



CULTURAL ENRICHMENT GRANT  
Grant Cycle 2021 Application Questions  
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*Bravo Greater Des Moines will only accept applications submitted [online](#).*

*\*\*\*These questions are provided for planning purposes only.\*\*\**

*Final application questions may differ.*

*Please review the [Cultural Enrichment Grant \(CEG\) Guidelines](#) for 2021 (GC21) eligibility requirements and deadlines before beginning application.*

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**GENERAL INFORMATION**

Organization Legal Name

Employer ID Number

Street Address

City

State

Zip

Phone

Contact Name

Contact Title

Contact Email

Phone

Authorized Official

Authorized Official Title

Authorized Official Email

Phone

Does your organization have an annual report?

*If Yes: Upload your annual report. PDF Only*

My Organization has the following:

	URL/Handle	Do Not Have
Website		
Facebook		
Instagram		
Twitter		

**GC21 GRANT REQUEST AMOUNT:**

*Please include total funding requested from Bravo for all of GC21 (January 1, 2021 – December 30, 2021)*

*Note: Cultural Enrichment Grant awards are generally capped annually at the smaller of \$100,000 or 25% of an organization’s total FY21 budgeted expenses.*

*Initial funding determinations will be made to support operating expenses incurred between January 1 – June 30, 2021. Additional allocations to cover operating expenses between July 1 – December 31, 2021 may be made as funds are available.*

## **MISSION & STRATEGY**

State your organization's mission. (100 words)

Does your organization have a current board-approved strategic plan?

*If Yes:* Has this been revised since the onset of the COVID-19 pandemic? y/n

Upload your strategic plan. PDF Only

*If No:* Explain how organizational priorities are determined and success is measured. (250 words)

List your organization's top 1-3 goals for the upcoming year. For each goal, describe the most significant challenge in reaching the stated goal and explain how your organization will overcome that challenge. Be specific. (150 words each)

## **LEADERSHIP**

How many directors comprise your organization's board?

What percentage of your Board identify as members of communities that have been historically excluded or marginalized? (This may include but is not limited to African and African American; Latinx; Asian and Asian American; Arab; Native American; Pacific Islander; lesbian; gay; bisexual; queer; transgender and gender-variant people; and/or people with disabilities)?

What percentage of the board makes an annual financial contribution to your organization?

Enter the current number of your organization's paid employees (include independent contractors):

- Full-time (more than 30 hours per week):
- Part-time (between 20-30 hours per week):
- Short-hour/seasonal/temporary (less than 20 hours per week):

Does your organization have an executive director?

- We do not have an executive director
- The executive director is a volunteer/not paid by the organization
- The executive director is an independent contractor
- We have a part-time (less than 29-hours per week) executive director on staff
- We have a full-time (more than 30-hours per week) executive director on staff

What percentage of your organization's staff identify as members of communities that have been historically excluded or marginalized? (This may include but is not limited to African and African American; Latinx; Asian and Asian American; Arab; Native American; Pacific Islander; lesbian; gay; bisexual; queer; transgender and gender-variant people; and/or people with disabilities)?

OPTIONAL NARRATIVE: Explain any significant board or staff leadership changes, issues or challenges in the last 12 months. (250 words)

## **PROGRAM DELIVERY**

Briefly describe the programming your organization has planned between January 1, 2021 and June 30, 2021. Specify whether programs will be virtual or in-person. (250 words)

Describe the distinct, unique role your organization plays in strengthening the cultural landscape of Greater Des Moines. Explain how you assess this value. (250 words)

Using specific examples, describe how your organization innovated, changed and adapted in the last twelve months to continue to deliver on your mission. (250 words)

In planning, developing and implementing your organization's programming, how do you specifically reduce barriers (physical, economic, cultural, social, artistic) and include communities that have been historically excluded or marginalized? This may include but is not limited to African and African American; Latinx; Asian and Asian American; Arab; Native American; Pacific Islander; lesbian; gay; bisexual; queer; transgender and gender-variant people; and/or people with disabilities. (250 words)

My organization can provide actual attendance numbers by zip code if requested by Bravo.  
y/n

## **FINANCIAL MANAGEMENT**

Upload required financial documentation. PDF Only.

