

Fiscal Sponsorship for MRAC Grants: Submittable Guide for Sponsors and Applicants

This instructional guide provides an overview of the process when using Submittable to apply for a grant with a Fiscal Sponsor at MRAC. It helps applicants with fiscal sponsors understand the process of confirming sponsorship. Fiscal sponsors will understand the steps the applicant goes through to send and confirm the sponsorship through the Fiscal Sponsor Agreement Form as well as what the invitation to fiscal sponsorship will look like on the fiscal sponsor's end.

Applicants should always be communicating directly with their fiscal sponsors. **They should confirm that their fiscal sponsor is willing and able to perform the tasks of fiscal sponsorship before they send the Fiscal Sponsor Agreement Form.**

Initiating the Fiscal Sponsor Agreement Form within the Flexible Support Application

Below, you can see the section of the Flexible Support application where the applicant initiates the Fiscal Sponsor Agreement Form. When the applicant fills out the Fiscal Sponsorship section of the application, they are directed to input the email address of their contact at their fiscal sponsor (listed as "Reference Email Address"). They then click the "Send Request Now" button.

By clicking the "Send Request Now" button, an automated email is sent to the fiscal sponsor contact (i.e. the "Reference Email Address").

Due to limitations with Submittable, the Fiscal Sponsor Agreement Form does not identify the applicant group directly. We instruct applicants to **include their group's name in the "Add Personal Message" box**. This step helps Fiscal Sponsors track their forms.

The screenshot shows the 'Fiscal Sponsor Information' section of a Submittable application. It includes instructions for applicants and fiscal sponsors, a deadline for submission, and input fields for the fiscal sponsor's name, email, and a reference email address. A 'Send Request Now' button is at the bottom. Annotations with arrows point to specific parts of the form:

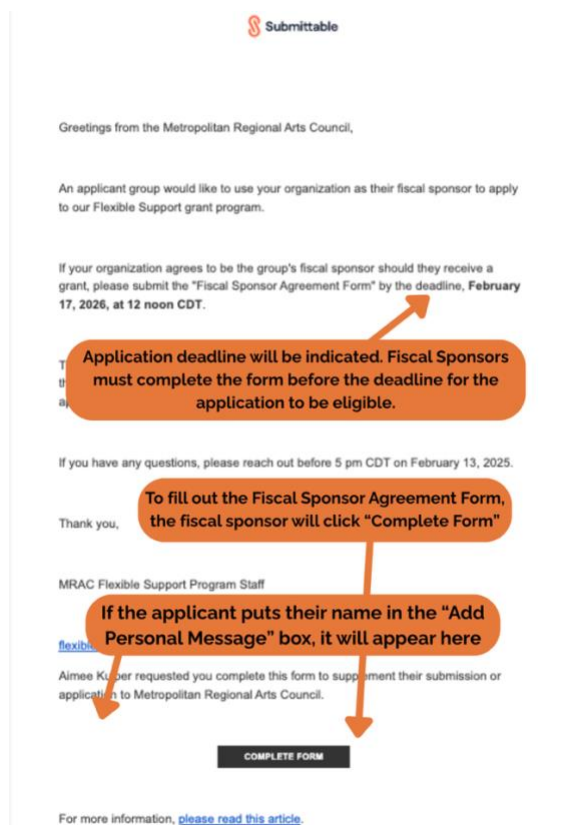
- Fiscal Sponsor Agreement Form must be submitted before the deadline**: Points to the deadline text: 'This form must be completed by your Fiscal Sponsor by the application deadline of Friday, August 7, 2026 at 11:59 am. Late Fiscal Sponsor Agreement Forms will make your application ineligible. There are no exceptions.'
- Field where the applicant inputs the email of their Fiscal Sponsor contact**: Points to the 'Reference Email Address (required)' field.
- Applicants can put the name of their group here, so their Fiscal Sponsor can identify which group the form represents**: Points to the 'Add Personal Message (optional)' text area.
- Applicants will click "Send Request Now" to send the Fiscal Sponsor Agreement Form**: Points to the 'Send Request Now' button.

