

# Incubator Application

## ELIGIBILITY CONFIRMATION

- The project/organization is arts-based and has/will be established or doing work in Minnesota
- The project/organization has a nonprofit purpose
- The project/organization is not involved in activities that would put Springboard's tax exempt status at risk (ie. lobbying)

*If you're uncertain whether or not you meet these criteria, we recommend checking out our worksheet on developing a mission statement or reaching out to us at [incubator@springboardforthearts.org](mailto:incubator@springboardforthearts.org).*

## CONTACT INFORMATION

Are you applying for fiscal sponsorship as:

- A project
- An organization

*A project is something that has an end date (A run of shows or an exhibition, for example). An organization is something that's ongoing and can contain one or more projects or programs at any given time.*

Project/Organization Name

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Primary Contact

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First Name

Last Name

Pronouns

- She/her/hers
- He/him/his
- They/them/theirs
- Ze/hir/hirs
- Other: \_\_\_\_\_



Primary Contact Email Address

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*Please note: Only ONE person can serve as the primary contact for Springboard. For the primary contact, we recommend selecting the person who will oversee fundraising and/or budgeting, as they will be named in the contract. If you don't have a business mailing address or other contact info, you can use the primary contact's info in the fields that follow.*

Project/Organization Mailing Address

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Address Line 1

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Address Line 2

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City State Zip Code

Project/Organization Phone Number

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format: xxx-xxx-xxxx

Project/Organization Website

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# TELL US ABOUT YOUR WORK

## Mission or Statement of Purpose

*A mission statement consists of one to two sentences describing your project's overall purpose. For example, Springboard for the Arts' mission is "to cultivate vibrant communities by connecting artists with the skills, information, and services they need to make a living and a life." The committee will look to this statement to determine whether or not your project is nonprofit in nature and arts-based, because we can only fiscally sponsor projects that fall under the purview of our own mission. You can find more information on what we're looking for here.*

## Why are you seeking fiscal sponsorship?

*In one to two sentences, tell us what you'd like to do with your fiscal sponsorship in order to achieve your mission, with special emphasis on your plans for the first year.*



How are you going to make your work a reality?

*In 1-3 paragraphs, give us the brass tacks: Tell us the where, what, and how of your work.*

## BUDGET

Please include a budget as part of your application

*A budget is a forecast of financial activity over a set period of time (usually a year) that shows income - money coming in - and expenses - money going out - and the difference between the two, also known as the "Net." It's important to identify your hopes and ambitions for the project and have a rational set of numbers to back up how you're going to do it. But don't let uncertainty hinder the scope of your vision! If you've never put a budget together before or would like a refresher, we've got you covered with a great video, templates, and series of tips that will give the process a jumpstart.*

## DEMOGRAPHIC INFORMATION (VOLUNTARY)

*The demographic questions below are entirely voluntary and are not required for your application to be reviewed. We collect this information to better understand those we serve and to enable us to implement our Guiding Principles.*



*We recognize that these descriptions and titles are ever evolving and will always be inadequate. If any of the below resonate with you, we want you to be included and invite you to identify as such.*

My Project/Organization is:

Primarily arts-based

Primarily for or led by members of the BIPOC and/or Native (Black, Indigenous, People of Color and Native) Communities

*(This may include but not be limited to: Black/African/African American, Afro Latino/a/x, Caribbean, Chicano/a/x, Mexican, Central American, South American, Middle Eastern/North African, Southeast Asian/Asian, Pacific Islander/Native Hawaiian, Native American, Indigenous, Native Alaskan, Immigrants, Refugees, and/or Muslim.)*

Primarily for or led by members of the Disability Community, Those Living With Mental Illness, or of The Deaf Community

*(The Americans with Disabilities Act defines disabled as a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment.)*

Primarily for or led by members of the GLBTQIA+ Community

*(This may include but not be limited to: Bisexual, Gay, Pansexual, Same Gender Loving, Asexual, and others.)*

A local business

*(A local business might best be described as one which is owned and operated by members of the community which it serves.)*

Rural

*(There is no perfect definition, but rural might be best considered a city or town with a population of less than 50,000 that is also more than 40 miles away from a city of 50,000 or more.)*

Primarily for or led by Veterans

Primarily for or led by a Woman/Women

Primarily for or led by Individual(s) Who Doesn't Conform to The Gender Binary

*(This may include but not be limited to: Transgender, Gender Non-Conforming, Gender Non-Binary.)*



## THANK YOU!

You can submit your materials by email or post:

[incubator@springboardforthearts.org](mailto:incubator@springboardforthearts.org)

Springboard for the Arts  
Attn: Incubator  
262 University Ave. W.  
St. Paul, MN 55103

All applicants must be approved before they are eligible for fiscal sponsorship. Submission of the application is not an agreement of fiscal sponsorship. The review and acceptance process may take up to 6 weeks, though usually it's much quicker.

Thanks again,

Springboard for the Arts  
Incubator/Fiscal Sponsor Program  
[incubator@springboardforthearts.org](mailto:incubator@springboardforthearts.org)

