

WCA Fiscal Sponsorship Guidelines and Application

Overview

The Women's Caucus for Art (WCA) offers fiscal sponsorship services to our members and their projects that do not have 501(c)(3) non-profit tax-exempt status. Tax-exempt status is required by many foundations, corporations, and government agencies to be eligible for funding. As a fiscal sponsor, WCA acts as an umbrella organization for an individual or project and accepts and administers funds on its behalf. WCA is legally responsible for the funds received on behalf of fiscally sponsored projects and ensures that the funds are used for charitable purposes. And requires that the requester meets their reporting requirements in a timely fashion.

Fiscal sponsorship broadens the available funding avenues an individual or project can pursue. However, fiscal sponsorships do not provide grants and WCA does not do research for individual project funding.

Eligibility and Considerations

To be eligible to apply to WCA for Fiscal Sponsorship, you must meet the following criteria:

- Be a member of WCA in good standing
- Reflect a similar commitment to the goals set forth in WCA's mission.
- The work supported must be for purposes, which are legal, further a legitimate tax-exempt purpose, and in no way jeopardize the tax status of WCA.
- Meet the requirements outlined in the Review Criteria section of this application.
- The project budget must be at least \$1,000 with funding secured. The project may be considered for fiscal sponsorship if at least one contribution is committed, either from one individual or one foundation, for \$1,000 or more.

Review Criteria

Projects are accepted by WCA after being reviewed using the following criteria:

- Relevance and Significance of Project to Public Interest Projects—Are subject matter and project consistent with the goals of WCA's mission?
- Likelihood of Project Completion— Does the proposed project have a very high likelihood of being successfully completed and is the project feasible?

- Budget—Is the budget well developed and realistic for the project? Does the proposal budget match the needs of the project?
- Fundraising Ability—Are funds already secured or likely to be secured? Has the project director identified appropriate sources of funding for the project? Are the potential funders appropriate for the project?
- Demonstrated Ability of Key Project Personnel— Do the applicant and the proposed personnel have the ability to successfully complete the proposed project?
- NO Lobbying is permitted

All applications must be reviewed and approved by the majority of the executive committee. Deadline for applications is the 15th of each month and will be reviewed in a timely manner. Applicants will be notified within 45 days. Applications requiring earlier consideration may be put forth with the understanding that the Committee will make every effort to review it earlier if possible. Once the application is approved, a draft fiscal sponsorship agreement will be forwarded to the applicant for consideration and for edits. Once all language is agreed, a final agreement document will be forwarded to the applicant for signature. Once both parties sign the agreement, fiscal sponsorship services will begin. WCA reserves the right to not approve any application based on the scope of the work or the amount of the funding.

Administration costs

- WCA will retain a \$50 application fee
- WCA will retain a 5–15% fee for administering the sponsorship depending on the complexity of the request

WCA FISCAL SPONSORSHIP APPLICATION FORM

Type of Fiscal Sponsorship: (check which choice applies):

Limited Fiscal Sponsorship

Limited fiscal sponsorship enables WCA to work with an individual on a one time-limited philanthropic venture to collect tax-deductible dollars

- This is used mainly for fundraising for a project or small grant
- Gives you a nonprofit arm to increase impact
- The administrative work is fulfilled by a program that operates under you or your entity
- You or your entities will receive 1099 for revenue WCA disperses.
- WCA is responsible for tax filing of all monies received.
- You are responsible for any report requirements of the granting organization.
- You are responsible for providing WCA proof of filing reports in a timely manner.

Extended Fiscal Sponsorship

WCA will engage in this type of sponsorship on a very limited basis.

Extended Fiscal Sponsorship is a multi-level solution. You focus mainly on fundraising and impact, and then you and WCA come to an agreement on the levels of care and responsibility from accounting to HR to operations and more. This is intended for those in need of structure and for those looking to reduce their existing administrative load.

- This entails a comprehensive agreement outlining levels of support.
- Meant for projects needing WCA administrative support
- Provides a strong strategic partner to grow increase impact

Project Title: _____

Project Administrator (or primary business contact for the project):

Role in Project: Director Other: _____ Name of Organization (If applicable)

Address: _____

City, State, Zip: _____ Telephone: _____

Email: _____ Website: _____

Summary Description of Project:

Anticipated Length of Project: _____

Will there be any 501(c)(3) allowed lobbying activity? ___Yes ___No

If Yes, please explain: _____

Will there be any 501(c)(4) activity? ____Yes ____No

If yes, please explain: _____

Total Project Budget \$ _____

Amount Raised to Date \$ _____

Do you plan to fundraise? ____Yes ____ No

If so, please list planned activities: _____

Do you plan to sell any merchandise related to the project? ___Yes ___No

Have you been fiscally sponsored by WCA in the past? ____ Yes ____ No

If yes, for what project and year? _____

How did you hear about our fiscal sponsorship program?

- ___ WCA Representative
- ___ Referral from Organization
- ___ Referral from a Colleague

Please attach any pertinent information to this application, along with your application fee of \$50 made out to WCA and mail to:

Women's Caucus for Art
P. O. Box 1498 Canal Street Station
New York, NY 10013-1498
Attn: Fiscal Sponsorship Applications