



## ARTS & CULTURE PROGRAM GRANT

Grant Cycle 2022 Guidelines

grants@bravogreaterdesmoines.org

515.243.0388

### PROGRAM OVERVIEW

Through the Arts & Culture Program Grant (ACPG) program, Bravo Greater Des Moines provides support for arts and cultural programs and projects offered by arts, culture and heritage organizations in Greater Des Moines. The 2022 grant cycle (GC22) offers funding for programs that run between January 1 – December 31, 2022, and incur expenses during this timeframe.

For the purposes of this grant, a **program** is 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. Eligible expenses must be incurred within the funding period (January 1 – December 31, 2022.) Your organization can only submit one application for GC22 funding. **We strongly encourage all organizations to contact Bravo staff to help define your program scope** and to reach out for technical assistance or to address any questions.

### APPLICANT ELIGIBILITY

Eligible GC22 ACPG applicants must:

- Have a primary organizational purpose of arts, culture and/or heritage meaning that mission, budget, strategic plan, operating plan and most programs and outcomes are primarily (at least 50%) in pursuit of advancing arts, culture and/or heritage in Greater Des Moines.
- Have headquarters in and conduct most of its activities within one or more of [Bravo's 17 partner governments](#) in Greater Des Moines.
- Be a 501(c) organization exempt from tax under the Internal Revenue Code, or any successor provision (consideration may be given to an applicant using a Fiscal Sponsor, provided applicant meets all other eligibility requirements and submits all required application materials).
- Not be eligible for funding through Bravo's other GC22 grant programs ([Cultural Enrichment Grants or Cultural Leadership Grants](#))

Please note that eligibility does not guarantee funding. Specific eligibility requirements may be waived at Bravo's discretion. Any applicant organization that did not receive Bravo funding in 2021 must meet with Bravo staff before **January 14, 2022** in order to apply for GC22.

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

- Political, religious, or academic organizations;
- Public libraries
- Those formed with the expressed purpose of fundraising on behalf of, supporting and/or promoting applicants that are not otherwise eligible for funding (e.g. friends societies, etc. for libraries, political, religious or academic organizations)

### IMPORTANT DATES

#### January 3, 2022

Application available at 10:00 a.m.

#### March 10, 2022

Award notification sent

#### January 14, 2022

Deadline for new applicants to meet with Bravo

#### March 25, 2022

Signed grant agreements due by 3:00 p.m.

#### January 21, 2022

Applications due by 3:00 p.m.

#### Week of April 4, 2022

Grant payment sent

## GRANT AWARDS

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.

## APPLICATION ATTACHMENTS

Applications are accepted through [SurveyMonkey Apply](#). The first part of the application gathers information on the organization as a whole including mission, strategy, audience, financial management, leadership, workforce, and DEAI actions. The second part of the application gathers information on the proposed program, expected audience, goals, budget, other funding support, and contingencies.

Applicants will be asked to attach additional materials to their ACPG application. Failure to submit required documentation may result in disqualification from funding consideration. All attachments must be in PDF format unless otherwise noted and must be board approved. Documentation will include:

- December 2021 or January 2022 Balance Sheet/Statement of Financial Position that shows current cash position (*required*)
- Up to 3 organizational support materials that illustrate mission, programming and impact. These do not need to be professionally produced, and a variety of formats are accepted: PDFs of posters, annual reports, brochures, image files, 3-minute limit of audio or video clips, and hyperlinks to content. (*optional but strongly encouraged*)
- Strategic Plan (*optional*)
- Equity Statement (*optional but strongly encouraged*)

## APPLICATION REVIEW AND AWARD PROCESS

Bravo is committed to a transparent, fair, and consistent grantmaking process. All applications will be reviewed evaluated based on information provided. The Bravo Board of Directors makes final funding decisions. Applicants should not contact Bravo Board members directly to discuss applications or funding amounts. There is no appeal of final funding decisions made by the Bravo Board of Directors.

Pending Bravo's receipt of funds from our 17 partner communities, award notifications will be sent via email by March 10, 2022. Applicants awarded a GC22 Arts & Culture Program Grant will be required to sign a Grant Agreement by March 25, 2022. A single payment will be made in April 2022 for this cycle. A final grant report will be due at the end of the funding term.

## 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 the organization:

- 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;
- Deposits grant checks in a timely manner;
- Acknowledges support from Bravo and our 17 partner governments;
- Continues to meet the eligibility criteria throughout the investment period; and
- Submits grant information, documents and reports on or before due dates.

Additionally, Bravo, 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 these requirements, the recipient will receive written notice from Bravo of which requirements have not been met and steps on how to return to good standing.

Please contact Julia Franklin with any questions at [julia@bravogreaterdesmoines.or](mailto:julia@bravogreaterdesmoines.or) or call 515-243-0388.