



# Siskiyou Arts Council

## **Fiscal Sponsorship Application Guidelines for Becoming a Project of the Siskiyou Arts Council**

In applying to be a sponsored project of the Siskiyou Arts Council, please follow these steps:

- Review the criteria listed below to assess whether or not your organization/project is an appropriate candidate.
- Answer the application questions listed below and attach any materials necessary to describe your project.
- Email your completed application to [arts@siskiyouartscouncil.org](mailto:arts@siskiyouartscouncil.org), and postal mail a printed copy with any attachments to SAC, PO Box 597, Mt. Shasta CA 96067.

### Criteria:

1. Organization and activities must contribute to the mission of the Siskiyou Arts Council..."The mission of the Siskiyou Arts Council is to bring heart and vitality to our communities, and to foster a spirit of creativity and prosperity through excellence in the arts."
2. Organization must have a need for, and the potential to benefit from, the services provided by the Siskiyou Arts Council; including non-profit status, accounting services, availability of insurance, expert consultation for marketing, printing, Internet, video production, event production, grantwriting, project management, construction, etc.
3. Organization must be willing to work in collaboration with the Siskiyou Arts Council. All funds will be managed by SAC in an account for the organization. An administration fee will be retained by SAC (to be negotiated - usually 15%).
4. Fiscal sponsorship is for long-term projects. Organization must plan to stay with the Siskiyou Arts Council for at least one year.
5. Organizations which have funding of approximately 50% of their total first year budget will be given priority. No financial expenditures or commitments can be made by sponsored projects and organizations without sufficient funds already deposited to cover such expenses.

Please, in your own words, write a narrative answering the following questions and include any other documentation you feel is necessary.

1. How did you hear about the Siskiyou Arts Council? Who have you already met with to discuss fiscal sponsorship?
2. How did this organization or project start?
3. Describe why your organization is needed and how this was determined.
4. What is the mission or primary goal of the organization?
5. What is your initial strategy for achieving the mission or primary goal?
6. Describe your strategy for raising funds to support the organization (please include a list of any existing or confirmed funding).
7. How is the organization connected to a community or network?
8. How is diversity prioritized in your organization's work?
9. Describe the leadership and overall organizational structure and, if applicable, please describe:
  - \* The roll of different staff
  - \* The role of an advisory board or steering committee. In each case, please include a brief biographical description of any individuals who have been identified for these positions.
10. Please submit an annual budget.