

Driftless Art Collective (Dartco)

Part I

Application for Fiscal Sponsorship

**Application for Fiscal Sponsorship
with Driftless Art Collective**

Part I:

Part I of this Agreement is to be completed in application for Fiscal Sponsorship.

Part II of this Agreement is to be completed on acceptance/renewal of your application for Fiscal Sponsorship.

Submission of Part I should include ALL the following.

Incomplete applications will NOT be processed which could delay your status:

- **Completed and signed Applicant Agreement**
- **Complete Application Form**
- **Payment confirmation**
- Historical Financial Report
- Historical Project Report
- Historical Personnel Report
- Misc, Contract templates
- Misc, Bylaws or articles of incorporation
- Misc, Logos, etc.
- Misc, Any other relevant information.

New projects may not have historical documents. Include as much information as you have. Renewals should include historical information.

Part II:

Following successful application, the Project applicant and Dartco representatives will meet to review Part II, and sign agreement. This will require witness by a notary. Dartco will accept the cost of notary.

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Application Agreement

Date

Project Name

Email

Website

Address

Project Applicant Contact Name

Email

Phone

Phone

Address

Second Applicant Contact Name (Required, the second applicant if for contact and reference, only one application will sign the agreement).

Email

Phone

Phone

Address

Read, confirm your agreement by printing your name, signature, name of project and date:

- I have included a \$25 non-refundable application fee to complete my application.
- I have completed this application on behalf of the Project and to the best of my knowledge.
- I have read and understand Driftless Art Collective Terms of Agreement and agree to these conditions on approval of fiscal sponsorship.
- I understand that incomplete applications will not be considered and that submission does not guarantee sponsorship.
- I understand that failure to comply by the Terms of Agreement, Federal and State laws and regulatory guidelines may result in penalties or termination of Fiscal Sponsorship.
- I understand that Driftless Art Collective is not responsible for penalties, legal requirements, outside of the Terms of Agreement, or legal repercussions of failure to follow federal and state laws applicable to the Project.
- I understand that all eligible funds received through Fiscal Sponsorship/501(c)(3) status must be applied for and received with full awareness of Driftless Art Collective and paid through their accounts before use by the Project.
- I understand that Driftless Art Collective will retain a % of secured funds as the Fiscal Sponsor.
- I understand that Driftless Art Collective requires an annual fee upon approval and at subsequent annual renewals.

COMPLETE AND SIGN

Applicant Contact Print Name: _____ Sign: _____

Print Project Name: _____ Date: _____

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Fiscal Sponsorship Options

To help your project and Dartco plan for your future, we offer three different Fiscal Sponsorship Options, please select one:

- One-off Projects:** short term, one or two event projects with no intentions for long term management (a concert, fair, fundraiser for equipment, etc).
\$75 per project + 6% administrative fees

- Ongoing Projects:** long term projects operating a smaller budget, smaller staff, the organization do not have long term goals to become independent or to run for less than 3 years, but seek umbrella support to keep their costs down and leadership flexible.
\$100 annual membership + 6% administrative fees

- Incubator Projects:** short term (1 - 4 years) sponsorship for organizations planning to seek independent non-profit status. Your independent plan is expected by end of second year.
\$150 annual membership + 6% administrative fees

Is your Project incorporated?

- YES
- NO

If YES, attach your titles of incorporation with your application under MISC.

Do you have an EIN? if so, please include here: _____

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Project Details

Abbreviations:

Logos (if available)

Tagline: (max 10 words)

For example: Driftless Art Collective: an artist network and arts council for Northeast Iowa Driftless Region

Mission Statement: (max 40 words)

Dartco: Our mission is to empower our community and ourselves to network and foster partnerships, so together we can create stronger art-related events, cultural activities and educational opportunities, in the Northeast Iowa Driftless Region.

Your vision:

What will you do to carry out your mission?

Your values:

Outline a few values which guide you to carry out your mission.

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Community Integration:

What communities will you serve:

How will your Project contribute to the communities you intend to serve:

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Partnership in Sponsorship:

Describe in how your Project integrates with Driftless Art Collective's mission as a charitable organization:

Our mission is to empower our community and ourselves to network and foster partnerships, so together we can create stronger art-related events, cultural activities and educational opportunities, in the Northeast Iowa Driftless Region.

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Financial Planning & Responsibility

Sources

Please describe funding as though you are offering your options to a potential funder.
For ideas, review Contributed and Earned Income sources on following page.

Funding Goals:

What are three current key funding goals/categories, and three methods for achievement:

1)

a.

b.

c.

2)

a.

b.

c.

3)

a.

b.

c.

Adaptability

What are the biggest changes you see in funding for you project over the coming 1 - 3 years, how will you adapt? For one-off projects, use an appropriate time frame.

Planning

Do you see your project seeking independent non-profit status?

If not, how do you see the next 5 - 10 years shaped in less than 200 words (graphics welcome)

6 mth - 1 year

3 years

5-7 years

10 years

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Outline your budget for the coming year:

Below are typical expense categories for non-profit organizations

Income

Contributed Income

- Donations
- Grants
- Sponsorships
- Fundraising Events

Earned Income

- Admissions/Ticket sales
- Advertising
- Concessions sales
- Services
- Product Sales
- Tuition/Workshops
- Memberships

Total Anticipated Income

Expenses

Expenses

- Personnel fees
- Administration fees
- Services
- Talent fees
- Fundraising Events
- Marketing services

Project Expenses

- Space rentals
- Equipment purchases or rentals
- Publicity materials
- Printing/Copying

Operating Expenses

- Website hosting
- Supplies
- Postage
- Dues, subscriptions, memberships
- Education
- Travel
- Fiscal Sponsorship (4%)
- Insurance
- Hospitality

Total Anticipated Expenses

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Personnel:

Detail key personnel leading or planning to lead your project. Include up to five personnel.

You are encouraged to clearly state why these personnel will support your Project's mission, vision, values and goals.

Do not attach CVs. Approx 200 words per person.

Name:

Position:

Key contributions, skills, and experience:

Name:

Position:

Key contributions, skills, and experience:

Name:

Position:

Key contributions, skills, and experience:

Name:

Position:

Key contributions, skills, and experience:

Name:

Position:

Key contributions, skills, and experience:

Volunteers

How might you include volunteers and what is your expected number of volunteer hours?

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Organizational Structure:

What organizational structure will you follow?

Describe how your organizational structure contributes to the goals of your Project.

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References:

Attach a letter of reference for key personnel.
Max two references per project.

Submission:

1 BY US MAIL

Download PDFs Application from our website, request by email, or request application to be sent as print copies.

- Type or print in black ink.
- One sided on letter sized paper.
- In numerical order with additional documentation clearly labeled and following the application itself.
DO NOT STAPLE or send with paperclips.
- Enclose check or confirmation of online payment (payment ID, print screen).

Send to PO Box 157, Decorah, IA, 52101.
Attn: Fiscal Sponsorship Application

2 BY GOOGLE DOC FOLDER

All files should be saved as PDFs, labeled as specified on the form.
Confirmation of check or online payment (payment ID, print screen, etc).

Share FOLDER through Google Docs with info@dartco.org, select Can Edit.

Once we have confirmed receipt of your folder, we will download all documents and let you know when we no longer require access to this folder. We request 7-14 days to complete this.

**NOTE: Upon receipt of your application, Dartco will confirm by email or mail.
Please allow at least 48 hours after 11.59pm, 1 October deadline for this confirmation.**