



## **CITY OF BLOOMINGTON 2021 Cultural Arts Grant Funding GENERAL OPERATING SUPPORT Request for Proposals**

**In accordance with the following goals, the City of Bloomington is offering cultural arts funding grants to support general operating expenses for Bloomington-centric non-profit organizations or arts-related educational institutions in 2021:**

### **GOALS**

- Provide cultural arts opportunities for Bloomington residents.
- Bring cultural arts activities to people who may not otherwise have access to the arts.
- Make cultural arts opportunities more accessible, equitable and inclusive for all.
- Make Bloomington a more desirable place to live and work by encouraging a thriving, vital cultural arts community.
- Use City funding to leverage additional donations from individuals, businesses and charitable organizations.
- Facilitate high quality, cost effective community arts programming
- Encourage development and expansion of the cultural arts in the community by using City funding to stimulate and promote additional activity.
- Promote cultural arts activities at the Bloomington Center or the Arts, in the parks and throughout the community.
- Promote collaboration among various arts and cultural groups and other community entities to the mutual benefit of the arts community and the City so that all residents will have an opportunity to be fully engaged in Bloomington's cultural arts community.
- Provide opportunities for cultural arts groups and organizations to expand to new audiences, increase programs and improve their community reach as a whole.
- Provide general operating support to; high quality, established cultural arts groups and organizations that produce, present, or exhibit works of art; to groups and organizations that provide a broad range of services to artists and art appreciators; and to organizations that make enriching, engaging, educational and entertaining cultural arts opportunities available to people of all ages, abilities and interests in the Bloomington community.

## ELIGIBILITY

Who is eligible to apply for Cultural Arts Support Funding – GENERAL OPERATING SUPPORT from the City of Bloomington?

- Organizations and whose primary mission is to produce or present performing (which include dance, theatre, opera, spoken word, puppetry, music and other types of performance), visual arts in Bloomington owned or operated facilities and parks.
- Bloomington-based Informal and/or unincorporated Cultural Arts Groups whose primary mission is to produce or present a performing or visual arts activity. (These groups must use a fiscal sponsor, with the sponsorship agreement formalized prior to receipt of CAS funds if awarded.)
- Cultural Arts groups and organizations that host the majority of their cultural arts activity in Bloomington.

Who is not eligible to receive Cultural Arts Funding from the City of Bloomington?

- For-profit organizations using a non-profit fiscal sponsor.
- Organizations seeking to cover costs related to fundraising events.
- Educational institutions seeking funding for projects that take place as part of general education activities. This includes public, private, alternative, charter and home schools.
- Content that promotes, fosters, or perpetrates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation.
- Past City grant recipients with overdue final reports.
- Organizations who submitted incomplete and/or inaccurate application materials

## IMPORTANT DATES

**March 31, 2021:** 2020 CAS Grant Recipient Report deadline (reports due by 10pm)

**April 16, 2021:** Application deadline (Applications are due by 10pm)

**April 19 - 28, 2021:** Panel review of eligible applications

**May 12, 2021:** Funding recommendations considered by Parks, Arts and Recreation Commission (PARC)

**Late May-Early June, 2021:** Funding recommendations considered by City Council

**June 21 - 30, 2021:** Funding distributed to 2021 grant recipients

## HOW TO APPLY FOR FUNDS

Complete the attached application in digital format (no hand written applications please) and email a PDF of the application and all attachments to [lhughes@BloomingtonMN.gov](mailto:lhughes@BloomingtonMN.gov).

**Your application must include ALL required materials. Incomplete or inaccurate application materials will NOT be eligible for funding consideration.**

**Applications must be received by 10:00 p.m. on Friday, April 16, 2021. There are no exceptions to this policy.**

If you have questions, please contact:

**LEAH HUGHES**, Manager  
Bloomington Center for the Arts  
City of Bloomington, Minnesota  
Pronouns: (she/her/hers)  
**OFFICE PH:** 952-563-8881  
**CELL:** 612-965-2665  
**EMAIL:** lhughes@BloomingtonMN.gov

## REVIEW PROCESS

Cultural Arts Funding will be allocated on a competitive basis, based on applications submitted by eligible organizations.

- All complete applications will be evaluated by a review panel that includes city staff, residents, individuals with arts programming experience, and a member of the Parks, Arts & Recreation Commission (PARC).
- The review panel will make funding recommendations to the Bloomington City Council based on how well each proposal meets the cultural arts funding goals outlined on Page 1.
- The review panel reserves the right to award grants in amounts less than requested based on available funds.
- The review panel's funding recommendations may be appealed by applicants solely on alleged procedural errors. There is no right of appeal based on the size of the grant awarded or on disagreements with the review panel's assessment of the application. Applicants must request an appeal in writing within thirty (30) days of notification of the Council decision.
- All funded applicants will be required to submit a final report form in April 2022.



## CITY OF BLOOMINGTON 2021 Cultural Arts Grant Funding GENERAL OPERATING SUPPORT Grant Application

Please submit one (1) copy of the application and requested materials to Bloomington Parks & Recreation **on or before 10:00 p.m. on Friday, April 16, 2021**. Applications received after this date and time will not be considered. Incomplete and/or inaccurate applications will also NOT be considered for funding.

### INSTRUCTIONS

Prepare application materials in the following format:

- Application must be submitted in a fillable PDF format. If you need help with the application please contact the Manager at Center for the Arts
- Text font equivalent to Times New Roman 12-point or larger (15 characters per inch)
- 8 ½" x 11" page size
- Margins of ¾" or more
- Legibility, clarity and completeness are essential
- Please do not include elaborate formatting, etc.

