



ARTS & CULTURE PROGRAM GRANT
Grant Cycle 2022 Application
grants@bravogreaterdesmoines.org
515.243.0388

Bravo Greater Des Moines will only accept applications submitted [online](#).

These questions are provided for planning purposes only.

Final application questions may differ somewhat.

Please review the [Arts and Culture Program Grant \(ACPG\) Guidelines](#) for eligibility requirements and deadlines.

ARTS AND CULTURE PROGRAM GRANT APPLICATION – GC22

January 1, 2022 – December 31, 2022

This section will be a reusable task for organizations.

GENERAL INFO:

Organization Legal Name
Employer ID Number (EIN)
Street Address
City
State
Zip
Phone

Contact Information

Application Contact Name
Contact Title
Contact Email
Phone

Authorized Official

Authorized Official Title
Authorized Official Email
Phone

My organization has the following:

	URL/Handle	Do Not Have
Website		
Facebook		
Instagram		
Twitter		
YouTube		

MISSION

Provide the organization’s Board approved mission statement. (75 words)

This will begin the application:

ORGANIZATION OVERVIEW: The following questions are used to understand the organization. Please answer questions with clear and compelling details so that someone without knowledge of the organization can understand how and why the organization operates.



STRATEGY & IMPACT:

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 the most recent strategic plan. PDF Only.

If no: Please list the organization's top priorities for 2022. (1st goal is required and other 2 are optional)

In absence of a strategic plan, please describe how and why the organization landed on these goals. (250 words)

Please carefully select up to 3 support materials that best illustrate the organization's mission, programming, and community impact.

Support materials can include PDFs of annual reports, posters, brochures; image files; 3-minute limit of audio or video files; hyperlinks and/or other supporting documents that help bring your organization's mission and programs to life. Photos, videos, audio and other documents do not need to be professionally produced to demonstrate vibrant programming. We can accept images (up to 5MB each) and PDFs (up to 10MB each). You may also link to audio and video media from YouTube, Vimeo, and SoundCloud. (optional)

*While optional, not providing support materials limits our perspective to see the mission in action, and organizations are strongly encouraged to submit at least one example.

FINANCIAL MANAGEMENT:

In what month does your organization's fiscal year begin:

Please attach a Board approved **Balance Sheet** or an organizational statement of financial position for December 2021 or January 2022 which shows current organizational assets, liabilities, and cash position. (PDF only)

How much working capital, which includes accessible cash reserves but not lines of credit, does your organization have readily available right now?

- None (\$0)
- Less than 1 month of expenses
- 2-3 months of expenses
- 4-6 months of expenses
- More than 6 months of expenses

What is the organization's total fiscal year 2022 budget for expenses? Please note the organization must be able to supply reasonable documentation if requested.

Please use this space to add details to the above data and/or explain any significant financial changes, challenges, or celebrations. (optional) (250 words)

LEADERSHIP & WORKFORCE

How many times is the full Board scheduled to meet between January 1, 2022 – December 31, 2022?

How many directors comprise the organization's Board of Directors?

What percentage of the organization's Board makes an annual financial contribution to your organization?



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What percentage of the organization’s 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)?

- Less than 25%
- 25 to 50%
- 51 to 75%
- 76 to 100%
- Unknown

If this is unknown, how do you ensure those who have been historically excluded or marginalized are meaningfully involved, authentically represented, and included in organizational processes and decision-making?

(150 words)

Does the 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

Enter the number of the 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):

Who is primarily responsible for implementing your program plans?

Paid staff/independent contractor

Board of Directors

Non-Board volunteers

Other: Please specify

Please use this space to add details to the above data and/or explain any significant leadership changes, challenges, or celebrations. (optional) (250 words)

DEAI ACTIONS: (Diversity, Equity, Accessibility, and Inclusion)

Does your organization have a Board approved Equity Statement? Please note an “open to all” statement or use of Equal Opportunity Employer language are not valid equity statements. y/n

- If yes, upload your Board-approved equity statement.
- In absence of an equity statement, please describe your organization’s commitment to those who 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. (150 words)***



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Please describe up to three steps and actions the organization is intentionally taking to embed practices that promote diversity, equity, access and inclusion into programs, operations, boardroom, and communications. (*1st goal is required and other 2 are optional*) (250 words)

PROGRAM OVERVIEW: The following questions are being used to understand the proposed program and its planned delivery. A **program** is defined as a specific, connected set of activities, with a beginning and an end, explicit goals/objectives, and a predetermined cost. Programs may be one-time events, such as a festival or exhibit; or a defined series of events, such as a roster of classes or a series or season of productions. Programs with multiple components must show that each element is tied together as part of a larger whole that directly supports the organization’s mission. Programs can already exist, and they do not need to be new endeavors. We understand that not all details may be fully known at this time. Please provide the best accounting for what the organization plans to implement through December 31, 2022.

