

Please fill out this application as completely as possible and return it to:

Arts and Business Council
c/o 15 Channel Center Street – Suite 103
Boston, MA 02210
or
fiscalsponsorship@artsandbusinesscouncil.org

Today's Date: _____
date

Name of Organization/Project: _____

Person filling out application (*primary contact person*)::

Name: _____ Phone: _____

Title: _____ Email: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

PART I - GENERAL INFORMATION

1. Describe your organization's purpose and activities:

2. Are you an incorporated organization? ☐ No.
☐ Yes, (Which State?):

What is your current status

Has your status ever been revoked? ☐ No.
☐ Yes.

Are your filings currently up to date? ☐ No.
☐ Yes.

PART II - FINANCIAL INFORMATION

You must complete the information below if you are interested in being considered for free legal services. If possible, please provide us with a copy of the organization's financial statement or annual report for the last fiscal year. For a proposed organization, please provide a proposed budget, where you will seek funding, and any organizing documents.

1. **What is your organization's approximate budget for this year?**
Please also attach budgets for the previous year (if applicable)
and for the current year. (Budget attached at the end)

\$ _____
amount

2. **Do you have a bank account?**

☐ No.

☐ Yes, (Under the Name of): _____

3. **Have you received funding
this year?**

☐ No.

☐ Yes.

\$ _____
amount

\$ _____
amount

\$ _____
amount

PART III - CERTIFICATION

I hereby affirm that the information contained in this application, or attached to it, is correct, and to the best of my knowledge, complete. This questionnaire fully and accurately describes the problem for which this organization is requesting legal assistance. I understand that (1) the VLA and the Arts & Business Council (A&BC) cannot guarantee that it will be able to refer my case to a volunteer attorney; (2) the VLA and A&BC will not be responsible for the outcome of any referral which it makes; (3) I am free to select or not select any attorney to whom I am referred; (4) any attorney to whom I may be referred is free to accept or not accept the referral; (5) the VLA and A&BC do not make any representations or guarantees about the quality of legal assistance which any attorneys to which I may be referred may provide; (6) I will be represented by the referred lawyer, not the VLA nor A&BC; and (7) I agree to promptly notify VLA and A&BC if I no longer need the assistance of a volunteer.

Signature

Date

PART IV - ORGANIZATIONAL INFRASTRUCTURE

A. Accounting Assistance

1. Please state the name and phone number of any person who will be providing accounting/financial assistance.

name

phone

Please describe that person's experience working with tax exempt organizations. (It is not necessary that this person be a C.P.A., but it is necessary that he/she be familiar with the I.R.S. rules and regulations relating to not-for-profit organizations.)

B. Fundraising Assistance

1. Please elaborate on your organization's expected revenue sources as outlined in Part II Question 3 of this Questionnaire.
2. Who will be writing the grant proposals and what experience does that person have in fundraising? Is there any particular reason for your group to believe that it will receive particular funding if and when it obtains tax exempt status?

BUDGET ATTACHMENT

Fiscal Year: From _____

Non-Profit Budget Example

	FY 2023-24	FY 2024-25	FY 2025-26
REVENUE	1st Year, July 1- June 30th	2nd Year, July 1- June 30th	Proposed
Events			
Grants			
Donations			
Dues			
Miscellaneous			
TOTALS:	\$	\$	\$
	FY 2023-24	FY 2024-25	FY 2025-26
EXPENSES	Prior Year 1	Prior Year 2	Proposed
Salaries			
Music			
Accompaniment			
Office expense (copying, materials, etc.)			
Supplies			
TOTAL:	\$	\$	\$

BUDGET ATTACHMENT CONTINUED

Please list your Current Assets and Liabilities for the most recently completed Tax Year:

Current Assets

1. Cash: \$ _____
amount

2. Net Accounts Receivable : \$ _____
amount

3. Inventories :

4. Bonds and Notes Receivable, Corporate Stocks, Loans Receivable, or Other Investments (attach and itemized list)

5. Land

6. Other

Total Assets:

BUDGET ATTACHMENT CONTINUED

Please list your Current Assets and Liabilities for the most recently completed Tax Year:

Current Liabilities

1. Accounts Payable

2. Contributions, gifts, grants, etc. payable

3. Mortgages and notes payable (attach an itemized list)

4. Other

Have there have been significant changes to your assets and liabilities since the end of the above period?

☐

No.

☐

Yes, (If Yes, Please Explain):

BUDGET ATTACHMENT CONTINUED

* If you listed gifts, grants, and contributions in the above chart, provide the names of the expected contributors, if known, and the amount each might contribute each year.

* If you listed program/service revenues in the above chart, provide the names of the expected payers and the amount each might pay each year.

* Do you expect to receive a large contribution from any particular individual, business, or private foundation? If yes, describe: