



Brooklyn  
Arts  
Council

55 Washington Street, Suite 218  
Brooklyn, NY 11201

TEL 718.625.0080  
FAX 718.625.3294

bac@brooklynartscouncil.org  
www.brooklynartscouncil.org

August 1, 2011

BOARD OF DIRECTORS

HONORARY CHAIRMAN

Marty Markowitz  
Brooklyn Borough President

CHAIRMAN

Dr. Thomas F. Schutte

VICE CHAIRS

Peter Aschkenasy  
Marvin Numeroff

TREASURER

Sylvia Lanka Barone

SECRETARY

Michael A. Armstrong

Audrey Frank Anastasi

George Andreozzi

Julia Chu

Theodore Gunn

Radijah Harper

Arnold N. Kriss

Rodney J. E. Leon

Sandhya R. Rao

Erminia Rivera

Ada Rodriguez

Susan Rowland

Carl Self

Sharon E. Simmons

Donna Walker-Kuhne

Warren J. Wexelman, MD

Antonia Yuille Williams

PRESIDENT

Ella J. Weiss

FOUNDED IN 1966

Dear Potential Fiscal Sponsor,

Brooklyn Arts Council (BAC) Community Arts Grants have been funding community-based arts projects throughout Brooklyn for many years. Our grants fund projects by Brooklyn artists and organizations that bring high-quality artistic experiences to communities across the borough. Funded projects include visual art shows, dance and music performances, film screenings, murals, arts education projects, poetry readings, and much more.

Unlike many other art grant programs, we allow individual artists to apply for funding, even though they do not have official nonprofit status. Our Local Arts Support grant, funded by the New York State Council on the Arts (NYSCA), requires that individuals apply through a nonprofit fiscal sponsor organization – which is why one of our applicants has approached your organization.

As a fiscal sponsor, your organization would act as a nonprofit conduit for the grant applicant. If the applicant receives funding for their proposed project, BAC would distribute funds in the amount of the grant award to your nonprofit, and your organization would in turn pass those funds on to the applicant. Fiscal sponsors are *not* required to donate funds to the applicant (although we certainly encourage you to support the arts in your community in any way you can!).

In return for fiscal sponsorship, the applicant may put your organization's name or logo on their publicity materials for the project. BAC also acknowledges fiscal sponsors along with Regrant recipients by listing them in our e-newsletter and on our website. As a fiscal sponsor, you could help a local artist enrich neighborhood life with community-based art.

For additional information about our program please visit [www.brooklynartscouncil.org](http://www.brooklynartscouncil.org). If you would like to be added to our list of potential fiscal sponsors or have any questions about fiscal sponsorship, please feel free to contact the Grants Department at [grants@brooklynartscouncil.org](mailto:grants@brooklynartscouncil.org) or 718.625.0080.

Sincerely,

Ethany Uttech  
Grants Director

Enclosures:

List of fiscal sponsor eligibility requirements and responsibilities



## 2012 Brooklyn Arts Council Community Arts Grants

# BEING A BAC LOCAL ARTS SUPPORT FISCAL SPONSOR

Thank you for being a fiscal sponsor for a BAC Local Arts Support applicant! This sheet explains fiscal sponsor eligibility and responsibilities.

### LOCAL ARTS SUPPORT

To be a Local Arts Support fiscal sponsor, your organization must:

- Be incorporated in Brooklyn (Brooklyn branches of city-wide or national organizations are not eligible)
- Have one of the following forms of official nonprofit status:
  - US Internal Revenue Service, section 501(c)3
  - NYC Not-for-profit Charter from Board of Regents (section 216)
  - NYC Charities Registration (Article 7A)
  - Certificate of incorporation under S.402 of the NYC not-for-Profit Law
- Not have applied directly to New York State Council on the Arts (NYSCA) for funding for FY2012, whether or not funding was received.

BAC does not recommend sponsoring more than one BAC Grant applicant per year, or sponsoring an applicant if your organization is also applying. In this situation all requests for funding coming through your organization (your requests and/or the request of artists you are sponsoring) would need to not exceed a combined total of \$5,000.

### YOUR RESPONSIBILITIES AS A FISCAL SPONSOR

Supply the applicant with:

- A letter of agreement on your organization's letterhead stating that you are their fiscal sponsor for this application.
- Some brief, basic information about your organization, which the applicant will need to complete their online application.
- A set of organizational documents for the applicant to submit with their application:
  - Board of Directors list
  - Proposed organizational budget for the organization's upcoming fiscal year
  - Financial statement from the organization's most recently completed fiscal year (i.e. 990 or auditor's report)
  - Proof of nonprofit status (i.e. 501(c)3 letter or Charities Registration letter)
- Signature from an organizational representative on their completed BAC Grants submission

**The final submission deadline for 2012 BAC Community Arts Grants is:**

***THURSDAY, SEPTEMBER 22, 2011***

**Applicants must submit all materials, including those from a fiscal sponsor, by that date to be considered for funding.**

Funding is announced in January 2012. If funds are awarded to your applicant, a check will be issued to your organization mid-March 2012. Your organization can pass funds onto the applicant in the manner agreed upon between you and the applicant.