

**INTERSECTION FOR THE ARTS**  
**Intersection Incubator/Fiscal Sponsorship Application**

Organization/Project Name: \_\_\_\_\_  
Organization/Project Director: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_ Website: \_\_\_\_\_  
2<sup>nd</sup> Contact Name (if applicable): \_\_\_\_\_  
2<sup>nd</sup> Phone: \_\_\_\_\_ 2<sup>nd</sup> Email: \_\_\_\_\_

**Promotional Tagline for proposed project (10 words maximum):**

**Describe the proposed project in 3-4 sentences. (please do not write "see attached"):**

**Please attach the following documents:**

- 1) Project Description (1-2 pages), including answers to the following:
  - \*What is the nature/mission of your work?
  - \*What do you intend to do over the next year?
  - \*What is the history of this project (if applicable)?
  - \*What is the scope of project, i.e. one-time only? short-term/long-term/ongoing? Single/multiple programs?
  - \*Any plans to become your own 501(c)(3) organization in the foreseeable future? If so, what's your timetable?
- 2) Fundraising Experience (paragraph):
  - \*Note any fundraising steps already taken, prospective funders contacted and their responses.
- 3) Role of Intersection (paragraph):
  - \*Why have you chosen to apply to the Intersection Incubator?
  - \*What services do you expect to utilize most?
- 4) List of Three References, including address, phone, email, and their relationship to you
- 5) Resume(s) or Bio(s) of Lead Personnel
- 6) Completed Budget Form, including explanatory narrative (please download form from our website)

**Declaration:**

- I have read and understand Intersection's fiscal sponsorship program description and agree to the conditions set forth.
- I understand that the review process takes at least one month and includes a face-to-face interview to be scheduled after this application has been received by Intersection. The submission of this application does not guarantee sponsorship.
- I understand that if my request for sponsorship is approved, each grant application must include Intersection as fiscal sponsor and must be submitted to Intersection for approval before it is sent.
- I understand that Intersection will take 10% of secured funds as a fiscal sponsorship fee and that there is a \$40 application fee which is due upon Intersection's approval of the project.

<b>FOR INTERSECTION USE</b> Received: _____ Approved: _____ Contract: _____
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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return to Intersection, 446 Valencia St, San Francisco, CA 94103. Applications are due by the 15<sup>th</sup> of each month.  
Questions? Phone: (415) 626-2787 Fax: (415) 626-1636 Email: john@theintersection.org**