



Arts are the soul of a thriving community

BVF Grant Application

Updated Spring 2024

Before You Apply

1. Applying for a grant can seem like a daunting process—but we’re here to help. Read through our [informational PDF](#) to get yourself better acquainted.
2. Please feel free to contact the Foundation with any questions about the grant application process. All first-time applicants are strongly encouraged to contact the Foundation before submitting an application.
3. Ready to apply? Complete the following questions and attachments, save as one PDF, and return to the Foundation via email. Grant applications are accepted year-round and reviewed on a quarterly basis.

About This Grant Application

The BVF grant application is based on the Colorado Common Grant Application (CGA). For help with the CGA, please visit [CRCAmerica.org](https://www.crcamerica.org). Questions 11 - 15 are supplemental to the Colorado Common Grant.

Application Part #1: Summary Sheet

One (1) 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

Application Part #2: Narrative

Maximum five (5) pages, addressing the questions below. Please include the header (ie, “Organization Background”) when addressing each question but do not repeat the entire question.

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.
 - 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.)

Application Part #3: Attachments

- ☐ Budget
Revenue and expenses for current year; if available, provide budget for 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 years
- ☐ Major contributors
List 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, community affiliations, and term end dates for each member.
- ☐ Proof of IRS federal tax-exempt status
- ☐ Anti-discrimination/inclusion statement
- ☐ Fiscal agency relationship
If you are applying through a fiscal sponsor, please provide a letter confirming the relationship. Please provide information on any fees paid to fiscal sponsor.

Application Part #4: Media and Supplements (optional)

- ☐ Annual report
- ☐ Photos depicting activities of the organization from the past two years (maximum 10 files)
- ☐ 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 15, April 15, July 15 or October 15 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:

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