

Fiscal Sponsorship for the Purpose Applying for a Boulder Arts Commission Grant

Fiscal Sponsors

If your Boulder-based organization can show formal documentation that it has been designated as a 501(c)3 non-profit organization by the IRS, it has the potential to become a fiscal sponsor for another local organization to apply for a BAC arts grant. The Boulder Arts Commission does not arrange, govern or play a role in mediating these fiscal relationships.

The fiscal sponsor organization must set up a Direct Receiver account within the GO Grant system used by the Boulder Arts Commission at www.boulderarts.org or <http://bac.culturegrants.org/> There the fiscal sponsor organization will submit their Federal Employer Identification Number. NOTE: This account must not be set up by the applicant seeking sponsorship.

In the grant application system, the administrator of the Direct Receiver (fiscal sponsor) account only has control over the Indirect Receiver (the fiscal sponsee) in that the administrator can allow user access to apply for a grant through its account or deny it. The fiscal sponsor does not have write access to the grant applications being filled out by its fiscal sponsees.

If/when a grant award is made to an application submitted by a fiscal sponsee, agents for both the fiscal sponsor and fiscal sponsee will be required to sign the grant project contract. The grant checks will be made out to and delivered to the fiscal sponsor.

Fiscal Sponsees

If an applicant wishes to seek fiscal sponsorship from an organization with 501(c)3 status, that sponsoring organization must also be Boulder-based. The fiscal sponsor must have an account already set up in the GO Grant system as described above.

The sponsee is considered by the GO system to be an Indirect Receiver and must set up a user account under that status.

1. If you have reached an agreement with a fiscal sponsor organization to use that organization's FEIN, you will register in the GO system as a user. When you come to the "Would you like to associate this user account with an organization?" select Yes.
2. Click Submit to move on to the Organization Registration page.
3. The Organization Role is the first question. In this case you are not the **Applicant with an FEIN#** you will select **Using a Fiscal Agent, Applicant Organization share FEIN # with Fiscal Agent.**
4. Once you select the second option **Using a Fiscal Agent, Applicant Organization share FEIN # with Fiscal Agent**, a new option will appear

Existing Organization or (Distributor/Direct Receiver)

5. You will need to search the Organization, either by **Name** or **FEIN #**. This information must be supplied to you by the organization with whom you've made an agreement for fiscal sponsorship.
6. You can then scroll through the results and find the organization you are looking for.
7. You will select the button to the left of your organization. Once you do that
8. the FEIN number will then autofill in the FEIN number field.
9. Continue to fill out your application.
10. You will see three District fields. You do not need to fill these out as they will autofill when you select the "Validate Districts" button at the bottom of the form
11. Once you validate the districts. You can submit the form.
12. The page will refresh and you will see the GO™: Grants Terms and Conditions. Once you do this the page will load and you will see the following system message: **You have recently requested to use a fiscal agent's EIN number. Your account is pending approval. Please contact your fiscal agent for access. Thank you.**

Final steps: The fiscal sponsor will receive an email message from the GO system advising them of the request from the fiscal sponsee. The administrator of the fiscal sponsor account must log in to the account to approve the request. Once this step is completed, the sponsee can begin to fill out the grant application through their sponsee/indirect receiver account.