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## Letter of Explanation & Fiscal Sponsorship Description

May 15, 2025

Dear Mayor Najarian and Glendale City Councilmembers,

On behalf of Glendale Arts, I am writing to explain what our role would be as the fiscal sponsor for glendaleOUT's 4th Annual Queer Family Picnic in the Park, a beloved cultural celebration taking place on June 7, 2025. We are proud to support this inclusive, family-friendly event and to provide the organizational infrastructure necessary to ensure its continued success.

### About Glendale Arts

Glendale Arts is a 501(c)(3) nonprofit organization dedicated to strengthening the community through arts and culture. Our mission is to power arts and culture, build community, inspire new ideas, and make connections that elevate the human experience. Through innovative programming, including the Glendale International Film Festival, ace/121 Gallery exhibitions, and community-based events, Glendale Arts fosters belonging and engagement across diverse populations.

The Queer Family Picnic in the Park is an all-ages, all-inclusive event designed to bring together families, friends, and neighbors for a joyful afternoon of visibility, connection, and community celebration. Now in its fourth year, the picnic attracts a broad cross-section of Glendale residents as well as attendees from neighboring cities.

### Our Fiscal Sponsorship Relationship with glendaleOUT

As glendaleOUT is not currently a 501(c)(3) organization, Glendale Arts is serving as the event's fiscal sponsor. Fiscal sponsorship is a widely accepted and essential practice in the nonprofit sector. It allows grassroots initiatives like glendaleOUT as well as other organizations doing the work of nonprofits to access charitable funding, operate transparently, and direct more energy toward mission-driven work without the administrative burden of maintaining independent tax-exempt status. Since Glendale Arts acts as the host tax-exempt organization, we would retain discretion and control over the funds. Although Glendale Arts is responsible for reasonable oversight, we will not directly operate the project.

Our role as Fiscal Sponsor for this event includes:

- Receiving and stewarding charitable contributions on behalf of glendaleOUT
- Disbursing funds for approved expenses related to the event
- Providing acknowledgment letters for tax-deductible donations
- Maintaining restricted fund accounting to ensure that glendaleOUT funds are not commingled with our general operations
- Ensuring transparency and accountability in the use of charitable funds

We have a dedicated point of contact at glendaleOUT. All expenditures are approved by them and processed by Glendale Arts. This arrangement has been in place for prior glendaleOUT programming and has functioned successfully.

Since glendaleOUT is requesting a \$5,000 sponsorship from the City of Glendale, we would administer the funds, such as the below, for this event only on their behalf:

- Permits and fees required for public event use
- Marketing and promotion to reach a wide, diverse audience
- Event supplies and activities
- Activations for guests, including a photo booth and craft tables
- Administrative fee to support Glendale Arts' fiscal sponsorship services

This sponsorship helps glendaleOUT create a joyful, affirming experience for LGBTQIA+ families and allies, but also affirms the importance of cultural events that reflect and serve all members of our community.

Your support brings legitimacy and structure to a vital grassroots initiative, and ensures that the values of inclusion, celebration, and visibility are honored in Glendale.

Sincerely,



Nina Crowe, Chief Executive Officer  
Glendale Arts

4th Annual Queer Family Picnic in the Park  
 June 7, 2025 1-5 pm  
 Adams Square Mini Park

BUDGET / EXPENSES as per glendaleOUT

Equipment Rental	Photo Booth	\$500.00
	Power Source/Generator	\$500.00
Marketing		\$200.00
Supplies	Craft Table Supplies	\$500.00
	Decor	\$1,800.00
Event Ancillary Expenses	Food	\$500.00
	Opportunity Drawings	\$300.00
Permits & Licenses	Adam's Square Park	\$160.00
	Food Vendor	\$100.00
Glendale Arts Fiscal Sponsor Fee		\$500.00
	ESTIMATED TOTAL EXPENSES	\$5,360.00