Culver City Performing Arts Grant Program
Fiscal Sponsor Policy

Organizations without federal tax-exempt status may apply for the Culver City Performing Arts Grant Program using a fiscal sponsor. Applicant organizations must meet all other eligibility requirements.

Applicant Organization Fiscal Sponsorship Eligibility Requirements:

- The primary mission of the applicant must include performances in one or more of the following disciplines: dance, music, theatre.
- Must have a principal place of business in Los Angeles County.
- Must be consistently engaged in performances of music, theatre, or dance programs for three years prior to the time of application.
- Must provide a current agreement with an established fiscal sponsor that is a 501(c)(3).

Fiscal Sponsor Eligibility Requirements:

- Must be a nonprofit organization with tax-exempt status under section 501(c)(3) of the U.S. Internal Revenue Code.
- Must have a principal place of business in Los Angeles County.
- Must be consistently engaged in fiscal sponsorship of arts programs and/or services for three years prior to the time of application.
- Must have “active status” with the California Secretary of State (SOS) showing evidence of “good standing” at the time of application.
- Must provide list of Board of Directors.

Agreement Between the Applicant Organization and the Fiscal Sponsor:

Fiscal sponsors are expected to maintain close involvement with the applicant organization to ensure that funding is used in accordance with the approved grant proposal. The fiscal sponsor will complete Culver City’s vendor registration, including IRS Form W-9. An Authorized representative of the fiscal sponsor will sign a contract with Culver City stating the terms of the grant. Fiscally sponsoring multiple applications is permitted.

The applicant organization—not the fiscal sponsor—will develop and execute the proposed project and will complete all required grant reporting. All application materials and information (other than the fiscal sponsor’s Board of Directors) should be representative of the applicant organization. This includes project budget, artistic samples, mission, history, staff, SMU DataArts funder report, and venue letter of intent.

The applicant organization must provide an agreement with the fiscal sponsor, or a letter from the fiscal sponsor, outlining the relationship, terms, and expectations of each party. The letter must include the following:

- Legal names of fiscal sponsor and applicant organization
- Fiscal sponsor’s federal EIN
- Fiscal sponsor’s executive leader’s name, phone number, and email
- Fiscal sponsor’s mailing address
- Brief description of the relationship, terms, and expectation of each party.

Fiscal Sponsor Responsibilities:

If an applicant organization using a fiscal sponsor is recommended for funding, the fiscal sponsor becomes the legal contractor for the grant. All contractual documents must be signed and approved by an authorized representative of the fiscal sponsor. The fiscal sponsor must submit the grant invoice. Grant payments are made payable to the fiscal sponsor (by check or direct deposit). The fiscal sponsor is responsible for distributing funds to the applicant organization.

Termination of the fiscal sponsor relationship, between the fiscal sponsor and applicant organization, during the grant period may be grounds for cancelling a grant award.