

ABOUT

Bravo Greater Des Moines envisions a community where arts, culture and heritage organizations elevate and enrich a vibrant region. Our mission is to leverage community resources to maximize impact of arts, culture, and heritage to advance regional priorities.

On June 19, 2018, the Bravo Board of Directors approved a new strategic plan for the organization. Community investing through grants to cultural partners remains Bravo's core function and top priority. As such, the first goal outlined in the plan was to "Invest strategically in arts, culture and heritage." Objectives within this goal are to connect Bravo's grant investments, processes and programs with regional and cultural priorities. Bravo's Community Investment Committee will spend FY19 focused on the transition to new community investment strategies. However, Grant Cycle 19 (GC19; January 1, 2019 – December 31, 2019) funds will still be distributed to eligible arts, culture and heritage organizations for general operations 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 GC19 CEG funding if it meets all of the following requirements:

- Is currently receiving Bravo Greater Des Moines GC18 CEG funding. New applicants will not be accepted this cycle.
- 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 in one of Bravo's 28E partner communities;
- Conducts the majority of its activities within one or more of Bravo's 28E partner communities, and principally benefits the residents of, and visitors to, such area; and
- Has a Board of Directors or Trustees comprised of independent persons.

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

- Political, religious or academic 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 academic organizations); and
- Those seeking funding for arts, culture or heritage 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 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. Applicants do not need to include a specific funding request in their application.

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 2019 (GC19) SCHEDULE

Wednesday, September 5, 2018
Online application posted on Bravo website

Friday, December 14, 2018*
- GC19 CEG agreements must be signed by 3:00 p.m.
- GC18 CEG reports due by 3:00 p.m.

Friday, September 28, 2018
Final day staff is available to answer questions (3:00 p.m.)

Tuesday, January 1, 2019
- GC19 CEG funding period begins
- First GC19 CEG quarterly check mailed*

Wednesday, October 3, 2018
Applications and supplemental materials due by 3:00 p.m.

Friday, December 13, 2019*
GC19 CEG reports due by 3:00 p.m.

Wednesday, December 5, 2018*
Applicants notified of their award status by 3:00 p.m.

Tuesday, December 31, 2019
- GC19 CEG funding period ends
- All GC19 CEG funds must be expended

*Dates subject to change.

APPLICATION PROCESS

1. Review Application Guidelines

Ensure that your organization is eligible for GC19 CEG funding and will be able to meet all Cultural Partner requirements.

2. Create or Update an Applicant Profile

GC19 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. 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.

4. Upload Supplemental Material (Review)

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

5. Submit Your Application

Once you are satisfied with your responses in the GC19 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.

6. 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.

REVIEW & AWARD PROCESS

All eligible applications will be evaluated by Bravo's Community Investment 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 Community Investment 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 GC19 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 14, 2018. Not completing the grant agreement by this time may jeopardize GC19 funding.

Bravo Greater Des Moines is committed to a transparent, fair and consistent community investment process, and therefore does not consider appeals of final funding decisions 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 stated deadlines;
- 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 Community Investment 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 28, 2018. Staff may be reached at grants@bravogreaterdesmoines.org or (515) 243-0388.