



ARTS & CULTURE PROGRAM GRANT

Grant Cycle 2022 Application Tips for New Applicants

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EXPENSE DETAILS FOR GC22 ARTS AND CULTURE PROGRAM GRANTS

To clarify questions on types of expenses, please rely on these definitions that are specific to Bravo.

ELIGIBLE EXPENSES include expenses incurred within the official grant period of January 1 – December 31, 2022 and may encompass:

- Personnel (wages and benefits for full-time, part-time, contract workers and artistic collaborators)
- Professional Fees (legal Fees, insurance, production fees, royalties; ticketing service, memberships, etc.)
- Technology (software and hardware) and Equipment purchases under \$5,000 that directly supports the mission
- Materials (office supplies, paint, costumes, props, music, PPE, etc.)
- Space (leases or mortgages for office, storage, rehearsal, performance and exhibition spaces, etc.)
- Rentals (stages, lighting/sound, scissor lift, porta potties, etc.)
- Marketing (print material, ad buys, postage, design fees, etc.)
- Utilities (internet, electricity, gas, trash, water, etc.)
- Travel (reasonable and related lodging, transportation, food, etc.)

For example, if a performance space is rented for a holiday concert taking place on December 16, 2022, that expense is incurred within the timeframe even if the organization does not receive an invoice until January 2023. Therefore, that performance space rental is an eligible expense. If the organization purchases music on December 6, 2021 for a February 2022 concert, that is an ineligible expense. If that purchase is made on January 2, 2022, it is eligible.

INELIGIBLE EXPENSES include expenses that fall outside of the grant period or the identified eligible expenses above. Ineligible grant request expenses and activities include but are not limited to:

- Deficit or debt reduction, including loans and lines-of-credit
- Donations or contributions to other organizations or businesses
- Expenses incurred prior to or after the funding period
- Fundraising or benefit events
- Lobbying activities
- Prizes, awards, and scholarships
- Religious activities and events
- Endowment building
- Capital expenses and projects such as capital improvement, real estate, capital infrastructure and capital campaigns.