



Fall Grant Cycle 2018: Local Arts Program Grant

This application form is provided to you so that you may review the application questions and create your answers prior to logging in to [Bravo's Grants Management Portal](#). This form will not be accepted as a completed application. If you have questions, please contact us at grants@bravogreaterdesmoines.org or by calling 515.243.0388.

Not all applicants will be prompted to respond to all questions when completing the application in Bravo's Grants Management Portal. The questions marked with an asterisk (*) on this form will be asked to all applicants.

***Primary Contact Information**

Provide the contact information for the individual responsible for submitting, responding to questions about and receiving communications regarding this application. *Or, if fiscally-sponsored, please complete this section using the sponsored entity's information.*

Contact Full Name:

Contact Title:

Contact Phone (123-456-7890):

Contact Email:

***Is the Authorized Contact different than the Primary Contact?**

The Authorized Contact has the authority to commit the organization to the terms of a grant contract from Bravo Greater Des Moines if funds are awarded. If fiscally-sponsored, please respond "Yes".

- Yes
- No

Authorized Contact Information

If different from the Primary Contact, provide contact information for the individual with the authority to commit the organization to the terms of a grant contract from Bravo Greater Des Moines if funds are awarded. *Or, if fiscally-sponsored, please complete this section using the sponsor's information.*

Contact Full Name:

Contact Title:

Contact Phone (123-456-7890):

Contact Email:

Organization Information

*Organization Legal Name:

Organization's D/B/A Name:

*Employer ID Number

*Street Address:

Street Address 2:

*City:

*County:

*State:

*Zip Code:

*Grant Request

Grant awards generally account for 30% or less of the program's total budget, including direct and indirect costs, with no more than \$10,000 typically being awarded to any single program. It is preferred that the funding request for any given program not exceed 5% of the organization's total operating budget. Provide whole dollar amount requested from Bravo:

***Organization's Total Operating Budget**

***Upload Detailed Annual Operating Budget - PDF only**

Please upload your organization's one-page operating budget.

***In-kind Donations to the Program**

Please enter "0" if none, or "Unsure" if you don't know. In-kind donations will not be included in overall program budget size during award consideration and should not be reflected in your program expenses below.

Goods:

Services:

***Program Revenue Details**

Revenue related specifically to this program. Please enter "0" if a particular revenue source is not relevant to the program.

	Detail
Primary program revenue (all revenue earned from direct participation; e.g. ticket sales, material and registration fees, program contracts, etc.):	<input type="text"/>
All other earned revenue (concessions, retail & merchandise, valet, etc.):	<input type="text"/>
Sponsorships, grants (from all sources, including Bravo), gifts and tax-deductible contributions (do not include direct budget appropriation from any level of government):	<input type="text"/>
Direct budget appropriation from any level of government (do not include funds granted from public sources):	<input type="text"/>

***Total Program Revenue**

This field should automatically calculate the sum of the revenue you entered. If it does not, or if the calculation is incorrect, please update the response.

***Program Expense Detail**

Expenses related specifically to the execution of this program. Please enter "0" if a particular expense is not relevant to the program.

	Detail
Personnel, staff and admin. expenses:	<input type="text"/>
Venue expenses (cost of facility rental or usage):	<input type="text"/>
Program expenses (direct cost of presenting program):	<input type="text"/>
Marketing and promotion expenses:	<input type="text"/>
All other expenses (if more than 10% of total program expenses, please describe primary other expenses below):	<input type="text"/>

***Total Program Expenses**

This field should automatically calculate the sum of the expenses you entered. If it does not, or if the calculation is incorrect, please update the response.

Primary Other Expenses

If more than 10% of total program expenses.

Budget Narrative (Optional)

Please provide a narrative to describe any changes, issues or challenges you would like to share with Bravo regarding your organization or program's budget or finances. Include any deviations from prior year that Bravo should be aware of. *350 word maximum; does not include spaces.*

***Program Name**

***Program Primary Purpose**

Please select one primary purpose that best describes the program's focus. Arts: Architecture, Dance, Film, Music, Opera, Theater; Culture: Botany, Science, Zoology; Heritage: Cultural Heritage, Natural History, Local or Regional History; Other: arts, culture or heritage discipline not listed here.

- 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.

