

PROGRAM OVERVIEW

Arts, culture and heritage elevate and enrich a vibrant Greater Des Moines. Through the Capital Project Grant (CPG) program, Bravo Greater Des Moines offers financial support for capital projects that increase access to and elevate the quality of arts and cultural experiences in Greater Des Moines.

The CPG program is a competitive grant process. There is up to \$450,000 available for grant awards in Grant Cycle 2019 (GC19), and not all requests will be funded. Eligibility does not guarantee funding. Specific eligibility requirements may be waived at Bravo's discretion.

The CPG program is funded through hotel-motel tax revenue received from the following local government partners that have 28E agreements with Bravo: Altoona, Ankeny, Bondurant, Carlisle, Clive, Des Moines, Grimes, Indianola, Johnston, Norwalk, Pleasant Hill, Polk City, Urbandale, Waukee, West Des Moines, Windsor Heights and Polk County.

APPLICANT ELIGIBILITY

Eligible CPG applicants are 501(c) nonprofit organizations with a primary focus of arts, culture or heritage. The applicant should be the intended entity to contract with Bravo Greater Des Moines to receive grant funds and undertake the funded activity. An organization may submit only one CPG application per grant cycle.

All CPG applicants must have headquarters in and conduct the majority of activities within one of Bravo's partner local government communities and have a Board of Directors or Trustees comprised of independent persons. Independent persons are not organizational stakeholders and/or do not receive monetary gain from the organization.

Organizations that received a Capital Campaign & Project Grant award in Grant Cycle 2018 (July 1, 2018-June 30, 2019 funding term) are ineligible for CPG funding in GC19. Other ineligible organizations include:

- Governmental entities
- Political, religious or educational organizations/institutions
- Organizations formed with the express purpose of fundraising on behalf of or supporting and/or promoting an organization
- Any organization deemed ineligible by the Bravo Community Investment Committee

PROJECT ELIGIBILITY

Eligible capital projects are of the type and scope that an organization must raise additional funds, outside normal operations, in order to complete it. Projects must have a total project cost of at least \$15,000 and must have a useful life of at least three (3) years.

"Capital project" is defined as a comprehensive and cohesive construction, expansion, renovation, or replacement project for an existing facility. The purchase of major equipment (assets) with a useful life of at least three (3) years is considered a capital project, as is the installation of public art. Capital projects require an intensive fundraising effort designed to raise a specified sum of money within a defined time period to complete a specifically defined capital project.

Grant funds must be expended between July 1, 2019 and June 30, 2020. Funds may be used for land acquisition, engineering and architectural planning, construction costs, the purchase of major equipment with a useful life of at least 3 years and public art.

A project that has received Bravo funding in the past is ineligible for additional funding unless the proposed project is a distinct and separate phase from the previously funded project. Other ineligible expenses include, but are not limited to the following:

- Operating costs, including staff time
- Programming

- Events
- Endowment
- Sponsorship
- Existing obligations, debts or liabilities
- Feasibility studies
- Exhibits

GRANT AWARDS

Applicants may request up to 30% of the total project cost. CPG awards generally do not exceed \$150,000, regardless of project costs. Bravo may, at its discretion, award partial funding requests. The minimum grant award is \$5,000.

OTHER REQUIREMENTS

All applicants must meet with Bravo staff about their proposed project before March 25, 2019. Failure to meet with staff by this date will result in ineligibility for funding in this grant cycle.

Applications must be submitted through FluidReview, Bravo's grant management database. Bravo will not accept applications in any other format. Late applications will not be accepted. Only complete applications will be considered for funding.

All grant recipients must execute a Grant Agreement with Bravo Greater Des Moines. Failure to execute the Grant Agreement by the deadline provided by Bravo may result in forfeiture of the grant award, and may jeopardize future funding eligibility.

GRANT CYCLE 2019 TIMELINE - CPG

<p>March 1, 2019 Application available by 10:00 a.m.</p>	<p>June 28, 2019 Signed grant agreements due by 3:00 p.m.</p>
<p>March 25, 2019 Deadline for applicants to meet with Bravo staff</p>	<p>July 1, 2019 Grant term begins</p>
<p>April 1, 2019 Final day to ask questions about the application</p>	<p>Week of July 2, 2019 Checks sent after execution of Grant Agreement</p>
<p>April 5, 2019 Application due by 3:00 p.m.</p>	<p>June 30, 2020 Grant term ends</p>
<p>June 19, 2019 Award notifications sent</p>	<p>July 31, 2020 Final report due by 3:00 p.m.</p>

APPLICATION PROCESS

1. Complete Applicant Profile

GC19 will be administered through [FluidReview](#). Each applicant is required to create or update the applicant profile in FluidReview before beginning the application. Please refer to the [FluidReview FAQs](#), found on Bravo's website, if you have any questions about creating or updating an applicant profile.

2. Meet with Bravo Staff

All applicants are required to meet with Bravo staff prior to submitting an application. The deadline to meet with staff is March 25, 2019. We strongly encourage scheduling a meeting well in advance of the deadline to avoid conflicts. If you are considering submitting an application for an [Enhance Iowa CAT Grant](#) to support your project, please disclose that to staff at this meeting.

