



**CULTURAL ENRICHMENT GRANT**  
**Grant Cycle 2018 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. The mission of Bravo Greater Des Moines is to provide reliable funding and support that strengthens arts, culture and heritage organizations serving Greater Des Moines.

Through a regionally collaborative model, Bravo offers financial support for general operations to eligible arts and cultural organizations through the Cultural Enrichment Grant. Organizations awarded this funding become Bravo's Cultural Partners.

The Cultural Enrichment Grant (CEG) is funded through hotel-motel tax revenue received from partner local governments that have current 28E agreements with Bravo: 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. Funding emphasis is on organizations located in, and serving residents of and visitors to, Bravo's 28E partner communities.

## FUNDING ELIGIBILITY

An organization is eligible to apply for CEG funding if it meets all of the following requirements:

- Is either exempt from tax under Section 501(c) of the Internal Revenue Code, or any successor provision (*consideration may be given to an applicant using a Fiscal Sponsor, but it will not be funded through CEG after three years in this status and must be a certified 501(c) organization by the fourth year to continue meeting this CEG eligibility requirement*)

- OR -

is an agency, commission, council, or board of a government that incurs direct expenses to operate an arts, culture or heritage-centric 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 Greater Des Moines;
- Conducts the majority of its activities within Greater Des Moines, and principally benefits the residents of, and visitors to, such area;
- When applicable, has a Board of Directors or Trustees comprised of independent persons; and
- Meets with Bravo staff prior to submitting an application. This is a requirement only for applicants not currently receiving Bravo funding.

Ineligible CEG applicants, including those who meet the above criteria, are those deemed so by the Bravo Grantmaking Committee and:

- Political, religious or educational organizations;
- Those 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 organizations); and
- Those seeking funding for arts and culture programs or capital-building; fundraising events or endowments; or existing obligations, debts, liabilities or costs that the organization has already incurred.

The Cultural Enrichment Grant is a competitive grant process. Eligibility does not guarantee funding and all applicants may not receive a CEG award. Specific eligibility requirements may be waived at Bravo’s discretion.

### GRADUATED FUNDING SCALE

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 based on a percentage of their actual operating expenses for their most recently completed fiscal year, based on Bravo’s graduated funding scale.

ACTUAL EXPENSES	\$1 million and above	\$250,000 – \$999,999	Up to \$249,999.99	Local Historical Societies
TARGET FUNDING RANGE	3% - 7%	5% - 9%	5% - 15%	5% - 25%

### GRANT CYCLE 2018 (GC18) SCHEDULE

**Wednesday, August 23, 2017**

Online application posted on Bravo website

**Wednesday, September 20, 2017**

Final day for applicants to meet with Bravo staff

**Friday, September 22, 2017**

Final day staff is available to answer questions (3:00 p.m.)

**Wednesday, September 27, 2017**

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

**Wednesday, November 29, 2017\***

Applicants notified of their award status by 3:00 p.m.

**Friday, December 8, 2017**

- GC18 CEG agreements must be signed by 3:00 p.m.

- GC17 CEG reports due by 3:00 p.m. *(if applicable)*

**Monday, January 1, 2018**

- GC18 CEG funding period begins

- First GC18 CEG quarterly check mailed\*

**Friday, December 14, 2018\***

GC18 CEG reports due by 3:00 p.m.

**Sunday, December 31, 2018**

- GC18 CEG funding period ends

- All GC18 CEG funds must be expended

\*Dates subject to change.

### APPLICATION PROCESS

#### 1. Review Application Guidelines

Ensure that your organization is eligible for GC18 CEG funding and will be able to meet all grantee requirements.

#### 2. Create or Update an Applicant Profile

GC18 will be administered through Bravo’s online grants portal. Each applicant organization will be required to complete or update its profile in the system before beginning the application. Review the [Bravo Grants Portal FAQ for Applicants before proceeding](#). For your convenience, a fillable [PDF of Applicant Profile](#) questions can be found here or on the Bravo website.

#### 3. Meet with Bravo Staff

Applicants not currently receiving Bravo funding are required to meet with staff no later than Wednesday, September 20, 2017, to be eligible for funding and before submitting an application.

#### **4. Complete the Online Application**

Applicants will be able to save, revisit and edit work before submitting. A complete and electronically submitted application is required by all applicants. For your convenience, a fillable [PDF of application questions](#) can be found on the Bravo website.

Applications that are incomplete, do not follow instructions or contain inaccurate information, may be disqualified from Bravo funding consideration.

#### **5. Upload Supplemental Material**

Applicants will be required to provide supplemental material, which must be attached to a profile or application before it is submitted. Failing to submit required supplemental material may result in a disqualification from Bravo funding consideration. Required supplemental materials will include:

- Financial audit or review documents
- Strategic plan
- Most recent IRS Form 990 - 501(c)s only
- Annual report, if available
- End of Year Financial Statements
- Federal tax-exempt status documentation

#### **7. Submit Your Application**

Once you are satisfied with your responses in the GC18 CEG Application and you have uploaded the required supplemental material, please follow the instructions outlined in the Bravo Grants Portal FAQ for Applicants to ensure that you correctly submit your application. Upon submission, you will be able to print a copy of your application responses for your records.

Late applications will not be accepted so applicants are strongly encouraged to submit their applications well-enough in advance of the application deadline to avoid technical concerns.

#### **8. Confirmation**

Immediately after submitting your application, you will receive an email confirming that your application was successfully submitted to Bravo. If you do not, please check your email junk folders, and double-check that you followed the steps outlined in the FAQ. If you still do not receive the email, contact Bravo staff at (515) 243-0388 or [grants@bravogreaterdesmoines.org](mailto:grants@bravogreaterdesmoines.org).

### **REVIEW & AWARD PROCESS**

All eligible applications will be evaluated by Bravo's Grantmaking Committee with final funding decisions made by the Bravo Board of Directors. Review criteria include evaluation of organizational strength – governance, strategic planning, etc. – and 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 GC18 Cultural Enrichment 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 3:00 p.m. on Friday, December 8, 2017.

Bravo Greater Des Moines is committed to a transparent, fair and consistent grantmaking process, and therefore does not consider appeals of final funding decisions as made by the Board of Directors.

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.

## SUPPORT

Bravo staff is available to answer questions and provide application or technical support until 3:00 p.m. on Friday, September 22, 2017. Staff may be reached at [grants@bravogreaterdesmoines.org](mailto:grants@bravogreaterdesmoines.org) or (515) 243-0388.