

City of Bloomington 2016 Cultural Arts Grant Funding 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-based non-profit organizations or educational institutions in 2016:

Goals

- Provide cultural arts opportunities for Bloomington residents.
- Bring arts activities to people who may not otherwise have access to the arts.
- 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 arts in the community by using City funding to stimulate and promote additional activity.
- Promote arts activities at the Bloomington Center or the Arts, in the parks and throughout the community.
- Attract arts patrons to Bloomington, providing secondary economic stimulus (i.e. dining, lodging, shopping, etc.)
- Promote collaboration among the various arts groups to the mutual benefit of the arts community and the City.

Eligibility

Who is eligible to apply for Cultural Arts Funding from the City of Bloomington?

- Bloomington-based 501(c)3 non-profit organizations whose primary mission is to produce or present performing, visual or literary arts;
Or
Bloomington-based Informal and/or unincorporated groups whose primary mission is to produce or present a performing, visual or literary arts activity. (These groups must use a fiscal sponsor, with the sponsorship agreement formalized prior to submitting an application for funding.)
- Priority will be given to organizations that have had an ongoing relationship with the City of Bloomington either through a lease agreement and/or by having the majority of their activity in Bloomington.

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

- Individual people or artists.
- Individual artists' projects.
- For-profit organizations using a non-profit fiscal sponsor.
- Organizations seeking to cover costs related to fundraising events.
- Non-Bloomington based organizations or educational institutions.
- 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.

Important Dates

May 13, 2016:	Application deadline
May 16 - 27, 2016:	Panel review of eligible applications
June 6, 2016:	Funding recommendations considered by City Council
June 15, 2016:	Funding distributed

How to Apply for Funds

Complete the attached application and e-mail a PDF of the application and all attachments to jurie@ci.bloomington.mn.us;

Or

Send a hard copy of the application and attachments to:

Cultural Arts RFP
Parks & Recreation Division
City of Bloomington
1800 West Old Shakopee Rd
Bloomington, MN 55431

Your application must include ALL required materials. Incomplete or inaccurate materials may result in your application being deemed ineligible.

Applications must be received in the Parks and Recreation Office by 4:00 p.m. on May 13, 2016. There are no exceptions to this policy.

If you have questions, please contact the Bloomington Center for the Arts Manager Jim Urie, at jurie@ci.bloomington.mn.us or 952-563-8881.

Review Process

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

- All applications will be evaluated by a review panel that includes city staff, residents, people 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 organizations will be required to submit a final report form in January 2017.

City of Bloomington

2016 Cultural Arts Funding Grants Application

Please submit one (1) copy of the application and requested materials to Bloomington Parks & Recreation on or before 4:00 p.m. on May 13, 2016. Applications received after this date will not be considered.

Instructions

Prepare application materials in the following format:

- 8 ½" x 11" white paper
- Text font equivalent to Times New Roman 12-point or larger (15 characters per inch)
- Margins of ¾" or more
- Black ink only
- Print/copy on one side of page only
- Legibility, clarity and completeness are essential
- Please do not include elaborate formatting, expensive bindings, etc.

General Information

Applicant Organization: _____

Address: _____

City, State, Zip: _____

Phone: _____

Website: _____

Contact Person: _____

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

Phone: (w) _____ (h) _____

E-mail: _____

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.)*

Organization Description: Describe your organization in 100 words or less.

Organizational Information (1 – 2 pages)

1. Summarize your organization’s development and history.
2. Describe the make-up of your organization including number of board members, staff, volunteers, artists/participants and patrons/audience.
3. What is your organization’s mission and goals? Explain how they relate to the City’s goals with arts funding as outlined on page 1.
4. Briefly describe your organization’s current programs and activities, including participant and audience statistics that demonstrate how you provide access to the arts and/or how you attract arts patrons to Bloomington. **Please highlight new or different activities, if any, for your organization.**
5. What is your organization’s relationship with other arts organizations working in the community? How is your organization collaborating and promoting harmonious relationships with other arts organizations?

Evaluation (Up to 1 page)

1. Describe your criteria for success. What do you want to happen as a result of your activities? You may find it helpful to **describe both immediate and long-term goals.**
2. How will you measure your success? Use both subjective and objective measures.
3. Who will be involved in evaluating this work (board, participants, audience, etc.)?
4. How will you use your evaluation results to guide your future activities?

5. Provide the following documents:
- a. List of your organization's current Board of Directors
 - b. Copy of your organization's current budget
 - c. List of additional funding sources
 - d. 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. Copy of your organization's 2015 IRS form 990 *
 - f. Copy of letter from IRS documenting your organization's tax-exempt status *
 - g. Certificate of liability insurance, 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

The City of Bloomington must be named as additional Insured as it relates to the Commercial General Liability policy.

* 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 with their grant application in lieu of IRS form 990 and IRS documentation of tax-exempt status.

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: _____