The applicant can send the request at any time, but **MRAC recommends sending as early as possible**. If they do not hit "Send Request Now" *before* submitting their application, it is sent automatically when the application is submitted.

Invitation to Complete the Fiscal Sponsor Form

When the applicant hits the “Send Request Now” button (or when they submit their application), the fiscal sponsor will receive the following notification email from notifications@email.submittable.com inviting them to complete the Fiscal Sponsor Agreement Form via Submittable.

To complete the form, the Fiscal Sponsor will click on the “Complete Form” button at the end of the email.



If the applicant group has put their group name in the “Add Personal Message” box, it will appear just above the “Complete Form” button.

Clicking on “Complete Form” will direct the fiscal sponsor to a webpage where they will fill in their organization name, their EIN, proof of active registration with the Minnesota Secretary of State, and other contact information. It is identifiable with the MRAC logo at the top and “powered by Submittable” at the bottom.

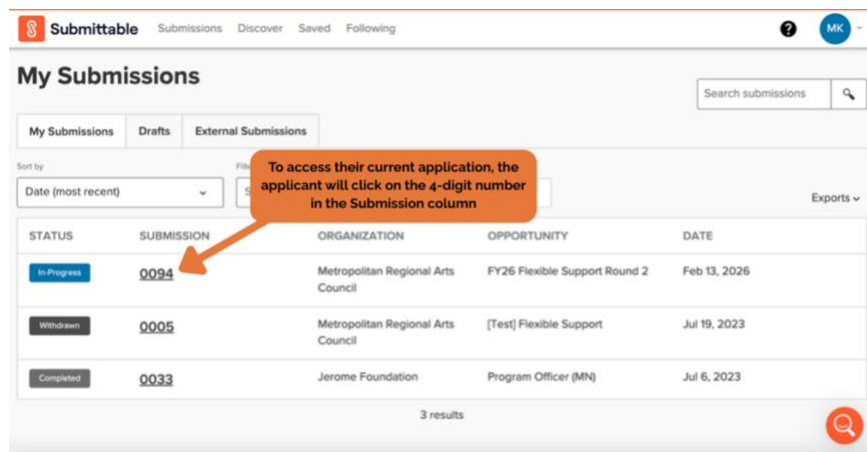
The fiscal sponsor must complete this form before the application deadline for the sponsored group to be eligible. The deadline will be clearly indicated in the notification email.

It is the responsibility of the group applying to inform the Fiscal Sponsor of the deadline and manage confirmation of completion of the form.

Applicant's My Submissions Page

Below is an example of an applicant's Submittable homepage. Any application they have submitted through this platform appears here.

To access their MRAC application, the applicant will find the current grant and click on the 4-digit number underlined in the "Submission" column.



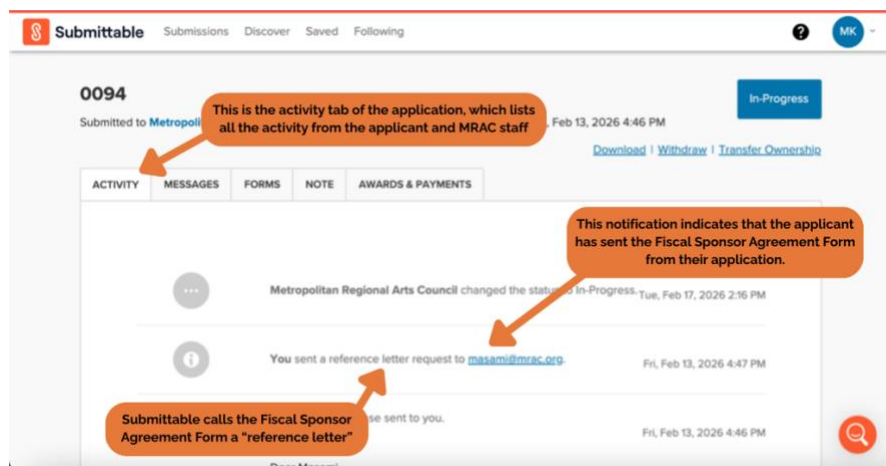
Individual Grant Information Page and Confirming the Fiscal Sponsor Agreement Is Sent

After clicking on the 4-digit grant number to access the application, the applicant will see 5 tabs across the top of the interface: Activity, Messages, Forms, Note, and Awards & Payments.

