



Capital Campaign & Program Grant Cycle 2018 Applicant Profile

This applicant profile form is provided to you so that you may review the questions and create your answers prior to logging in to [Bravo's Grants Management System](#). This form will not be accepted as a completed applicant profile. If you have questions, please contact us at grants@bravogreaterdesmoines.org or by calling **515.243.0388**.

Not all applicants will be prompted to respond to all questions when completing the applicant profile in Bravo's Grants Management Portal. The questions marked with an asterisk (*) on this form will be asked to all applicants.

I am seeking...

- Bravo Grant Funding
- To complete my elementary school district's Connecting Kids & Culture evaluation

Welcome!

Welcome to Bravo Greater Des Moines' Applicant Profile. Your organization's profile must be completed or updated before you may begin any Bravo grant application. It is also strongly recommended that you visit bravogreaterdesmoines.org and review grant program guidelines to ensure your organization's eligibility for funding before proceeding. Applicants not currently receiving Bravo funding must meet with Bravo staff to be eligible. In the Applicant Profile and any subsequent grant applications, be sure to provide only information for which you have a high degree of confidence and an ability to support through documentation. Providing inaccurate or incomplete information may result in a disqualification from Bravo funding consideration. With questions, please contact Bravo staff at grants@bravogreaterdesmoines.org or **(515) 243-0388**. Note: The use of the term "Organization" in Bravo's Applicant Profile and grant applications is all-encompassing and is intended to include 501(c) organizations, fiscally sponsored entities, and agencies, commissions, councils, or boards of government, when not otherwise specified.

Organization Name

If awarded Bravo funding, grant checks will be made payable to an organization's legal name. When applicable, an organization will be recognized as a Bravo Cultural Partner using its "doing business as" name.

*Organization Legal Name (name of Fiscal Sponsor, if applicable):

*Does your organization have a different "doing business as" name (select "Yes" if fiscally sponsored)?

- No
 Yes

*Organization's "doing business as" name (name of sponsored entity, if applicable):

*Employer ID Number (Fiscal Sponsor's EIN, if applicable; N/A for agencies, commissions, councils or boards of government):

Organization Address

Please use the organization's principal physical address. If fiscally-sponsored, please complete this section using the sponsor's information. Any funds awarded to a fiscally-sponsored entity will be mailed, and made payable to, the sponsor.

*Street Address:

Street Address 2:

*City:

- Altoona
 Ankeny
 Bondurant
 Carlisle
 Clive
 Des Moines
 Grimes
 Indianola
 Johnston
 Norwalk
 Pleasant Hill
 Polk City
 Urbandale

- Waukee
- West Des Moines
- Windsor Heights
- Other

City, if "Other":

- *County:
- Dallas County
 - Polk County
 - Warren County
 - Other

County, if "Other":

*State:

*Zip Code:

Organization's Web & Social Media

Please select the respective row's "Do Not Have" check box if the organization does not have the information requested.

	Do Not Have
Website: <input type="text"/>	<input type="checkbox"/>
Facebook Handle: <input type="text"/>	<input type="checkbox"/>
Twitter Handle: <input type="text"/>	<input type="checkbox"/>
Instagram Handle: <input type="text"/>	<input type="checkbox"/>

***Does your organization serve primarily residents of, and visitors to, one or more of the following communities?**

Altoona, Ankeny, Bondurant, Carlisle, Clive, Des Moines, Grimes, Indianola, Johnston, Norwalk, Pleasant Hill, Polk City, Polk County, Urbandale, Waukee, West Des Moines, Windsor Heights.

