



LOCAL ARTS PROGRAM GRANT
Grant Cycle 2017 Guidelines
(515) 243-0388
grants@bravogreaterdesmoines.org

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.

In addition to Bravo's operating grants to organizations whose primary purpose is arts, culture, or heritage, Bravo now offers unrestricted program grants through the Local Arts Program Grant (LAPG).

Established to fund community-based arts, culture, and heritage programs presented by organizations that are not eligible to receive operating support from Bravo, the intent of LAPG is to support community enrichment through arts and culture experiences available at the local level. Believing that a thriving region is comprised of strong communities, Bravo is committed to operating this pilot program for two years, with Grant Cycle 2017 (GC17) being its inaugural year.

LAPG 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 to 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 LAPG funding period begins; grant payment sent to grant recipients

Friday, December 8, 2017

GC17 LAPG reports due

Sunday, December 31, 2017

GC17 LAPG 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 LAPG funding if it meets all of the following requirements and is not eligible to receive operations funding through Bravo's [Cultural Enrichment Grant](#):

- Is either exempt from tax under Section 501(c) of the Internal Revenue Code and has a primary operational focus other than arts, culture, and/or heritage
 - OR -
- is exempt from tax through a fiscal sponsorship
 - OR -
- is an agency, commission, council, or board of a government that does not have direct expenses to operate an arts, culture or heritage-focused facility open to the public.
- Provides programming which, as a primary purpose, advances 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.

A program is eligible for LAPG funding if it is primarily arts, culture, and/or heritage in focus, with an emphasis on creating additional arts and culture experiences for a community. To be eligible for Grant Cycle 2017 funding, the program must take place, and costs must be incurred, during the January 1 – December 31, 2017 funding period.

Ineligible applicants and programs 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 (e.g. friends societies, etc. for political, religious, or educational institutions).

If your organization has questions about its eligibility, please contact Bravo staff at grants@bravogreaterdesmoines.org prior to beginning your application.

AWARD FUNDING

LAPG is a competitive grant process. Eligibility does not guarantee an LAPG award and not all applicants automatically receive funding. Grant awards will generally account for 30% or less of the program's total budget, including direct and indirect costs, with a target of no more than \$10,000 being awarded to any single program. Eligible organizations may apply for funding for up to three programs per grant cycle.

APPLICATION PROCESS

1. Review Application Guidelines

Ensure that your organization is eligible for GC17 LAPG 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 (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 and revisit 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 material is the organization's 501(c) designation letter or fiscal sponsor agreement, if applicable.

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. Decisions will be based on the merits of the applicant's programming and the caliber of the application submitted, among other criteria. LAPG review meetings are not open to the public.

Applicants awarded with a GC17 award will be required to:

- Submit a signed grant agreement.
- Submit a report for the grant by the December 8, 2017 deadline.
- 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.