

## Midwest Artist Project Services (MAPS) Fiscal Sponsorship Policies & Guidelines - revised spring 2021

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- 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 consulting, financial management, and oversight.
- 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 should include this fee as a project expense in grant proposals and funding requests.
- For all sponsored artist projects, the primary project manager must have a U.S. social security number, Individual Tax ID, 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 for artistic projects that have defined outcomes; not an individual, ongoing artistic practice. Emerging organizations should provide an annual calendar of activities and operating budget.
- Sponsored projects must have a strong artistic component, a defined public benefit, and goals that align with the mission and values of Midwest Artist Project Services. Fiscal sponsorship is best suited for projects with budgets greater than \$5,000, but budgets of all sizes are considered.
- All projects must be accepted through an application process. Applications are accepted and reviewed on a rolling basis, with notification approximately three weeks after each deadline.
- Sponsored projects are responsible for program management, marketing, evaluation, and fundraising. The project manager is solely responsible for raising funds for the project. Grant applications and fundraising campaigns must be reviewed or discussed with MAPS prior to submission.
- All restricted funding received for project expenses may only be spent for project expenses. Any changes to projects or programs must be discussed with MAPS and any funders ahead of changes being made.
- If you already have a primary fiscal sponsor and are applying to MAPS for additional sponsorship, please contact us to discuss your specific situation before beginning the application process. Please note that since MAPS is registered in Missouri, MAPS 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. Payments will require a W-9 form. See contract for more details.
- Contracts may be renewed annually, following a review meeting and approval by the Board of Directors. Projects do not need to reapply each year to continue sponsorship, as long as they remain in good standing with the organization.
- Financial management for fiscal sponsorship is provided by a third-party firm. Dispersal checks for project advances or reimbursements will be made within two weeks of request with proper forms.
- If a project should cease operations for any period of time, MAPS will retain any unspent restricted grant funds until they can be disbursed for project-related expenses. If funds cannot be distributed further, with approval of the grantor, MAPS will retain the donated funds and repurpose them for charitable activities in alignment with its mission.