



Siskiyou Arts Council

Guidelines for Sponsored & Supported Independent Projects

A "sponsored" project is one in which SAC has full fiscal sponsorship, and all funds collected for the project are remitted to the SAC bookkeeper, who keeps track of the monies in a separate fund for the project. All expenses paid are paid by SAC checks. No reimbursements or payment is given without receipt and specification of where that item fits into the projected budget. An agreed percentage of these funds are retained by SAC for administrative costs.

A "supported" project has a more limited financial relationship with SAC, and SAC does not handle the financial bookkeeping for such projects.

____ 1. All posters, flyers, brochures and printed materials for your project shall include the SAC "swirl" logo and the words "This Independent Project is ----Sponsored/Supported---- by the Siskiyou Arts Council - www.SiskiyouArtsCouncil.org." Mail a copy of every printed piece to SAC (mail to SAC, PO Box 597, Mt. Shasta, CA 96067, or drop off at SAC Gallery & Cultural Center, 418 N. Mt. Shasta Blvd. in Mt. Shasta) for our archives. You are welcome to send multiple copies of your printed pieces, and SAC will assist you in distributing these.

____ 2. SAC has experienced graphic designers available (at reasonable cost, and sometimes free) to help you typeset professional posters, brochures and printed materials. If you are interested in this assistance, please ask.

____ 3. All press releases for your project shall include the words "This Independent Project is ----Sponsored/Supported---- by the Siskiyou Arts Council - www.SiskiyouArtsCouncil.org. When you do get newspaper/magazine coverage, mail a copy of each press clipping to SAC for our archives.

____ 4. You are welcome to send all press releases for your project to SAC as well, via postal mail or email to siskiyouarts@yahoo.com, so we can in turn help promote your project in our monthly newspaper columns and promotions, and through other events we sponsor. We have a list of countywide newspapers, magazines, radio and TV contacts available to you for your publicity...please ask and this will be sent to you. We have experienced writers available (at reasonable cost, and sometimes free) to help you write good press releases. If you are interested in this assistance, please ask.

____ 5. At each of your project's events, meetings, fundraisers, workshops, etc., your announcer or MC shall include mention of Siskiyou Arts Council support for your project, and encourage the audience/participants to find out more about SAC and our countywide arts activities.

____ 6. A clipboard with the SAC "Sign-up for Arts Information" sheet will be made available at each of your events, meetings, fundraisers, workshops, etc. This sheet will be mailed to SAC after each event.

____ 7. You will notify SAC 2 weeks or more in advance of each event, and make space available for one or two SAC representatives/volunteers to display literature and information. SAC will provide literature/brochures to place at the entrance of the event, and if there is a SAC volunteer available to attend, we would be happy to receive a complimentary pass to the event.

____ 8. You will send to SAC, on a regular basis, the names, addresses and emails of the folks who

work on your project, including volunteers, organizers, supporters and participants, unless individuals have specified that their contact information is private. SAC will incorporate these names into our list of Siskiyou arts supporters interested in receiving arts information. This compiled mailing list is also available to you for your project's fundraisers and announcements, with the understanding that any use of this list must be approved by SAC to insure respecting the privacy of the individuals on the list.

____ 9. You can send information to create a web page for your project on the SAC website, www.siskiyouartscouncil.org. This web page is available to you free of charge. The monthly calendar of arts events on the website is another good way to publicize your events...send announcements of events 6 weeks in advance if possible to siskiyouarts@yahoo.com.

____ 10. SAC may be able to assist you to write and submit grants that you might locate for your project. If you are interested in this assistance, please ask.

____ 11. SAC must include your events and activities in our insurance coverage. This is a valuable benefit to you, as it protects your organizers, volunteers and participants. If there is an additional cost for this insurance coverage, you will cover that cost.

____ 12. On a _____ basis (i.e. quarterly, monthly, upon completion....this to be specified for each project), you will provide to SAC a written report of your activities. Included with this report will be details on the number of participants involved (for example, "on March 18th, held a dance performance at COS Theater with 12 dancers, 4 crew members, and approximately 240 audience." etc.). Please also include photographs, videos, testimonials and whatever supporting material is available. This will assist SAC in documenting arts activities countywide. Note: sponsored projects will also submit a financial report on a regular basis as specified in individual agreements.

____ 13. You will keep regular contact at all times with _____, the SAC board member who has volunteered to be your project's liaison. Regular meetings may be specified. Note: sponsored projects seeking grant funding via SAC will work with their liaison to insure that grant requirements are met.


SAC
POB 597
Mount Shasta
California
96067
*