



Fall Grant Cycle 2019 Applicant Profile

This applicant profile form is provided to you so that you may review the questions and prepare your answers prior to logging in to [Bravo's Grants Management Portal](#). 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.

Notes:

1. Applicants not currently receiving Bravo funding are not eligible for Grant Cycle 19 funding.
2. 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.
3. 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.
4. 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.

***I am seeking...**

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

***My organization received Cultural Enrichment Grant funding in 2018:**

- Yes
- No

Has your organization received Bravo grant funding in the past 5 years?

- Yes
- No

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 incurs direct expenses to operate an art, culture and/or heritage focused facility that is open to the public.
- Other: Have received Bravo funding for at least the past 5 years.
- 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
- 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".

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

If your organization does not have a board-adopted Mission Statement, please describe the organization's purpose. This information may be shared by Bravo on social media, in presentations, in an annual report or other communications.

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

Please use fiscally sponsored entity's information, if applicable, to complete this section. This information may be shared by Bravo on social media, in presentations, 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 if your organization is an agency, commission, council, or board of government. If you are a 501(c) non-profit, or fiscally sponsored by one, please complete the 501(c) 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. To the right of the grant name, you will see a gray "Start" button. Click that button to begin completing the application questions. For more detailed instructions, please refer to the [Grants Management Portal Applicant FAQ](#).

With questions, please contact Bravo staff at grants@bravogreaterdesmoines.org or (515) 243-0388.