



## ABOUT

Bravo Greater Des Moines envisions a community where arts, culture, and heritage organizations across central Iowa are recognized and supported as vital contributors to the region's vibrant quality of life. Our mission is to provide reliable funding and support to these organizations.

Through a regionally collaborative model, Bravo provides unrestricted financial support for general operations to eligible organizations – our Cultural Partners – through the Cultural Enrichment Grant.

The Cultural Enrichment Grant (CEG) is funded through hotel-motel tax revenue received from local government partners that have current 28E agreements with Bravo, which includes Altoona, Ankeny, Carlisle, Bondurant, Clive, Des Moines, Grimes, Indianola, Johnston, Norwalk, Pleasant Hill, Polk City, Polk County, Urbandale, Waukee, West Des Moines, and Windsor Heights.

## SCHEDULE

### Wednesday, September 21, 2016

Link to online application posted on Bravo's website by 10:00 a.m. (CDT)

### Wednesday, October 19, 2016

Applications and supplemental materials due by 3:00 p.m. (CDT)

### Tuesday, November 15, 2016

Applicants will be notified of their award status

### Friday, January 1, 2017

GC17 CEG funding period begins; first of four quarterly grant payments sent to grant recipients

### Friday, December 8, 2017

GC17 CEG reports due

### Sunday, December 31, 2017

GC17 CEG funding period ends; all GC17 funds must be expended by this date

## IMPORTANT NOTES

All applicants not currently receiving funding from Bravo must meet with Bravo staff no later than one week prior to the application deadline.

A complete and electronically submitted application is required by all applicants. Applications that are incomplete or do not adhere to instructions may be disqualified. Late applications will not be accepted. Applicants who do not receive a confirmation of receipt email immediately after submitting their application should call (515) 243-0388.

## FUNDING ELIGIBILITY

An organization is eligible to apply for CEG funding if it meets all of the following requirements and is not eligible to receive program funding through Bravo’s [Local Arts Program Grant](#):

- Is either exempt from tax under Section 501(c) of the Internal Revenue Code (*consideration may be given to an applicant using a fiscal sponsor, but will not be funded through the Cultural Enrichment Grant after three years in this status and must be a certified 501(c) organization by the fourth year*)

- OR -

is an agency, commission, council, or board of a government that has direct expenses to operate an arts, culture or heritage-focused facility open to the public.

- Provides operations which, as a primary purpose, advance the enlightenment and entertainment of the public through the production, presentation, exhibition, advancement, or preservation of the arts, music, theater, dance, zoology, botany, science, natural history, or cultural history.
- Has a principal office within one of Bravo’s 28E partner communities.
- Conducts the majority of its activities in, and principally benefits the residents of and visitors to, one or more of Bravo’s 28E partner communities.

Ineligible applicants include those deemed so by the Grantmaking Committee and:

- For-profit businesses; political, religious, or educational institutions.
- Applicants formed with the express purpose of fundraising on behalf of, supporting, and/or promoting applicants that are not otherwise eligible for funding.

If your organization has questions about its eligibility, please contact Bravo staff at [grants@bravogreaterdesmoines.org](mailto:grants@bravogreaterdesmoines.org) prior to beginning your application.

## GRADUATED FUNDING SCALE

CEG is a competitive grant process. Eligibility does not guarantee a CEG award and not all applicants automatically receive funding. Although there is no limit to the amount of funding an applicant may request or be awarded, Cultural Partners may generally expect to see awards that are a percentage of their actual operating expenses for the most recently completed year, based on Bravo’s graduated funding scale.

<b>ACTUAL EXPENSES</b>	\$1 million and above	\$200,000 – \$999,999	Up to \$199,999	Local Historical Societies
<b>TARGET FUNDING SCALE</b>	3% - 7%	5% - 9%	5% - 15%	5% - 25%

## **APPLICATION PROCESS**

### **1. Review Application Guidelines**

Ensure that your organization is eligible for GC17 CEG funding and will be able to meet all requirements. If there are questions about eligibility or requirements, contact Bravo staff prior to proceeding with the application at [grants@bravogreaterdesmoines.org](mailto:grants@bravogreaterdesmoines.org) or (515) 243-0388.

### **2. Create an Applicant Profile**

GC17 will be administered through Bravo's grants management software. Each applicant will be required to create an applicant account and complete the Applicant Profile before beginning the application. [Review the Applicant FAQ](#) prior to logging into the program for the first time.

### **3. Complete the Online Application & Submit Supplemental Materials**

Be sure to report only information for which you have a high degree of confidence and an ability to support through documentation. Applicants will be able to save, revisit, and edit work before submitting an application. All required supplemental material must be attached to your application before it is submitted. A failure to submit supplemental material with your application may result in a disqualification. Required supplemental materials are, if applicable:

- Financial audit or review documents.
- Strategic plan.
- Most recent IRS Form 990.
- Annual report.
- 501(c) designation letter or fiscal sponsor agreement

## **REVIEW & AWARD PROCESS**

All eligible applications will be evaluated for awards by Bravo's Grantmaking Committee with final funding allocations made by the Bravo Board of Directors. Review criteria include evaluation of organizational strength – governance, strategic planning, etc. – and review of the merits of the applicant's operations and programming, among other criteria. Meetings of the Grantmaking Committee are not open to the public and applicants should not contact committee members or Bravo Board members directly to discuss applications.

Applicants awarded with a GC17 award will be required to:

- Submit a signed grant agreement.
- Submit a report for the grant.
- Expend all funds within the January 1, 2017 – December 31, 2017 funding period.
- Acknowledge Bravo Greater Des Moines and its government partners in all complete donor listings.