



CAPITAL PROJECT GRANT

Grant Cycle 2023 Application Questions
 grants@bravogreaterdesmoines.org
 515.243.0388

These questions are provided for planning purposes only.
 Bravo Greater Des Moines will only accept applications through [SurveyMonkey Apply](#).
 Review the [GC23 Guidelines](#) for eligibility requirements and deadlines.

Instructions: Please answer questions with clear and compelling details so that someone without knowledge of the organization can understand how this project will impact the organization and community. Responses will be scored using the following scale:

Weak	Fair	Good	Strong	Exceptional
Applicant has provided <u>insufficient</u> evidence to demonstrate criteria are met	Applicant has provided <u>limited</u> evidence to demonstrate criteria are met	Applicant has provided <u>sufficient</u> evidence to demonstrate criteria are met	Applicant has provided <u>clear</u> evidence to demonstrate criteria are met	Applicant has provided <u>substantial</u> evidence to demonstrate criteria are met

This section will be a reusable task for all organizations. It will populate with entered info which can then be edited.

GENERAL INFORMATION

Organization Legal Name
 Employer ID Number (EIN)
 Street Address
 City
 State
 Zip
 Phone
 City of Organization’s Headquarters

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		

DISCIPLINE: Check the most appropriate and primary classification for your organization:

- Culture
- Dance
- Film
- Heritage
- Multi-Disciplinary
- Museum
- Music
- Performing Arts
- Theatre
- Visual Art
- Other: Please specific _

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

Briefly describe the organization's history and any background that helps frame your current purpose and programming including any special circumstances about how you operate. (300 words)

Has the organization previously been listed as an approved experience for the Passport to Culture Program? Y/N

Would the organization like to be a part of Passport to Culture by providing experiences that align with core curriculum objectives? Y/N

Can the organization provide experiences during the school day that align with the core curriculum? Y/N

APPLICATION BEGINS HERE:

CAPITAL PROJECT INFORMATION

Organization Name:

Project Title:

Project Summary: (200 words)

Applicants may request up to 30% of project costs.

Grant Request:

Total Project Cost:

Total Funds secured to-date:

Anticipated date of project completion:

Are there recognition or naming opportunities available for Bravo? Y/N

If yes, please describe, including investment level required. (150 words)

IMAGES

Upload 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 illustrate the problem to be solved or solutions. Make the images compelling and part of the case for funding. (PDF, JPEG or PNG only with 10MB file size maximum).

ORGANIZATIONAL INFORMATION AND ALIGNMENT

Please upload and complete the following financial information:

- A Board approved operating budget for the organization's current fiscal year (PDF only)
- Board approved Balance Sheet or an organizational statement of financial position for the most recently completed month (February 2023) which shows current organizational assets, liabilities, and cash position. (PDF only)

Please explain any important financial outliers, trends, or variances seen in the uploaded documents. (300 words)

Explain how the project advances your organization's strategic goals and mission. (300 words)

Explain how the project allows your organization to provide greater access to its programming or improve audience experience, especially for those whose opportunities to experience arts, culture and heritage programming may be limited by geography, ethnicity, economics or disability. (300 words)

Describe how the project helps your organization advance the cultural priorities of the [Regional Cultural Assessment](#). (300 words)

SUSTAINABILITY

Explain the impact of the project on your organization's operations during and after completion. (300 words)

Describe the maintenance and sustainability plans for the completed project. Include information about additional staffing, endowment/maintenance fund, etc. (300 words)

PROJECT BUDGET AND FUNDRAISING

Upload a one-page budget that details the costs to fully complete the project. Clearly identify any consultants that contributed to the project estimates, any expenses already incurred, and the date the budget was last updated. (PDF Only)

Describe any specific issues or challenges your organization had when developing the project budget. (300 words)

Upload a list of all confirmed and potential contributions (cash, pledges and in-kind) of funding to complete the project. Include the donor name, the amount and the date of donation/funding decision. Label donations that are in-kind. (PDF only)

Describe the strategy and timeline to raise the funds needed to realistically construct and maintain the project. Be specific. (300 words)

PROJECT TIMELINE

Upload a one-page detailed timeline of major milestones for the project. Use specific dates when possible and include milestones already reached. (PDF Only)

Describe the contingencies in place for potential issues and delays—funding, permitting, weather, staff, etc.—with completing the project. (300 words)

Other than financial considerations, what are the biggest challenges with completing the project? (300 words)

CERTIFY & SIGN YOUR APPLICATION

- I understand recipients of a GC23 Capital Project Grant award will be required to sign and submit a Grant Agreement by 3:00 p.m. on Friday, June 30, 2023.
- I acknowledge that I have read and understand the application materials and grant overview.
- I certify that all representations and 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.
- I certify that financials are true and do not include any ineligible expenses.

- I am authorized to sign and submit this application on behalf of my organization. (Only people designated as Owners in SurveyMonkey Apply may submit the final application. Contact grants@bravogreaterdesmoines.org to request a change in status from Collaborator to Owner).

SURVEYMONKEY APPLY INSTRUCTIONS TO SUBMIT YOUR APPLICATION

1. Sign the Application and click the “Mark as Complete” blue button at the bottom right of the page. On the next page, 3 green dots with check marks will be shown in a box on the left side, and it will say 3 of 3 tasks complete.
2. If you would like to review the application, please click the gray Review button.
3. Next, click the blue Submit button and confirm that selection.
4. Your application has been submitted when you receive a response that says “Application Submitted” with a checkmark in a green dot.
5. To download a copy for your records, click on the box that says “Go to my application.” A box will appear with your application, and on the top right-hand corner you will have the option to download or review your application.