



**CULTURAL LEADERSHIP GRANT**  
Grant Cycle 2021 Guidelines  
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## PROGRAM OVERVIEW

Through the Cultural Leadership Grant (CLG) program, Bravo Greater Des Moines offers general operating support funding to arts, culture and heritage organizations in the Greater Des Moines region. The 2021 grant period (GC21) runs January 1 – December 31, 2021. 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.

## APPLICANT ELIGIBILITY

Eligible GC21 CLG applicants must:

- Demonstrate 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 of [Bravo's partner local government](#) communities.
- Be a 501(c) organization exempt from tax under the Internal Revenue Code, or any successor provision, for at least 3 fiscal years (consideration may be given to an applicant using a Fiscal Sponsor, provided applicant meets all other eligibility requirements and submits all required application materials.)
- Have 3-year average revenue (as reported to the IRS in FY17, FY18 & FY19) of at least \$2 million.
- Have received Bravo grant funding in the previous 5 consecutive grant cycles.
- Complete the [DataArts Cultural Data Profile](#) (CDP) prior to receiving funds

Eligibility does not guarantee funding. Specific eligibility requirements may be waived at Bravo's discretion.

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 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 libraries, political, religious or academic organizations)

## IMPORTANT DATES

**January 4, 2021, 10:00 a.m.**  
Bravo Application and DataArts CDP available

**March 26, 2021, 3:00 p.m.**  
Signed grant agreements due

**January 25, 2021**  
Applications due by 10:00 am

**March 31, 2021**  
DataArts CDP deadline

**March 12, 2021\***  
Award notification sent

**Week of April 1, 2021\***  
Grant payment sent

*\* Timeline dependent on Bravo's receipt of funds*

## GRANT AWARDS

An organization may request an award of any amount, but investments through this program will generally be capped annually at 10% of organization's total FY21 budgeted expenses.

## APPLICATION ATTACHMENTS

Applicants will be required to attach additional materials to their CEG application. Failure to submit required documentation may result in disqualification from funding consideration. All attachments must be in PDF format and must be Board-approved. Documentation includes:

- **Independent Audit for most recently completed fiscal year** (*required*)
- **December 2020 Balance Sheet** (*required*)
- **Strategic Plan** (*optional*) – Plan that details the organization's long-term vision.
- **Organization Annual Report** (*optional*) – Annual summary of accomplishments in the past year.
- **Equity Statement** (*optional*)

## APPLICATION REVIEW AND AWARD PROCESS

A panel will be utilized to review applications and recommendation of awards. Panel meetings are closed to the public. The Bravo Board of Directors will make final funding decisions. Applicants should not contact Bravo Board members directly to discuss applications or funding amounts.

Pending Bravo's receipt of funds, award notifications will be sent via email by March 12, 2021. Applicants awarded a GC21 Cultural Leadership Grant will be required to sign a Grant Agreement by March 26, 2021. A single payment will be made to support operating expenses incurred between January 1 – June 30, 2021. A grant report will be required prior to release of additional funds.

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 throughout the investment period; and
- Submits grant information and reports prior to deadlines and deposits grant checks in a timely manner.

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 how to return to good standing.