- Yes
- No

***What is your organization's status?**

- Tax-exempt 501(c) organization: with a primary purpose that is arts, culture and/or heritage.
- Tax-exempt 501(c) organization: with a primary purpose other than arts, culture and/or heritage.
- Agency, commission, council, or board of government: that does not incur direct expenses to operate an arts, culture and/or heritage focused facility that is open to the public.
- Agency, commission, council, or board of government: that incurs direct expenses to operate an arts, culture and/or heritage-focused facility that is open to the public.
- Fiscally sponsored arts, culture and/or heritage entity: that has received fewer than 3 Bravo Cultural Enrichment Grants.
- Fiscally sponsored arts, culture and/or heritage entity: that has received 3 or more Bravo Cultural Enrichment Grants.
- Other: My organization is not any of the above.

***What is your organization's primary purpose?**

Please select one primary purpose that best describes the majority of your organization's activities and programming. Arts: Architecture, Dance, Film, Music, Opera, Theater; Culture: Botany, Science, Zoology; Heritage: Cultural Heritage, Natural History, Local or Regional History; Other: arts, culture or heritage discipline not listed here.

- Arts: Architecture
- Arts: Art
- Arts: Dance
- Arts: Film

- Arts: Music
- Arts: Opera
- Arts: Theater
- Culture: Botany
- Culture: Science
- Culture: Zoology
- Heritage: Cultural Heritage
- Heritage: Natural History
- Heritage: Local or Regional History
- Other: arts, culture or heritage discipline not listed here.

Primary purpose, if "Other".

***Is your organization seeking Bravo funding for a program or programs it administers that are primarily arts, culture, and/or heritage-based?**

Definitions: Arts: Architecture, Dance, Film, Music, Opera, Theater; Culture: Botany, Science, Zoology; Heritage: Cultural Heritage, Natural History, Local or Regional History

- Yes
- No

***Does your organization have a Board of Directors/Trustees comprised primarily of independent persons?**

Independent persons are not organizational stakeholders and/or they do not receive monetary gain from the organization.

- Yes
- No

***Are you seeking Bravo funding for a public art project (installation or maintenance)?**

- Yes
- No

***Please provide your organization's Mission Statement.**

If your organization does not have a board-adopted Mission Statement, please describe its purpose. This information may be shared by Bravo on social media, in presentations to our investor partner local governments, in an annual report or other communications.

***Provide an organizational overview, including your organization's history and activities.**

Please use fiscally sponsored entities information, if applicable, to complete this section. This information may be shared by Bravo on social media, in presentations to our investor partner local governments, in an annual report or other communications. 350-word maximum; does not include spaces.

***Upload a document that affirms the organization's federal tax-exempt status. PDF only.**

501(c)s: 501(c) determination letter Fiscally sponsored entities: Fiscal Sponsor Agreement Agencies, commissions, councils, or boards of government: 28E agreement or letter from City Manager confirming federal tax-exempt status.

Next Steps

You have responded to all of the questions in the Applicant Profile, however it is not yet submitted. Please carefully read the next steps before submitting to ensure that it is done correctly:

1. If you would like to return to any questions to change your responses, please do so before submitting your profile by selecting the "Back" button.
2. If you are satisfied with your responses and they are accurate and ready to be submitted, please hit the "Next" button. This will submit your Applicant Profile. You will be returned to your Home page.
3. Skip this step unless your organization is a 501(c)(3) nonprofit. If you are a 501(c) nonprofit, complete the 501(c)(3) Verification task before proceeding to the next step by hitting the "Start" button to the right of the task. Please do not include any hyphens or spaces when entering your EIN, or you will receive an error message. Hit "Submit" to verify your EIN, then hit the "Back" button once it's been verified. Please contact staff right away if the system cannot verify your organization's federal tax-exempt status.
4. On the Home page, please scroll to the bottom of the page and click the green "View Grants" button.
5. The Grants page will list the Bravo Grant(s) for which your organization is eligible to apply. At the far right of any listed grant(s), there will be a green button that says "Create Submissions", which will generate an application form in the system.
6. After the application is generated, you will be directed to the application page. Underneath "Application Round", you will see a task with the name of the grant program you're eligible to apply for.