

# Sample Letter of Agreement for Fiscal Sponsors

THIS LETTER OF AGREEMENT, between            (the "Artist") and            (the "Organization") is entered into for the purpose of setting forth the terms of the relationship between the Artist and Organization in connection with a Grant (the "Grant"), received by the "Organization" from Arts Mid-Hudson (AMH) / New York State Council on the Arts (NYSCA). The Grant is to be administered in connection with (Project Title):            (the "Project").

This Letter of Agreement shall continue in force and is binding until such time as all grant monies are distributed to the Artist for the Project as evidenced by the Organization's submission to AMH of a Final Project Report.

The parties agree to the following specific terms and conditions in connection with the performance of the Contract and the use of the Grant:

## THE ORGANIZATION AGREES TO:

1. Pay the artist in the following manner: (please initial one below)
  - a)       One lump sum after receipt of funds from AMH – **OR** –
  - b)       A check for half the entire grant after receipt of funds from AMH and the remainder either at the half way point of the project or at the conclusion of the project – **OR** –       Other as described in "Schedule A" attached

***If the grant is not paid to artist in one lump sum make sure to attach a "Schedule A" that outlines the payment schedule.***

2. List the agreed upon services that the organization will provide. Some of these services **MIGHT** include (initial all that apply):
  - Provide advisory and fiscal services to the Artist
  - Use of the Organization's bulk mailing permit
  - Use of the Organization's tax exempt status in the purchase of supplies and materials
  - Provide reasonable cash advances against pending Grant monies as cash flow permits
  - Use of the Organization's office space and equipment
  - Other:
3. Refrain from making and imposing artistic decisions on the Project, it being understood that artistic control and proprietary rights remain exclusively with the Artist.
4. The Organization will charge       % of the Grant for services rendered to the Project. ***(Generally accepted administrative fees for these grants are between 5 – 7% of the grant awarded.)***
5. Use all grant monies exclusively on the contracted project.
6. Prominently display AMH funding language alongside the AMH logo on all publicity, advertisements, and acknowledgements as stated in the contract between AMH and the Sponsoring Organization.
7. Provide the artist with a copy of the Decentralization Grant Agreement (the contract that the organization will sign between themselves and the Arts Mid-Hudson) and inform the artist of the contract period (dates).

## THE ARTIST AGREES TO:

1. Use all grant monies exclusively on the contracted project.
2. Submit to the Sponsoring Organization and/or AMH, as required, a narrative, and budgetary report of the project detailing use of the grant monies and progress made on the project during the period of the contract.
3. Maintain accurate records of all purchases and disbursements and, upon request, make them available to the Sponsoring Organization and/or AMH for review.
4. Credit the Sponsoring Organization on all publicity, advertisements, and acknowledgements related to the project in the form agreed to between the parties.
5. Prominently display AMH funding language (alongside the AMH logos) on all publicity, advertisements, and acknowledgements as stated in the contract between AMH and the Sponsoring Organization.
6. Request authorization from AMH and the Sponsoring Organization for all substantive changes in the project as originally contracted during the course of the contract in a timely manner.

**FINAL REPORTING** (check one) The       Organization –**OR**–       Artist assumes responsibility for filing the Final Report, including a budget of expenditures and income and narrative progress report. If filed by the artist, the Fiscal Sponsor will initial the report forms.

Signature, Name and Title, Sponsoring Organization

Date

Signature and Name and Title, Artist or Group Representative

Date