### GENERAL INFORMATION

Applicant/Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Website: \_\_\_\_\_

Contact Person: \_\_\_\_\_

*(The contact person should be available to answer questions about this application.)*

Primary/Preferred Phone: \_\_\_\_\_

Primary/Preferred E-mail: \_\_\_\_\_

Annual Operating Budget: \_\_\_\_\_ (From your most recently completed fiscal year)

Amount of Request: \_\_\_\_\_ (Grant requests may be up to 30% of your previous fiscal year expenses or a maximum of \$80,000, whichever is less.)

*Applicant/Organization Description: Describe your group or organization in 100 words or less.*

**APPLICANT/ORGANIZATION INFORMATION (3 pages maximum)**

1. Summarize your applicants/organization’s development and history.
2. Briefly describe the make-up of your group or organization including number of board members, staff, volunteers, artists/participants and patrons/audience.
3. What is your group or organization’s mission and goals? Specifically explain how they relate to the City’s goals with cultural arts funding as outlined on page 1.
4. Briefly describe your group or organization’s current programs and activities, including how you provide access to the arts specifically to the Bloomington community and/or how you attract arts patrons to Bloomington.
5. What is your group or organization’s relationship with other arts and culture organizations and community entities located in Bloomington and/or working in the community? Who specifically in Bloomington does your group/organization work with (ex: public schools, libraries, senior centers, faith organizations, community centers, other non-profits, etc.)?
6. How is your group or organization collaborating and promoting harmonious relationships with other cultural arts groups and/or organizations (either in or outside Bloomington)?

7. The City of Bloomington is committed ensuring to equitable access to programs and services and implementing intentional strategies to engage communities most affected by racial inequities and injustice in ways that foster trust and ensure all residents will have an opportunity to be fully engaged. Please highlight how your organization is working towards racial equity in Bloomington through cultural arts opportunities? What strategies, practices and initiatives are you inclusive and equitable in regards to; leadership opportunities, hiring practices, organizational governance, participation in programs/activities, volunteer opportunities and strategic planning?

### **APPLICANT/ORGANIZATIONAL HIGHLIGHTS (1 page maximum)**

1. Please highlight recent awards, community recognition and new or different activities for your group or organization (within the past 1-2 years).

### **ENGAGEMENT NARRATIVE (2 pages maximum)**

1. If applicable, please provide evidence (not aims or assertions) that the applicant is actively and authentically making efforts and seeking out ways to engage diverse, minority and under-represented populations in the City of Bloomington. Who are you working with and how are you demonstrating these efforts?
2. Briefly describe the diversity of the board, staff, artists and members within your group or organization.
3. What efforts are you making to recruit, and meaningfully engage, a diverse group of volunteers for support with operations, programs and activities?
4. What efforts are you making to reach underserved participants (individuals, groups, or communities) and what is the evidence that the groups to be reached are underserved?
5. What efforts are you making to reduce, overcome or eliminate barriers to participation in your cultural arts opportunities?

### **EVALUATION (2 pages maximum)**

1. Describe your criteria for success. What specifically do you want to happen as a result of your activities? Describe BOTH immediate (short-term) and long-term strategic goals.
2. Specifically, what forms of evaluation and measurement do you use to capture feedback and measure your success? (surveys, focus groups, social media feedback, online metrics, participation numbers, ticket sales, etc.) Please describe BOTH subjective and objective measures.
3. Who is involved in assessing your programmatic evaluation and criteria for success (board, participants, audience, etc.)?

4. How will you use your evaluation results to guide your future activities and organizational initiatives?

## ATTACHMENTS

Provide the following documents with your application narrative:

- a. **Board of Directors List:** Complete the form attached to this application. Note board members who live or work in Bloomington and only list current and active members of the board.
- b. **Group or Organizational Budget:** Complete the Organizational Budget form attached to this application. This should show your organization's current board approved budget.
- c. **List of additional funding sources:** Complete the form attached to this application. List who else is currently supporting you and in what dollar amounts (include federal and state grants, corporate grants, family foundations, individual contributions, etc.).
- d. **Fiscal Year Financial Statements:** Copy of your organization's most recent fiscal year financial statements, preferably audited, showing actual expenses including a balance sheet and statement of activities (income and expenses)
- e. **Most recent IRS form or 990 Form\*:** Copy of your organization's most recent IRS form or 990 form.
- f. **Copy of letter from IRS documenting your organization's tax-exempt status \***
- g. **Certificate of liability insurance\*\*.** The City of Bloomington must be named as additional Insured as it relates to the Commercial General Liability policy. Evidencing the following coverages:
  - i. Commercial General Liability in the amount of \$1,500,000
  - ii. Worker's Compensation, as required by law
  - iii. Auto Liability, as required by law
  - iv. Property insurance

\* Informal and/or unincorporated groups are also eligible to apply. These groups must use a fiscal sponsor and are required to submit a copy of their formalized sponsorship agreement in lieu of IRS form 990 and IRS documentation of tax-exempt status, if they are chosen to receive grant funds, and before they receive any payment.

\*\*Applicants do not have to show proof of insurance at the time of application submission. However, applicants DO NEED to provide proof of insurance prior to receiving a Cultural Arts Support grant. In some situations, the City may be able to assist applicants in obtaining insurance for one-time events located on City property.

(For example TULIP coverage): <https://www.lmc.org/insurance-trust/coverages/tenant-user-liability-insurance-program/>. Applicants interested in this option should note it in their

application. Such coverage is based on eligibility and is not guaranteed to those selected to receive a Cultural Arts Support grant.

**I certify that, to the best of my knowledge and belief, all information contained in this application is correct and complete and that, if approved, programs/services will be conducted according to the application. The application agency has authorized me, as its representative, to give these assurances and to file this application.**

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please Print Name: \_\_\_\_\_