the number of leadership team members, what number self-identify as follows (please add a whole numeric value):

Person With Disability	Person Without Disability
---------------------------	------------------------------

Unknown

**Gender Identity**

Of the number of leadership team members, what number self-identify as follows (please add a whole numeric value):

Male      Female      Non-Binary

Unknown

Comments or clarification on Leadership Team Profile

**Staff team working on this grant:**

*NOTE: please answer the following demographic questions related to the organization that will be carrying out this proposal (not the fiscal sponsorship organization):*

Number of staff team members directly working on this grant:  
*(please add a whole numeric value)*

**Race & Ethnicity**  
 Of the number of staff team members directly working on this grant, what number self-identify as follows (please add a whole numeric value):

Asian/Asian American Pacific Islander	Black African American African-descended	Hispanic Latino/Latina Latinx	Native American American Indian Indigenous	White Caucasian European
Multi-Race or Multi-Ethnic 2 or more races/ethnicities				
Unknown				

**Sexual Orientation**  
 Of the number of staff team members directly working on this grant, what number self-identify as follows (please add a whole numeric value):

Gay, Lesbian Bisexual	Heterosexual or Straight
-----------------------	--------------------------



Unknown

**Disability**

Of the number of staff team members directly working on this grant, what number self-identify as follows (please add a whole numeric value):

Person With Disability	Person Without Disability
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Unknown

**Gender Identity**

Of the number of staff team members directly working on this grant, what number self-identify as follows (please add a whole numeric value):

Male	Female	Non-Binary
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Unknown

Comments or clarification on Staff Team working on this Grant:

**Demographics (cont2)**

**Board of Directors President/Chair self-identifies as:**

As an individual, how does the board chair/president of the organization self-identify?

**NOTE:** please answer the following demographic questions related to the organization that will be carrying out this proposal (not the fiscal sponsorship organization):

Race & Ethnicity (select one from list)

Gender Identity (select one from list)

Board of Directors members' profile:

**NOTE:** please answer the following demographic questions related to the organization that will be carrying out this proposal (not the fiscal sponsorship organization):

Total number of board members/trustees:  
 (please add a whole numeric value)

**Race & Ethnicity**

Of the number of board members, what number self-identify as follows (please add a whole numeric value):

Asian/Asian American Pacific Islander	Black African American African-descended	Hispanic Latino/Latina Latinx	Native American American Indian Indigenous	White Caucasian European
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Multi-Race or  
 Multi-Ethnic  
 2 or more races/ethnicities

Unknown

**Sexual Orientation**

Of the number of board members, what number self-identify as follows (please add a whole numeric value):

Gay, Lesbian Bisexual	Heterosexual or Straight
--------------------------	-----------------------------

Unknown

**Disability**

Of the number of board members, what number self-identify as follows (please add a whole numeric value):

Person With Disability	Person Without Disability
---------------------------	------------------------------

Unknown

**Gender Identity**

Of the number of board members, what number self-identify as follows (please add a whole numeric value):

Male      Female      Non-Binary

Unknown

Comments or clarification on Board President or Board Members

## Project Information

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### Project/Request Information

**Statement of Purpose**

*In one brief sentence, detail the purpose of the grant. (one-sentence summary; this is a 255 character field)*

Is the organization accessible to persons with disabilities?

**Leadership Team**

*Provide qualifications for the team leading the proposed work, including how the team is connected to the community/communities of focus and reflects the demographics of the population(s) served.*

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

*What is the applicant organization's mission statement?*

Artistic Vision & Assessment

*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

*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

*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

*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?*

## **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**

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*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](http://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.*