



## **Midwest Artist Project Services Fiscal Sponsorship Program Policies & Guidelines**

- The mission of MAPS's Fiscal sponsorship program is to offer individual artists or emerging arts organizations access to funding opportunities and other resources through an affiliation with a tax-exempt 501(c)(3) organization, as well as provide a unique support structure to assist artists' projects through oversight, financial management, and consulting.
- For all sponsored artist projects, the primary project manager must have a U.S. social security number, or be incorporated as an LLC or corporation in the US with an FEIN. If your organization is incorporated, it must be within the state of Missouri.
- Fiscal sponsorship is projected for artistic projects that have an end point and defined outcomes; not an ongoing artistic practice. Emerging organizations must provide an annual calendar of activities and operating budget.
- Sponsored projects must have a strong artistic component, a defined public benefit, and have goals that align with the mission and values of Midwest Artist Project Services. Project budgets must be a minimum of \$5,000 and a maximum of \$49,999.
- All projects must be accepted through a panel-reviewed application process. No projects will be accepted on an ad-hoc basis.
- Sponsored artists are responsible for managing their project, marketing, evaluation, and fundraising. MAPS will offer guidance and assistance, but the project manager is solely responsible for raising funds for the project.
- If you already have a primary fiscal sponsor and are applying to MAPS for additional sponsorship please contact us in advance to discuss your specific situation before beginning our application process. Please note that since we are registered in Missouri we may not be able to sponsor you for certain grants in other states. However, you are free to pursue secondary fiscal sponsorship with a local organization in the state where you will be applying for the grant.
- All sponsored artists must sign a binding fiscal sponsorship contract stating that MAPS will be the recipient of donated funds which will be dispersed exclusively for approved expenses for the project through a request for advance or reimbursement, including backup documentation. Payment for services will require a W-2 form. See attached contract for more details.
- Financial management for fiscal sponsorship is provided by The Back Office STL. Dispersal checks for project advances or reimbursements will be made once per two-week period. Emergency funds can be released for a fee of \$50.
- It is free to apply for Fiscal Sponsorship. Once the contract is signed, MAPS will receive a 6% flat fee on all contributed funds raised for the project to help offset administrative expenses. Sponsored projects may include this fee as a project expense in grant proposals and funding requests.
- Once the project is completed, the sponsorship relationship is ended. Artists may re-apply for new projects. Artists may only have one sponsored project per year.
- A sponsorship contract may not be terminated before the agreement period has concluded. If a project should cease operations before the end of the period due to unforeseen circumstances, funds may have to be returned to the grantmaker. If this is not possible, MAPS will retain the donated funds and repurpose them for their original intent as much as possible.