

# **Bee Vradenburg Foundation**

## **Grant Application**

**Summary Sheet** – One page with the following information in this order:

Legal name of organization  
DBA (if applicable)  
Mailing address, city, state, ZIP  
Phone  
EIN  
Website  
Name of executive director (if applicable)  
ED phone and email  
Application contact and title (if not the executive director)  
Applicant phone and email  
Mission statement  
Amount of request  
One-sentence purpose of request  
Organization's budgeted income and expenses for the current fiscal year  
Fiscal year end month

**Narrative** – Maximum five pages, addressing the questions below. Please include the header (ie, "Organization Background") when addressing each question but do not repeat the entire question. Note: These questions mirror those on the Colorado Common Grant Form. *Questions 11 to 15 are supplemental to the Colorado Common Grant Form.*

1. **Organization Background.** Discuss the founding and development of the organization. Explain the original issue and/or opportunity the organization was founded to address and how that may have changed over time.
2. **Goals.** Describe the organization's current goals.
3. **Current programs.** Provide a brief description of the organization's current programs. Include population and numbers served, as well as expected results. If this request is for a specific program, describe that program in Question 4; describe the organization's other programs here.
4. **Program and capital requests only.** (a) Provide a summary of the plan for the program or capital request. Include the issue and/or opportunity addressed, goals and objectives, activities, and timeline. (b) Explain why the organization is approaching the issue and/or opportunity in this way.
5. **Evaluation.** (a) Describe the organization's overall approach to evaluation. (b) Describe how the organization measures impact. If this is a program request, describe how impact is measured for the program that is the subject of this proposal.

Respond to (c) OR (d): (c) For general operating or capital requests: Summarize key evaluation results or findings that demonstrate the organization's impact. Indicate the time frame for the results or findings. (d) For program requests: Summarize key evaluation results or findings that demonstrate the program's impact. Indicate the time frame for the results or findings.

6. **Collaboration.** Describe the organization's most significant interactions with other organizations and efforts. For program requests, address this question with respect to that program only.
7. **Inclusiveness.** Describe how the organization strives to be inclusive in its programs, staff, board, and volunteers, and describe the progress to date.
8. **Board/Governance.** Describe the role of the board of directors in advancing the mission of the organization. Include the key issues related to board effectiveness that are being addressed this year, the organization's policy regarding board terms, and the percentage of the board that contributes financially to the organization.
9. **Volunteers.** Describe how the organization involves volunteers and unpaid personnel (other than the board of directors) within a typical 12-month time period. Include number of volunteers and hours (if tracked by the organization).
10. **Planning.** Describe the challenges and opportunities facing the organization in the next three to five years. Additionally, describe how the organization engages in planning and describe the focus of any current planning efforts.
11. **Artistic excellence.** Describe how your organization commits to artistic excellence. Describe how professional artists are involved in programming decisions, and if artists are compensated. Include any mention of special awards or recognition from the community.
12. **Audience.** Describe the organization's target audience and how you reach them. Provide specifics such as e-newsletter subscriber totals and open rates. Provide attendance/participation figures for the most recent fiscal year ended, and information about ticket prices or tuition/fees, if applicable.
13. **Donor recognition.** How are significant donors acknowledged?
14. **Financials.** If your organization has outstanding loans or lines of credit or ended your most recent fiscal year in a deficit, please describe the organization's plan to regain fiscal health.
15. **Optional.** If there is additional information that is vital to convey in this proposal, do so here. (This must be contained within the five-page limit.)

### **Attachments**

**Budget** – Revenue and expenses for current year; if available, provide the budget for the upcoming fiscal year.

**Current (year to date) financial statements** – Profit-and-loss statement and balance sheet.

**Year-end financial statements** – Profit-and-loss statement and balance sheet for two most recent fiscal year ended.

**Major contributors** – List of foundations, businesses, government, and major individual donors, with amounts, for the previous two years. Please list major contributors by the size of the two-year total gift. This information is held in strict confidence.

**In-kind support** – Summary of significant in-kind donations for the last fiscal year.

**Board of directors list** – Include positions on the board, occupation or community affiliation, and term end date for each board member.

**Proof of IRS federal tax-exempt status** –If this is a first-time application to the foundation, please provide a copy. If you have applied to the foundation previously, please provide a signed statement declaring your tax-exempt status is still valid.

**Anti-discrimination/inclusion statement** - Provide only if this is a first-time application and the foundation does not currently have on file.

**Fiscal agency relationship** – If you are applying through a fiscal agent, please provide a letter confirming the relationship. Please provide information on any fees paid to a fiscal sponsor.

**Annual report** – If available.

### **Media and Supplements**

**Photos** – a maximum 10 photos depicting programs/activities of the organization from within the past two years.

#### **Optional:**

Reviews from local media (provide one copy)

Programs, season brochures or other print collateral (provide eight copies)

Audience survey responses (one copy)

Audio samples (WMV file only)

URLs of video samples through YouTube or Vimeo (no discs, please)

### **Deadlines**

Applications are accepted year-round but must be received January 1, April 1, July 1 or October 1 to be considered during the quarterly trustee meetings. When those dates fall on a holiday or weekend, the first weekday thereafter applies.

### **To Apply for a Grant**

Applicants may submit applications by mail, in person, or via email. For email applications, please combine the entire application in a single PDF attachment.

#### **Please send applications or questions to:**

David Siegel, Executive Director

Bee Vradenburg Foundation

730 North Nevada Avenue

Colorado Springs, CO 80906

Phone: (719) 477-0185

Fax: (719) 389-1252

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