- *All – December 2020 Balance Sheet*
- *Organizations with 3-year average revenue (as reported to the IRS in FY17, FY18 and FY19) greater than \$1 million should upload an audit for the most recently completed fiscal year.*
- *Organizations with 3-year average revenue (as reported to the IRS in FY17, FY18 and FY19) between \$500,000 and \$1 million should upload an independent financial review for the most recently completed fiscal year.*
- *Organizations with 3-year average revenue (as reported to the IRS in FY17, FY18 and FY19) less than \$500,000 should upload Board approved financials for most recently completed FY, including narrative about financial controls*

*If nothing is uploaded:* Explain why your organization does not have the requested financial statements and explain how financial accountability is maintained. 250 words

Describe how your organization's financials reflect the impact of the COVID-19 pandemic and your response to the disruption. (250 words)

Did your organization receive funding through the Paycheck Protection Program y/n  
If yes, how much

Did your organization receive funding through the Economic Injury Disaster Loan program y/n  
If yes, how much

**FINANCIAL MANAGEMENT (CONTINUED)**

**For the following questions, use your organization’s FY21 operating budget. Do not include any PPP or EIDL information.**

FY21 Revenue

Enter “0” if none. Do not use commas.

PRIMARY EARNED (ticket sales, registration fees and other attendee-generated revenue):

SECONDARY EARNED (memberships, facility rentals/leases, concessions, retail, etc.):

INVESTMENT (endowment distributions, investment interest, etc.):

CONTRIBUTED (include non-fundraising special event-based sponsorships and donations, Bravo funding and other grants):

FUNDRAISING SPECIAL EVENTS:

DIRECT APPROPRIATION (any level of government; excludes grants):

ALL OTHER REVENUE:

TOTAL [auto-calculate]

Describe the revenue characterized as “other” if it is more than 10% of the total. (100 words)

FY21 Expenses

Enter “0” if none. Do not use commas. Do not include staff expense in any line other than “PERSONNEL”.

PERSONNEL – W2 EMPLOYEES (salaries, benefits, professional development & bonuses):

PERSONNEL – INDEPENDENT CONTRACTORS (contract service fees):

PRIMARY PROGRAMS (costs to deliver programming):

SECONDARY PROGRAMS (special events, concessions, retail & merchandise, valet, etc.):

ADVERTISING & PROMOTION:

OCCUPANCY COSTS (lease/mortgage, utilities, building & grounds, etc.):

OFFICE & ADMINISTRATION (office supplies & equipment, technology, etc.):

All other expenses:

TOTAL [auto-calculate]

Describe the expenses characterized as "other" if it is more than 10% of total. (100 words)

Enter your organization’s current endowment balance:

Enter the total value of goods and services donated to your organization in the last year:

How much cash (including cash reserves) does your organization have readily available right now?

- Less than 1 month of expenses
- 1-3 months of expenses
- 4-6 months of expenses
- More than 6 months of expenses

OPTIONAL NARRATIVE: Please explain any important financial outliers, trends, variances or adverse financial conditions. (250 words)

DIVERSITY, EQUITY, ACCESS & INCLUSION

Is improving Diversity, Equity, Access and Inclusion (DEAI) a current priority for your organization?

Yes/No

If yes, please briefly describe your organization's goals around diversity, equity, access & inclusion. (250 words)

Does your organization have a Board approved Equity statement? y/n

If yes – please upload

If no, how does your organization ensure that policies, practices and programs are diverse, equitable, inclusive and accessible? (250 words)

OPTIONAL FINAL NARRATIVE

Please share anything else that will support consideration of your application. (250 words)

DATA FOR REGIONAL CULTURAL ASSESSMENT METRICS

Is your organization led by a person of color? y/n

Does your organization primarily serve communities of color? y/n

Does your organization plan to present programming at more than one location between January 1, 2021 – June 30, 2021? y/n

Does your organization present programming specifically targeted to young people (less than 18 years old) between January 1, 2021 – June 30, 2021? y/n

Is your organization aware of the [Regional Cultural Assessment](#), a report commissioned by Bravo in 2016 to further strengthen the role of arts, culture and heritage as vibrant contributors to our community?

- Yes/No/Unsure

If Yes: Does your organization use the [Regional Cultural Assessment](#) as part of its planning?

- Yes/No/Unsure

If Yes: Briefly describe how you use the [Regional Cultural Assessment](#). (175 words)

SIGN YOUR APPLICATION

Recipients of a GC21 Cultural Enrichment Grant award will be require to sign and submit a Grant Agreement by 3:00 p.m. on Friday, March 26, 2021.

I acknowledge that I have read and understand the application materials and grant guidelines. I certify that all representations, warranties or statements made or furnished in connection with this application are true and correct in all material respects.