



*Prior to submitting an application, applicants should thoroughly review detailed grant guidelines.*

*While the GC18 CCPG Application must be completed through [Bravo's grants management system](#), the application questions are provided below to support applicants' preparation. Download and save this PDF to your desktop before you begin answering the practice questions. The electronic application must be completed online; this document will not be accepted as a complete application. Applicants will be able to save and edit work in the grants system, but will not have the ability to "jump" questions/pages. Navigation controls will be "Back" and "Next".*

*Not all questions will be asked of every applicant – those that will be are denoted with an asterisk. Applicants will be prompted to answer non-asterisked questions if information collected in an earlier response requires additional context. Please note that "501(c) Supplemental Material" will be required only of 501(c) applicants that are not currently receiving Bravo CEG funding.*

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**\*Primary Contact Information**

*Provide the contact information for the individual responsible for submitting, responding to questions about, and receiving communications regarding this application.*

- Contact name:
  
- Contact title:
  
- Contact phone (enter as 123-456-7890):
  
- Contact email:

**\*Is the Authorized Contact different than the Primary Contact?**

*The Authorized contact has the authority to commit the organization to the terms of a grant contract from Bravo Greater Des Moines if funds are awarded.*

- Yes
- No

#### Authorized Official Contact Information

*If different from the Primary Contact, provide the contact information for the individual with the authority to commit the organization to the terms of a grant contract from Bravo Greater Des Moines if funds are awarded.*

- Contact name:
- Contact title:
- Contact phone (enter as 123-456-7890):
- Contact email:

#### Organization Information

- Organization Legal Name:
- Organization D/B/A Name:
- Employer ID Number (EIN):
- Street Address:
- Street Address 2:
- City:
- County:
- State: IA
- Zip Code:

GRANT REQUEST

**\*Total Campaign/Project Budget**

*In order to be eligible for CCPG, total campaign/project budget must be at least \$10,000, not including any existing debts, obligations or liabilities. If a phased campaign/project, please provide the fundraising goal for only the phase for which you are applying for funding.*

**\*Grant Request**

*Grant amount requested should not exceed 30% of total campaign/project budget, not including any existing debts, obligations or liabilities. Requests outside of this range may not be looked upon favorably.*

CAMPAIGN/PROJECT INFORMATION

*CCPG applications must be for either Capital Campaign funding or funding for at least one Capital Project.*

- A. Capital Campaign – an intensive fundraising effort designed to raise a specified sum of money within a defined time period to meet the varied asset-building needs of an organization. These needs can include, but are not limited to, the construction of new buildings, renovation or enlargement of existing buildings, purchase or improvement of land, acquisition of furnishings or equipment, or public art.
  
- B. Capital Project
  - i. New construction, expansion, renovation, or replacement project for an existing facility or facilities. Project must have a useful life of at least three (3) years. Project costs can include the cost of land, engineering, architectural planning, and contract services needed to complete the job.
  
  - ii. New public art installations with a useful life of at least three (3) years. Project costs can include the cost of land, engineering, architectural planning, and contract services needed to complete the job.
  
  - iii. A purchase of major equipment (assets) with a useful life of at least three (3) years.
  
  - iv. A major maintenance or rehabilitation project for existing facilities with an economic life of at least three (3) years (select one below).
  
  - v. A major maintenance or rehabilitation project for existing public art installations with an economic life of at least three (3) years.

\*Please indicate for which category or categories your application should be considered.

*Select all that apply.*

- Capital Campaign
- Capital Project i
- Capital Project ii
- Capital Project iii
- Capital Project iv
- Capital Project v

CAMPAIGN/PROJECT NARRATIVE

\*Describe the campaign/project for which you are applying. Please be as specific as possible. 250-word maximum.

\*Describe how the campaign/project aligns with your current organizational strategic priorities and supports your ability to meet community needs. 250-word maximum.

\*Provide one to three specific examples of how community support has been demonstrated for this campaign/project. 250-word maximum.

1

2

3

\*Other than meeting overall fundraising goals, what is the biggest challenge associated with this campaign/project and how do you plan to overcome it? 250-word maximum.

\*Describe the impact this campaign/project will have on your organization's ongoing operating budget, such as any increases or decreases in utilities, maintenance costs, mortgage payments, additional staff, etc. How do you plan to address the implications? 250-word maximum.

\*If awarded, will GC18 CCPG funds be used as matching funds for an Enhance Iowa Community Attraction and Tourism (CAT) Grant?

