

Fiscal Agent Information

Potential grantees that are unincorporated, not-for-profit organizations or incorporated, not-for-profit groups that lack administrative or fiscal capability may submit, under certain circumstances, their grant applications to the MCC through a fiscal agent. In general, any grant request that represents more than 50% of an applicant's operating budget requires a fiscal agent.

A fiscal agent is an incorporated, not-for-profit, tax-exempt organization that provides administrative and financial services, and should be an organization with a proven record of financial and administrative stability. Any organization acting as a fiscal agent remains eligible to apply for other MCC grants.

The MCC reserves the authority to determine if an application qualifies for fiscal agent status and if the organization acting as the fiscal agent meets the qualifications for serving as a fiscal agent. Based on the criteria that follow, MCC staff will examine the application and support materials to verify that there is a legitimate fiscal agent relationship.

- Applicants considering a fiscal agent are required to consult with MCC staff about their chosen fiscal agent before submitting their application.
- To be eligible for a grant through a fiscal agent, project staff must not be employees or board members of the fiscal agent organization.
- Fiscal agents may charge a percentage of anticipated income for their services, but no more than 5 percent of the grant award.
- If an applicant with a fiscal agent receives an MCC grant, the grant is between the MCC and the fiscal agent, not the applicant.
- The MCC requires that the fiscal agent maintains separate accounts for all fiscal agent activities.
- The fiscal agent is responsible for all MCC paperwork and reporting, including revised budgets, contracts and final reports. Any correspondence about the grant must be submitted by the fiscal agent or jointly by the fiscal agent and the applicant.
- The MCC will not act as an arbiter for any disputes between the applicant and the fiscal agent organization.

If the MCC determines that you can use a fiscal agent, submit the following documents with your application:

- **A signed letter of agreement or contract between the two parties** that clearly details the legal responsibilities and obligations of each party. Projects may want to consult with an attorney when crafting this agreement.
- **The Fiscal Agent Form** (page 2 of this PDF) that the fiscal agent must fill out and sign with the lead organization in the space provided.

Adams Arts Program

Fiscal Agent Information

Project Title

Fiscal Agent Employer Identification Number (EIN)

Street Address

Mailing Address (if different)

City/State/Zip

Telephone Fax Number

Executive Director (or equivalent) Title

Executive Director Telephone & Extension E-mail

Fiscal Agent Contact Name (if different from above) Title

Fiscal Agent Contact Telephone E-mail

Web site

Authorized Signature: The signature below is that of the authorized fiscal agent representative. It certifies that the organization is committed to the completion of all activities assigned to it in its capacity of fiscal agent in compliance with legal requirements and granting procedures and will file the required report(s) with the Massachusetts Cultural Council.

Name of Authorizing Official for Fiscal Agent Title

Signature of Authorizing Official for Fiscal Agent Date

Name of Authorizing Official for Lead Organization Title

Signature of Authorizing Official for Lead Organization Date