3. Complete the Application

A complete and electronically submitted application is required by all applicants. 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 final submission. For your reference, the [application questions](#) can be found on Bravo's website. Late applications will not be accepted.

4. Application Attachments

Applicants will be required to attach supplemental materials to their application. Failure to submit required documentation may result in disqualification from consideration. All attachments must be in PDF format.

Documentation includes:

- **Project Timeline** – Detailed timeline of major milestones for the project. Include milestones already reached and use specific dates when possible.
- **Project Budget** – One-page budget that details the costs to fully complete the project. Clearly identify any expenses already incurred.
- **Project Donors** – List of all confirmed contributions (cash, pledges and in-kind) to the project. Categorize donations by individuals, businesses, foundations and governments. Include the donor name, amount of donation and indicate which donations are in-kind.
- **Project Images** (if available) – Up to three images for the project. These can be architect's renderings, sketches, photos of the site or equipment or stock photo of the renovation or materials to be used. The images can be of the problem to be solved or of solutions spotted elsewhere. *Make the images compelling and part of the case for funding.*

5. Submit Application

Follow the instructions outlined in the [FluidReview FAQs](#) to ensure application submission. You will receive an email confirmation if correctly submitted. Instructions for downloading, saving and printing the submitted application are in the confirmation email. Late applications will not be accepted.

APPLICATION REVIEW

All eligible applications will be evaluated by Bravo's Community Investment Committee with final funding decisions made by the Bravo Board of Directors. Meetings of the Community Investment Committee are not open to the public. Applicants should not contact Committee members or Bravo Board members directly to discuss applications.

Initial eligibility will be determined by staff. Staff will review each application for the following:

- Applicant is a 501(c) nonprofit organization with a primary purpose of arts, culture and/or heritage
- Applicant is eligible to receive an award in GC19 and did not receive capital funding from Bravo last year
- Application is complete with all necessary attachments included
- Proposed project fits the funding requirements outlined in the GC19 Guidelines

Applications that clear staff review will be reviewed the Community Investment Committee. The Committee will consider the following criteria when reviewing applications:

- Project Information
 - Demonstration of a sustainable and impactful project that upholds the investment priorities of CPG program
 - Project is clearly defined and budget is relevant to and appropriate for proposed project
 - Supplemental materials support and are relevant to proposed project
- Need
 - Project alignment with applicant's strategic goals, mission, audience and community
 - Well-articulated need for Bravo funds to complete project
 - Project supports applicant's ability to uniquely meet a community need/improve audience experience and/or quality of programming
 - Timeliness of project—right project at right time—is appropriate and well-articulated
- Sustainability
 - Detailed maintenance and sustainability plan in place
 - Applicant has clear understanding of the impact the project will have on future operations

- Timeline
 - Likelihood project will be completed within given timeframe
 - Fundraising plan is thoughtful and achievable
 - Project’s “shovel-readiness”
 - Applicant has meaningful contingencies in place to deal with possible delays—funding, weather, staffing, etc.

- Overall Project Merit
 - Potential to achieve results consistent with [Regional Cultural Assessment](#)
 - Potential to reach those whose opportunities to experience the arts are limited by geography, ethnicity, economics or disability
 - Potential to make quality arts, cultural or heritage resources more widely available in the Greater Des Moines region
 - Applicant’s ability to carry out the project based on such factors as the appropriateness of the budget, the quality and clarity of project goals and design and resources involved
 - Project alignment with existing arts, cultural and heritage resources available in the Greater Des Moines region

GRANT AWARD PROCESS

Award notifications will be sent via email on June 19, 2019. Applicants awarded a GC19 Capital Project Grant will be required to sign a Grant Agreement by June 28, 2019. Grant awards will be disbursed after execution of the Grant Agreement. A final grant report, submitted in FluidReview, will be due July 31, 2020.

Bravo is committed to a transparent, fair and consistent grantmaking process. There is no appeal of final funding decisions made by the Bravo Board of Directors.

BRAVO GOOD STANDING

Grant recipients must maintain good standing with Bravo throughout the grant term. A grant recipient is in good standing with Bravo if it:

- Fully and completely meets all requirements stated in the Grant Agreement;
- Accurately represents its organization and its activities in all documents submitted to Bravo. This includes, but is not limited to, application, final reports, mid-year evaluations (if applicable), financial reports and any other information requested by Bravo staff;
- Continues to meet the eligibility criteria; and
- Submits grant information, documents and reports on or before the due date.

Additionally, the Community Investment Committee, with sound cause and reasoning, may designate an organization as not in good standing.

If Bravo discovers a grant recipient fails to meet any or all of these requirements, the recipient will receive written notice from Bravo of which requirements have not been met and how to return to good standing.

SUPPORT

Bravo staff is available to answer questions about the application until 3:00 on April 1, 2019. Staff is available for technical support at any time. Please email grants@bravogreaterdesmoines.org or call 515.243.0388.