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## Commissioning Music/USA How to Apply With Fiscal Sponsorship

When applying with fiscal sponsorship, the applicant must supply the following documents from the Fiscal Sponsor (in addition to the other required application materials):

- A signed and dated letter from the Fiscal Sponsor (to be scanned and uploaded to your application) stating its willingness to serve in such capacity and enter into a commissioning agreement with Meet The Composer if the project is selected; please include
  - the name, phone number, and email address of a contact person on the staff of the Fiscal Sponsor
  - Fiscal Sponsor must also state in their letter if they are charging the applicant an administrative fee for this service and if so, how much
- IRS determination letter confirming 501 (c) (3) not-for-profit status of the Fiscal Sponsor (to be scanned and uploaded to your application)
- A one page description of the Fiscal Sponsor (1000 character limit)

**Financial obligation:** Payments will be made directly to Fiscal Sponsor. Payment to the commissioned artist(s) must be made within 10 days of Fiscal Sponsor's receipt of the payment. Any administrative fee charged by the sponsor is the responsibility of the applicant and should not be deducted from the commissioning fee paid to the composer.

**Reporting requirements:** The applicant is responsible for meeting all reporting requirements. Forms and instructions are available at [www.meetthecomposer.org](http://www.meetthecomposer.org).

**Multiple Applications:** Fiscal Sponsors may sponsor any number of applications per deadline. Serving as a Fiscal Sponsor will not limit that organization's eligibility for this or other Meet The Composer programs.

**Application Review:** Information on Fiscal Sponsors and fiscal sponsorship status of an applicant is not given to the review panel but will be taken into account by Meet The Composer's program staff in determining potential conflicts of interest.

For more information contact:  
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