

Operating Support Grant Application:

PRIOR TO APPLYING:

- Read the [Operating Support Grant Application Guidelines](#).
- Download the [2019-2020 Operating Support Budget Template](#) for completion and inclusion in your final grant request.
- Download the [Previous City of Bloomington Support Document](#) for completion and inclusion in your final grant request.
- Reference the [PUBLIC ART MASTER PLAN](https://tinyurl.com/BACPublicArtMP) (<https://tinyurl.com/BACPublicArtMP>).
- Refer to the [2016-2019 BAC STRATEGIC PLAN](#).

HOW TO EDIT/SAVE YOUR APPLICATION:

Applicants must fill out all required questions on this form and select SUBMIT to save the application. When you select SUBMIT, you will receive a confirmation email with a link to edit. You must select SUBMIT when you return to edit your application to save your work. We will receive only the most recent submission when you use the edit link to update your application. All applications are left unread until the submission date. DEADLINE FOR SUBMISSIONS IS 5:00 PM APRIL 5, 2019.

I. General Information

1. Applicant Organization Name: _____
2. Year Organization Incorporated: _____
3. Application Discipline (e.g. dance, theatre, music): _____
4. Contact Person: _____
5. Address: _____
6. Email: _____
7. Phone: _____
8. Website: _____

II. Board & Staff

1. Upload current board member list in a PDF format. Please use attached template. For each board member, please include: Full Name, Official Role on Board (e.g. President, board member), Affiliation (Profession; Job Title and Employer, if applicable), Total Years of Service on the Board.

2. Number of Full Board Meetings Per Year: _____

3. Upload the names, titles, and bios of key staff members. Indicate if paid or volunteer. Please limit bios to 1/2 page each and include length of service in organization.

4. Number of Paid Full-Time Staff: _____

5. Number of Paid Part-Time Staff: _____

6. Number of Volunteers in 2018: _____

7. All Volunteer Organization (If you are an all volunteer organization, with no paid employees, briefly explain who is primarily responsible for implementing the organization's operations and programming. If not applicable, type N/A):

III. Organizational Narrative

1. What is your organization's board-approved mission statement?

2. In 250 words or less, describe your organization's history and purpose, and your artistic activities and programming (in discussing activities, include number and type, e.g., 5 exhibitions/year).

3. In 200 words or less, how do you evaluate what you do? Based upon your evaluation, what are your plans for improvement for FY20?

IV. Community Impact and Engagement (use bullet form)

1. Describe your organization's planning process and detail how the community is involved. (250 words) Please, if applicable, add a link to your current strategic plan.

2. Describe your organization's community engagement work. Include information about collaborations and/or partnerships and how community is part of the evaluation process. (100 words)

3. How are you addressing community engagement in your organizational work? Include information about how you are working with under-served populations (100 words)

4. Summarize your arts education efforts, including those who benefit and how many. (100 words)

5. Is your organization accessible to persons with disabilities as defined in the Americans with Disabilities Act? See Accessibility Checklist and ADA Planning Resources above guidance.

V. Participation and Audience

1a. How many members of the community did your organization serve last year? Total number of adults, 18 and over: _____

1b. How many members of the community did your organization serve last year? Total number of young people, up to age 18: _____

2. How many artists did your organization pay last year? _____

3. How do you track audience participation? _____

VI. Artistic Documentation

1. Provide one to three examples (audio, visual, video, reviews, or press features) that demonstrate the quality of your artistic offerings. Upload images into a single PDF (no more than 3 pages) or provide a link to a webpage.

VII. Financial Information

1. Organization Fiscal Year Start Date: _____

2. Organization Fiscal Year End Date: _____

3. Upload PREVIOUS CITY OF BLOOMINGTON SUPPORT

If applicable, please list cash support received by the applicant from the City of Bloomington during the past three years. If you need additional space, add an additional page to this document with details as specified in the question above.

4. Please include three years' Total Cash Operating Income for FY18, FY17, and FY16:

5. Budgeted Cash Operating Income for the Current Year (FY19): _____

6. Financial Documentation (most recently completed fiscal year)

Combine and upload the following board approved reports from your most recently completed fiscal year-end (PDF only).

a. Upload Income and Expense Statement (aka Profit and Loss/P&L)

b. Balance Sheet (Statement of Financial Position) (if available):

7. FY20 Projected Budget (please use budget template provided)

Upload your projected budget for FY20:

8. FY20 Total Projected Cash Income: _____

9. FY20 Total Projected Cash Expenses: _____

10. Total FY20 Projected In-Kind: _____

11. Please provide a brief explanation of your FY19 budget, the differences between this fiscal year and previous years, and if there are any other major changes.