- Yes
- No

\*If the campaign/project is awarded a CCPG in the requested amount, are there recognition/naming opportunities for Bravo? If yes, please describe.

- Yes
- No

\*Is the organization receiving or applying for funds directly from one or more of Bravo Greater Des Moines' partner local governments?

- Yes
- No

If yes, check all that apply:

- |                                     |                                          |
|-------------------------------------|------------------------------------------|
| <input type="checkbox"/> Altoona    | <input type="checkbox"/> Norwalk         |
| <input type="checkbox"/> Ankeny     | <input type="checkbox"/> Pleasant Hill   |
| <input type="checkbox"/> Bondurant  | <input type="checkbox"/> Polk City       |
| <input type="checkbox"/> Carlisle   | <input type="checkbox"/> Polk County     |
| <input type="checkbox"/> Clive      | <input type="checkbox"/> Urbandale       |
| <input type="checkbox"/> Des Moines | <input type="checkbox"/> Waukee          |
| <input type="checkbox"/> Grimes     | <input type="checkbox"/> West Des Moines |
| <input type="checkbox"/> Indianola  | <input type="checkbox"/> Windsor Heights |
| <input type="checkbox"/> Johnston   |                                          |

\* Is your organization currently receiving Bravo GC18 Cultural Enrichment Grant Funding? (*Funding period is from Jan. 1 – Dec. 31, 2018*)

- 501(c) currently receiving Bravo GC18 CEG funding
- 501(c) not currently receiving Bravo GC18 CEG funding
- Agency, commission, council or board of government currently receiving Bravo GC18 CEG funding
- Agency, commission, council or board of government not currently receiving Bravo GC18 CEG funding

SUPPLEMENTAL MATERIAL

- \* Board of Directors/Trustee List  
Annual Report, if available  
Strategic Plan, if available
- \* Board approved operating budget for current fiscal year.
- \* Tax Form 990 for most recently completed fiscal year.
- \* Most recently completed fiscal year’s independent financial audit, independent financial review, or unofficial end of year financials

\*Campaign/Project Timeline Overview

*Should include list of key partners essential to the campaign/project’s success (e.g. consultants, lead contractors, etc.) and major campaign/project milestones.*

*Project blueprints, sketches, photos, etc., if available (PDF only).*

\*Campaign/Project Budget Overview

*Should include revenue and expenses; both in-kind and actual revenue should be reflected. If endowment is part of campaign/project, list separately and do not include in overall budget. Please include third-party documentation for in-kind revenue. (PDF only)*

\*Campaign/Project Contributors

*Should include confirmed contributors listed by category: individual (denote which are board members), corporate, foundation, and government. Include total amount of contributions/pledges secured to date.*

Any additional supplemental materials relevant to the application (optional).

*Applicants will be able to upload PDFs of these documents in the official application.*

## Sign Your Application

Applicants awarded with a GC18 Capital Campaign & Project Grant will be required to commit to the terms of the grant agreement, which must be signed by an authorized signatory of the awarded organization and submitted to Bravo no later than 3 p.m. on Friday, May 30, 2018.

Bravo Greater Des Moines reserves the right to deny funding or partially or fully withhold, defer, reduce, adjust or rescind awards to organizations that are not in good standing. An organization that has been awarded Bravo funds is considered not in good standing if:

- The organization provides false or inaccurate information, or information that cannot be substantiated, in its application, supplemental materials and/or reports;
- The organization fails to submit progress or final reports on past funding by the stated deadline;
- The organization fails to sign and/or submit a grant agreement by the stated deadline;
- The organization fails to honor one or more of the terms stated in an executed grant agreement, including, but not limited to: expending all funds within the grant period or using funds as described in the awarded application; and/or
- The Bravo Grantmaking Committee designates it thus, with sound cause and reasoning.

\*If awarded a Capital Campaign & Project Grant, does the applicant have the ability to have an authorized signatory of the organization sign the grant agreement no later than 3 p.m. on Wednesday, May 30, 2018?

- Yes
- No

\*I certify that this application is true, correct and complete.  
*Please use your mouse to electronically sign on the line below.*

**Once you've completed the application, you will be able to submit your electronic application in [Bravo's grants management system](#). The electronic application must be completed online; this document will not be accepted as a complete application.**

**If you have any questions, please contact Bravo staff at (515) 243-0388.**

**Thank you!**