

Fiscal Sponsorship Program



Program Description

In accordance with its mission, New Mexico Film Foundation (NMFF) serves as a Fiscal Sponsor of New Mexico independent film productions, as well as New Mexico organizations whose mission it is to promote the New Mexico film industry.

The New Mexico Film Foundation (NMFF) is a non-profit organization as determined by the IRS under code 501(c)3. It is also a registered New Mexico State Charity. Under the NMFF Fiscal Sponsorship program, the Foundation acts as an umbrella agency for a project, allowing the project to share some of the benefits of non-profit status that include:

- *Tax deductible donations accepted on behalf of your project from individuals and other entities that may be able to benefit from the tax deduction.*
- *Eligibility for funding from entities, such as foundations, government agencies, and other parties that may only provide grants and funding to non-profit entities.*

As a project's umbrella agency, NMFF is the recipient of any funds donated or granted to the project and will process accordingly and credit 100% of the funds to your project with only deductions for administrative fee reducing the donation. _____ **initial**

The Foundation's program is not a funding program whereas the project receives money from NMFF. Money is only received from donors, grants and designated funders. This program is designed so that the project receives benefits as mentioned above. _____ **initial**

NMFF maintains the funds in a specifically designated account for the project. Account funds are disbursed to the project representative for the payment of legitimate project related expenses and services per request. Receipts and or invoices will be necessary for disbursement, along with a NMFF disbursement form. _____ **initial**

As such, NMFF is responsible for ensuring that funds are used for project purposes and used in accordance with donors' and grantees' intent. This arrangement with NMFF is as the sole recipient of all project donations and grant funds or as recipient of only the funds associated with a specific grant. In either case, NMFF will issue the necessary project related tax forms/documents in accordance with IRS guidelines if applicable. _____ **initial**

If NMFF is to be the sole recipient of all project funds, then NMFF is the exclusive agent for receiving and disbursing project-related funds. In this arrangement, the project's representative is responsible to account for expenditures by providing NMFF receipts evidencing payment for project goods and services. _____ **initial**

The administrator/production company designated on the application, will receive quarterly statements listing all donations and disbursements for the project. If the statements are required on a monthly basis, NMFF must be notified via email at admin@nmfilmfoundation.org. _____ **initial**

New Mexico Film Foundation will also provide the service of letters of thanks and acknowledgement to donors. _____ **initial**

The Fiscal Sponsorship program does not provide any fundraising services, direct funding or distribution services. The Foundation **will serve as support** for events. _____ **initial**

NMFF does not have any ownership or rights in the production at any time. NMFF is not responsible for project content, the project's producers and/or directors are responsible for the content. _____ **initial**

NMFF is released for all liability that may occur during any phase of the production. **It is required that all projects present an insurance policy to NMFF prior to filming and a copy of that insurance must be sent to the Foundation prior to filming to admin@nmfilmfoundation.org** _____ **initial**

Each project is assigned a mentor who will remain as their direct contain for resources, questions or concerns. If at any time that mentor is not reachable, the Executive Director should be contacted at 505-570-0797 _____ **initial**

Upon completion of the film, New Mexico Film Foundations logo is to be displayed in credits of the film/project with "Special Thanks to our Fiscal Sponsor". _____ **initial**

NMFF charges an administrative fee as a percentage per donation and grants. These amounts cover the expenses of the foundation's services to maintain an accounting of donations and grants, send acknowledgement letters to donors and grantees, reconcile project receipts with project cash disbursements, generate and file all necessary IRS forms, in addition to other services NMFF must perform as the umbrella agency for the project. _____ **initial**

We offer a tiered scale, based on the amount of the **individual donation** as follows:

\$0.00 to \$24,999.99 (7%)	\$25,000 to \$49,999.99 (6%)	
\$50,000 to \$99,999.99 (5%)	\$100,000 + (4%)	_____ initial

The completed, original and signed application should be sent to:

New Mexico Film Foundation 313 Camino Alire #8 Santa Fe, NM 87501

Or emailed to admin@nmfilmfoundation.org with **Fiscal Sponsorship Application** in the subject line

The Foundation will schedule a meeting with the admin of the project. Applications are then presented to the NMFF Board of Directors for approval. Upon approval of the project, the project representative will be mailed/emailed a formal contract for execution, along with other required documents. Once signed and returned, connect with NMFF and the project will be onboarded in our system within 7 days; the project will be then eligible to receive donations.

The Executive Director (ED) will review all material and forward to the web designer to be added to the website. The ED will also develop a specific link/QR code for each project to be used on the website for direct donations. _____ initial

Questions about the program and application status should be directed to the Executive Director of the Foundation, Tiffany Cole at admin@nmfilmfoundation.org or 505-570-0797.

Eligibility

- Projects must be consistent with the NMFF mission statement, be educational, not a “work for hire” , represent an imaginative contribution to the film or video art form.
- The applicant must be a producer and/or director of the project.
- The project may be in any stage of development, production and or post production or distribution.
- Projects must be seeking donations in the form of grants from public agencies, foundations, corporations, or individual donors including fundraising benefits.
- Applicants must be a resident of New Mexico to apply for fiscal sponsorship.
- At least one of the project’s named project directors will need to have a Social Security number (SSN), Employer Identification Number (EIN), Independent Taxpayer Identification Number (ITIN) or other type of IRS registration.

What We Sponsor

- Documentary, feature & short films and other works of nonfiction Transmedia/ multimedia projects with film/video as a primary component of the work Film related events such as film festivals or screening series
- Film related organizations in New Mexico, with priority given to state-wide organizations