

Council on the Arts and Humanities for Staten Island Conduit Information

Any individual artist interested in applying for COAHSI grants may apply directly to the individual artist programs or they may use a conduit or fiscal sponsor to apply for organizational program support. An organization must be a nonprofit to be eligible to apply as an organization. If the organization does not have its nonprofit status it may apply through a sponsoring conduit organization.

What is a conduit?

A conduit is a nonprofit organization that acts as a fiscal agent and “sponsors” an individual artist or organization that does not have its own nonprofit status.

Who is eligible?

Any nonprofit Staten Island organization that has been established for more than one year and has not applied directly to the New York State Council on the Arts (NYSCA) within the last year or received more than \$2,000 from the New York City Department of Cultural Affairs (DCA). An organization may serve as a conduit for one artist or organization only.

What does a conduit do?

A conduit’s sole responsibility is to act as the fiscal conduit for COAHSI funds by accepting the grant check from COAHSI and dispersing the money to the grantee in accordance with the Letter of Agreement (see reverse). Some conduits provide technical assistance or other support, while others act solely as a fiscal agent. A conduit does not have any responsibility to control the artist’s work or their COAHSI application (unless offering administrative assistance). The grantee is responsible for the successful and timely completion of the project and for preparation of the final report and other documentation.

Why would an organization agree to be a conduit?

Many nonprofit organizations want to contribute to the development of Staten Island-based arts, especially since they get credit for doing so. All publicity on the grantee’s project credits the sponsoring organization. All manner of arts, cultural, neighborhood, social service and religious organizations have served as conduits for Staten Island grantees. Establishing a relationship with a local organization can be mutually beneficial. They often have space available for rehearsals or for shows or have materials around that you can use in your work. They can be an invaluable resource when it comes to administrative support and building an audience for your work.

Sample Letter of Agreement (actual must be on conduit's or artist's letterhead)

Since different projects may require different arrangements between the applicant and the conduit organization, please use the following as a basic guideline only. Provisions may be struck or added so long as the artist and the conduit organization are in mutual agreement.

This *Letter of Agreement* between _____ (hereinafter referred to as the Conduit) and _____ (hereinafter referred to as the Applicant) is entered into for the purpose of setting forth the terms of the relationship between the Conduit and the Artist in connection with the grants program administered by the Council on the Arts and Humanities for Staten Island.

The parties hereby agree to the following specific terms and conditions:

A. The Conduit agrees to:

- (i) receive, record and disburse the grant monies to the Applicant, it being expressly understood that the grant monies are and shall remain the property of the Applicant;
- (ii) refrain from making or imposing artistic decisions on the project or any substantive changes in the project, it being understood that artistic control and proprietary rights remain exclusively with the Applicant;
- (iii) supply proof of nonprofit status, indicated by one of the following:
 - a. registration as a 501(c)3 organization of the Internal Revenue Service code;
 - b. registration under the NYS Board of Regents Charter, Section 216 of the Education Law;
 - c. registration with the Bureau of Charities;
 - d. section 402 of the Not-for-Profit Law; or
 - d. authorization letter from a unit of local government.

B. The Applicant agrees to:

- (i) credit the Conduit on all publicity, advertisements, and acknowledgements related to the project in the form mutually agreed to by the parties;
- (ii) inform the Conduit in a timely manner of all substantive changes in the project;
- (iii) assume all responsibilities and liabilities related to the successful and timely completion of the project, including the completion of required forms.

Signature and Title, Conduit Organization

Date

Signature of Applicant

Date