

Program Sponsorship Services for Non-501(c) (3) Organizations: GUIDELINES

Allied Arts of Whatcom County provide fiscal and program sponsorship to many arts related charitable projects throughout the county that further the purposes of Allied Arts sponsorship services include the provision of non-profit status to projects or organizations that do not have non-profit status (thus making contributions tax-deductible.)

- Program sponsor services will be extended by Allied Arts for up to 12 months.
- Program sponsor services do not include administrative or fundraising support, or financial support from the Allied Arts. The primary beneficiaries of program sponsor services are typically new charities without an IRS determination letter and community groups planning a specific short-term project that is clearly charitable in nature.
- Allied Arts requires a description of the project, its purpose, goals, expected duration, fundraising plan, a list of advisory group member, current and future budgets, and, if available, bylaws. An application form is available from Allied Arts and must be submitted by the second Tuesday of the month for review and approval by the board at the board meeting the third Tuesday of the month. Potential applicants are encouraged to discuss their projects and applications with Allied Arts staff prior to submittal.
- A fund bearing the project's name will be established. The project is then accounted for under the umbrella of Allied Arts for IRS auditing, financial reporting, marketing, and fundraising purposes.
- As program sponsor, Allied Arts is legally responsible for the project's administration, management, and disbursement of funds. Typically, Allied Arts assures programmatic oversight. A roster of the group and minutes of meetings are forwarded to the Allied Arts.
- Following board approval of the organization being under the umbrella of Allied Arts non-profit status. A letter of understanding will be drafted and signed by representatives of both parties. Payments are generally made within fifteen days of receipt of sponsorships.
- The project group may apply to other funding sources under the auspices of Allied Art, but Allied Arts is not responsible for fund-raising or for providing support for the project. Allied Arts staff must review all fundraising plans and requests for funding.
- All printed materials, including fundraising request, must identify the project as "Affiliated with Allied Arts of Whatcom County" and Allied Arts logo posted where possible.
- As compensation for its services, Allied Arts charges a fee of 10% of contributions received for services rendered for the specific project during the period of time established in the umbrella application. This 10% of income earned by sponsorships or grants accrues to Allied Arts to help defray administrative expenses.
- All gifts received and accepted by the Allied Arts for the fund shall be subject to the terms of the Articles of Incorporation and of the By-laws of the Allied Arts as presently in effect or as each may from time to time be amended.
- Allied Arts will not be responsible for any debts incurred by the project or the group, nor will it release any funds in amounts greater than the current balance of funds donated to the group.