



Taos Arts Council
At the center of creative expression in Northern New Mexico

Taos Arts Council

A New Mexico Nonprofit Corporation
501-c-3 tax exempt organization

The Taos Arts Council (TAC) is a tax-exempt, non-profit organization working to ensure that Taos County has a vibrant, vital and active arts environment. The mission of the TAC is to promote awareness, understanding, appreciation and development of all of the Creative Arts (literary, visual, tactile, musical, performing, etc.) in order to enhance the quality of life in our Northern New Mexico area.

Proposal for Fiscal Sponsorship Questionnaire Form

Thank you for your interest in our Fiscal Sponsorship Program. We provide this service under our Partnership Services, which is available to support individuals and/or organizations committed to advancing the arts and culture of Taos County and are seeking fiscal sponsorship to advance this aim.

In order for us to consider your request, we are presenting the below questionnaire which will provide information to the TAC Board of Directors regarding the details and particulars of your project, program, and/or organizational support requiring fiscal sponsor support consistent with the stated mission of TAC.

Questionnaire:

Contact Information:

Primary Contact

Name: _____ Title: _____
E-mail: _____ Phone: _____
Address: _____

Secondary Contact

Name: _____ Title: _____
E-mail: _____ Phone: _____
Address: _____

Questionnaire: (cont.)

The inquiring party is:

Individual _____ Name: _____
Organization _____ Name: _____

If formed under a legal structure, please describe: _____

Tax ID no: _____

Other (such as an informal collective, guild, etc.);

Please describe: _____

What would be the proposed start date _____ and target end date _____
of the fiscal sponsorship relationship with TAC
(representing the Term not to exceed _____ months)?

Please describe your proposed project or program that you are seeking fiscal sponsorship for?
(Please include description of what will be produced for the public, its charitable purpose or
mission, public impact, distribution plans, etc.)

Title: _____

Description:

What would be the Use of Funds being received into TAC as a charitable donation designated for the project or program envisioned? (TAC, as a tax-exempt charitable, non-profit organization, can only entertain fiscal-sponsor relationships that are consistent with its stated charitable purpose – that is, The mission of the TAC is to promote awareness, understanding, appreciation and development of all of the Creative Arts (literary, visual, tactile, musical, performing, etc.) in order to enhance the quality of life in our Northern New Mexico area).

What are your fundraising plans, identifying the Sources of Funds, for this project? (Please be aware that TAC retains a 5% fiscal sponsor fee to offset bookkeeping and administrative expenses of the fiscal sponsorship service).

Questionnaire: (cont.)

Please share your controls and systems for financial management. Examples would be: an engaged bookkeeper, dual signatories for checks, adequate record keeping and filing of financial records, etc.

Any plans to eventually form a tax-exempt, nonprofit organization? Yes ____ No ____
If so, what is the target time frame? _____

The Taos Arts Council adheres to the
National Network of Fiscal Sponsors Guidelines of Comprehensive Fiscal Sponsorship
Please review carefully the below Expectations of Projects and their Leaders

Expectations of Projects

TCA expects project leaders to adhere to clearly stated standards of ethical conduct, organizational policies and operational procedures. Recommended Best Practices:

- A. Ethical Conduct. The fiscal sponsor expects that all project personnel will act with high standards of ethical conduct in accordance with the fiscal sponsor's ethical standards.
- B. Avoiding Conflicts of Interest. The fiscal sponsor requires that project leaders understand and abide by the fiscal sponsor's conflict of interest policy.
- C. Commitment to Organizational Policies and Operational Procedures. The fiscal sponsor provides its organizational and operational policies and procedures in writing and orients project leaders, staff and volunteers about them through trainings and other means.
- D. Active Project Fundraising. The fiscal sponsor expects project leaders to conduct the primary work of resource development.
- E. Project Reports. The fiscal sponsor expects project leaders to assume responsibility for reporting orally and in writing to fiscal sponsors and project donors, and for maintaining relationships with donors.
- F. Public Policy Engagement. The fiscal sponsor provides and expects project leaders to understand and comply with the required legal and ethical guidelines when engaging in lobbying and public policy advocacy activities.

Expectations of Projects (cont.)

- G. Disclosure and Communication of Project Status. The fiscal sponsor requires projects to clearly disclose and state in writing their affiliation with the fiscal sponsor in all grant proposals, solicitations and published or online materials.
- H. Injurious Activities. The fiscal sponsor expects that no project will knowingly engage in any activity that jeopardizes the sponsor's corporate, nonprofit or tax-exempt status or otherwise create injurious liability.
- I. Dispute Resolution. The fiscal sponsor, while retaining full legal and fiscal control of projects, works to fairly resolve disputes that may arise between the fiscal sponsor and project leaders.
- J. Project Termination and Separation. The fiscal sponsor has a process through which fiscal sponsor staff and project leaders discuss the timing, steps and procedures for separating or terminating the project.