For example, “Our organization will deliver 5 concerts throughout spring, summer and Fall 2022.” Details do not need to be ironed out for concert titles, and selected music, performers, or spaces do not need to be lined up. Please provide reasonable expense estimates tied to resources required to produce quality rehearsals, performances and promotions. These may include paying people, renting spaces and equipment, sheet music, royalty fees, ticketing services, advertising, etc.

GC22 PROGRAM DELIVERY & PUBLIC BENEFIT

Program Title:

Program Summary (50 words or less that clearly speak to the planned activities):

Program beginning and end dates:

NOTE: Program must take place and be completed between January 1, 2022 – December 31, 2022. Only expenses incurred within the grant period are eligible for consideration.

Program Details: If known, briefly clarify your program; who it will serve; when, where and how it will occur. (250 words)

Briefly describe how this program aligns with the organization’s mission. (150 words)

This program will be:

Virtual

In-Person

Hybrid (both in-person and virtual)

Unknown/it depends

How many people does the organization expect to experience this program as presenters, participants, or audience members?

Fewer than 100

Between 100 - 400

Between 400-1000

More than 1,000

Please define your organization’s program audience. (150 words) Please note that “open to all” is assumed and aspirational. We are seeking to understand how you view the actual community you serve.



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Please describe how the organization plans to market, reach, and engage the intended audience including those 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)

What is one goal your organization hopes to accomplish with this program and how will you know if you achieve this goal? (150 words)

PROGRAM BUDGET & CAPACITY

Please complete the following based on the program budget for the grant period (January 1, 2022 – December 31, 2022.)

Program Revenue

Enter "0" if none. Do not use commas.

PRIMARY EARNED (ticket sales, registration fees, membership fees, contracted service fees, etc.):

SECONDARY EARNED (concessions, merchandise, etc.):

CONTRIBUTED & GRANTS (fundraising, sponsorships, grants, individual contributions, etc.):

ALL OTHER REVENUE (investment revenue and any other revenue received prior to December 31, 2021):

TOTAL [auto-calculate]

Describe the revenue categorized as "other" if more than 10% of total. (100 words)

In-Kind Program Contributions

Enter "0" if none. Do not use commas.

DONATED SPACE (fair value of donated office, storage, rehearsal, performance spaces, etc.):

DONATED MATERIALS AND GOODS (fair value of donated materials, equipment, food, etc.):

VALUE OF DONATED SERVICES (fair value of donated services performed by professionals – advertising, accounting, electrical work, etc):

TOTAL [auto-calculate]

Briefly describe how in-kind value estimates were determined. (100 words)

Program Expenses

Enter "0" if none. Do not use commas. Do not include staff expenses in any line other than "PERSONNEL".

PERSONNEL – W2 EMPLOYEES (salaries, hourly wages, benefits, payroll taxes):

PERSONNEL – INDEPENDENT CONTRACTORS:

PROFESSIONAL FEES: (ticketing services, legal services, royalties, etc.)

ADVERTISING & PROMOTION:

FUNDRAISING ACTIVITIES:

OPERATIONS & PRODUCTION (leases, mortgages, rentals, supplies & equipment, technology, etc.):

ALL OTHER EXPENSES (any other expenses incurred prior to December 31, 2022):

TOTAL [auto-calculate]

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

GC22 GRANT REQUEST AMOUNT:



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Note: Arts and Culture Program Grant Awards will be capped at the smaller of \$25,000 or 25% of organization's total Fiscal Year 2022 budgeted expenses. Funding decisions are based on program merit and overall organizational capacity. Organizations should not automatically expect to receive the full eligible request amount.

In addition to requested Bravo support, briefly describe other fundraising strategies planned to secure funds to execute this program. (150 words)

Please describe contingency plans in place should circumstances change and/or the full project budget not be available. How will the organization proceed and make final decisions? (150 words)

FINAL NARRATIVE

As part of Bravo's evaluation process, we appreciate and value an organization's honest reflection of where the organization is and where it is going. Please share anything else you think Bravo should know in order to consider this application for funding during the period of January 1, 2022 – December 31, 2022. (Optional)(250 words)

DATA FOR REGIONAL CULTURAL ASSESSMENT METRICS

Bravo's success is directly linked to the achievement of larger, regional objectives found [here](#). We appreciate your help to assess our reach by connecting your mission to the RCA priorities and responding to a survey about diversity, reach, and youth opportunities.

Does your mission address the Regional Cultural Priorities? Select all that apply:

- Generates Art Every Day, Everywhere
- Supports the Cultural Tapestry
- Strengthens the Creative Economy
- Ensures Youth Connections to arts and culture

Is your organization led by a person of color? Yes/No

Does your organization primarily serve communities of color? Yes/No

Does your organization plan to present programming at more than one location between January 1, 2022 -December 31, 2022? Yes/No

Does your organization plan to present programming specifically targeted to young people (less than 18 years old) between January 1, 2022 -December 31, 2022? Yes/No

SIGN YOUR APPLICATION

Recipients of a GC22 Arts and Culture Program Grant award will be required to sign and submit a Grant Agreement by 3:00 p.m. on Friday, March 25, 2022.

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, and that the organization can supply reasonable documentation if requested.