In the Activity tab, they will find all activity on their grant, including their own activity and activity from MRAC staff members, listed in reverse chronological order (the most recent activity first).

While MRAC refers to the form as the "Fiscal Sponsor Agreement Form," it is listed by Submittable as the "reference letter request."

In the image below, you can see that the activity line second from the top indicates that the applicant "sent a reference letter request to masami@mrac.org."



Resending the Fiscal Sponsor Agreement Form

Should the fiscal sponsor need the Fiscal Sponsor Agreement Form resent to them, the applicant can initiate re-sending the form through their Submittable account.

To do so, they first go to the Forms tab at the top of the interface of their MRAC application

0094

Submitted to Metropolitan Regional Arts Council - FY26 Flexible Support Round 2 on Fri, Feb 13, 2026 4:46 PM

Download | Remove Submission | Transfer Ownership

ACTIVITY MESSAGES FORMS NOTE AWARDS & PAYMENTS

Eligibility Form

No form

Initial Form: Metropolitan Regional Arts Council

FY26 Flexible Support Round 2
Submitted on February 13, 2026

Additional Forms

Title	Submission Date	State
No form submitted		

The application will expand, and the applicant should scroll down the Fiscal Sponsor section.

Initial Form: Metropolitan Regional Arts Council

FY26 Flexible Support Round 2
Submitted on February 13, 2026

← Flexible Support →

Application Instructions

Fill out this form to apply for MRAC's 2026 Flexible Support grant program. A few things to note before you begin:

1. This form is tailored to each organization/group type. This means that some questions will only become visible once you respond to prior questions, so please answer in order to ensure a smooth experience.
2. You must fill out every question marked "required."
3. Some application instructions and questions are listed underneath answer input boxes.
4. The **Flexible Support Grant Program Overview and Application Instructions** document provides full details about this program if you have questions while you work on your application. Head to the [Flexible Support webpage](#) to view or download.

Under the Fiscal Sponsor Agreement Form section, it indicate when the form was sent to the Fiscal Sponsor initially.

To resend, the applicant will click on “Resend Request to [email],” as you can see in the final image.

Name of your Fiscal Sponsor

masami

About Your Fiscal Sponsor

MRAC requires your Fiscal Sponsor confirm their sponsorship in conjunction with your application. By entering the email address of your contact at your Fiscal Sponsor (your “reference” for the purposes of the form), Submittable will send them the **Fiscal Sponsor Agreement Form**.

The form will ask the fiscal sponsor to provide the following information:

- The name of the Fiscal Sponsor organization
- Fiscal Sponsor's Primary Address (must be within the state of Minnesota)
- Fiscal Sponsor's EIN (Federal Tax Identification Number)
- Fiscal Sponsor Contact Person's phone number
- Proof of active registration with the Minnesota Secretary of State as a nonprofit organization (via image upload)

It is important to note that a Fiscal Sponsor Agreement Form submitted after the deadline will impact the eligibility of your grant proposal. **Communicate with your Fiscal Sponsor in advance of the deadline to ensure they submit the Fiscal Sponsor Agreement Form by 12 noon CDT on February 17, 2026.**

Fiscal Sponsor Agreement Form

Request sent to masami@mrac.org on 02/13/2026

[Resend Request to \[masami@mrac.org\]\(mailto:masami@mrac.org\)](#)

Be aware: We update text in the application every year for clarity and consistency, so your application may not look exactly like this. The headers will remain the same.

Look for the header that says Fiscal Sponsor Agreement Form

Click on the blue link that says “Resend Request to [contact email]”