Describe the Program's Primary Purpose

If "Other arts, culture or heritage discipline not listed here." was selected.

***Program Description**

Briefly describe the program, its overall objectives and how it advances the mission of your organization. 350 word maximum; does not include spaces.

***Number of Years the Program Has Been Offered**

Please enter "0" if this is the first year the program has been offered.

***Attendance Figures**

For years when the program was not presented, enter "N/A". For years when the program was presented but data is unavailable, enter "Unsure".

Projected 2018 Attendance:

Year Prior's Attendance:

Two Years Prior's Attendance:

Three Years Prior's Attendance:

***Is Attendance...**

- Paid
- Free
- Other, please explain: _____

Attendance Narrative (Optional)

Please provide any additional information about the program's expected or historical attendance figures that you would like Bravo to know. *350 word maximum; does not include spaces.*

***What is the Program Duration?**

- 1 day or less
- 2 - 6 days
- 1 week - 6 months
- 6 months - year round

***Where is the Program Offered?**

Be as specific as possible.

***Volunteers**

Number of Program Volunteers (enter "0" if none; enter "Unsure" if don't know):

Number of Program Volunteer Hours (enter "0" if none; enter "Unsure" if don't know):

***Describe how your program benefits and adds value to the community. How is your organization positioned to do this?**

Be as specific as possible. *350 word maximum; does not include spaces.*

***What challenges does the program face in achieving its objectives described earlier? How will they be overcome?**

Be as specific as possible. *350 word maximum; does not include spaces.*

***Program's Audience**

Describe who this program serves using as many identifiers as possible (age, ethnicity, geographical base, socioeconomic background, ability, etc.). How will the program be promoted to them to ensure engagement? Be as specific as possible. *350 word maximum; does not include spaces.*

***Program's Impact**

How will the program measure its success in achieving the objectives and impacting the intended audience(s) described earlier? Be as specific as possible. *350 word maximum; does not include spaces.*

Supplemental Materials

***Contributions - PDF only**

Upload a list of program sponsors, funders (including public sources), donors and sources of direct budget appropriation from any level of government. Include committed and pending contributions.

***Partnerships - PDF only**

Upload a list of all program collaborators and partners and their roles and responsibilities in executing the program.

Tax Documentation - PDF only

Federal tax-exempt 501(c) applicants must upload IRS Form 990 for the organization's most recently completed fiscal year. If fiscally-sponsored, use sponsor's 990. Agencies, commissions, councils or boards of government do not need to provide this documentation. Organizations with gross receipts of \$200,000 or more, or assets worth \$500,000 or more - Form 990 Organizations with gross receipts of more than \$50,000 and less than \$200,000, and assets worth less than \$500,000 - Form 990EZ or Form 990 Organizations with gross receipts of \$50,000 or less - Form 990-N (e-Postcard)

*Sign Your Application

Applicants awarded with a GC18 Local Arts Program 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 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.

If awarded a Local Arts Program Grant, does the applicant have the ability to have an authorized signatory of the organization sign the grant agreement no later than 3:00 p.m. on Friday, December 8, 2017?

- Yes
- No

***I certify that this application is true, correct and complete.**

Please use your mouse to electronically sign on the line below.

Submit Your Application

You have answered all of the questions in the Grant Cycle 2018 Local Arts Program Grant application. Your responses are editable until your application is submitted. Hit the "Back" button to return to any previous responses you would like to edit. If you are satisfied with your responses and are ready to submit your application,

please follow the below steps:1. Select the "Save & Exit" button at the bottom of this page. You will be taken back to the "Local Arts Grant Application Round" page. 2. Select the large, green "Submit GC18 LAPG Application" button on the "Application Round" page. 3. You will be prompted to confirm that you are ready to submit your application. Selecting "Cancel" will take you back to the previous page. Selecting "Continue" will submit your application to Bravo. Your application will not be submitted to Bravo until you select "Continue".4. Check your inbox to confirm that your submission was received. Please check junk/spam folders. Please note that if you're submitting more than one LAPG application, you should receive as many confirmation emails as applications you submit. 5. If you do not receive a confirmation email immediately after you submit your application, please contact Bravo staff at (515) 243-0388 or grants@bravogreaterdesmoines.org. Thank you!