



# CITY OF BLOOMINGTON

## 2024 Blooming Arts Partnerships

### GRANT FUNDING

### Request for Proposals

**In accordance with the following goals, the City of Bloomington is offering cultural arts funding grants, titled “Blooming Arts Partnerships,” to support general operating expenses for Bloomington-centric non-profit organizations or arts-related educational institutions in 2024:**

#### **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.
- 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 “Blooming Arts Partnerships” (BAP) support funding from the City of Bloomington?

- Organizations and groups whose primary mission is to produce or present performing arts (which include dance, theatre, opera, spoken word, puppetry, music, and other types of performance) or 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 BAP funds if awarded.
- Cultural Arts groups and organizations that host most of their cultural arts activity in Bloomington.

## INELIGIBILITY

Who is not eligible to receive “Blooming Arts Partnerships” funding from the City of Bloomington?

- Resident Arts Organizations of the City of Bloomington. Beginning 2024, the City offers a parallel grant process for Resident groups.
- For-profit organizations using a non-profit fiscal sponsor.
- 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.
- Use of grant awards to cover costs related to fundraising events.
- Use of grant awards for activities outside of Minnesota. Use of grant awards within the City of Bloomington will be strongly prioritized.
- Incomplete and/or inaccurate application materials.
- Previous year recipients with overdue or missing final reports.

## HOW TO APPLY FOR FUNDS

Complete the following application materials in digital format (typed, not handwritten). Email PDF copies of the application and all attachments to [centerforthearts@bloomingtonmn.gov](mailto:centerforthearts@bloomingtonmn.gov) and [ibrekke@bloomingtonmn.gov](mailto:ibrekke@bloomingtonmn.gov). If you do not receive a reply with confirmation of receipt within 5 business days, please re-send or contact Parks & Recreation at 952-563-8877.

**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, October 4, 2024. There are no exceptions to this policy.**

If you have questions, contact:

### **IAN BREKKE – MANAGER, CENTER FOR THE ARTS**

City of Bloomington, Minnesota

Pronouns: He/Him/His

**OFFICE PH:** 952-563-8881

**EMAIL:** [centerforthearts@bloomingtonmn.gov](mailto:centerforthearts@bloomingtonmn.gov)

[ibrekke@bloomingtonmn.gov](mailto:ibrekke@bloomingtonmn.gov)

## REVIEW PROCESS

- Applications will be evaluated by a review panel that includes:
  - City Council Representative
  - Creative Placemaking Representative
  - Parks, Arts, and Recreation Commission Representative
  - One (1) Additional City Staff
  - Two (2) Bloomington-Based Artists
  - Center for the Arts Manager (non-voting)
- Independent from panel review, fiscal data from all applications will be evaluated by City of Bloomington Finance department for accuracy, completeness, and overall eligibility. If an application is determined ineligible by Finance, the application will not continue forward and the applicant will be contacted.
- Review panel will make funding recommendations to the Parks, Arts, and Recreation Commission and City Council. Final awards will be determined by City Council.
- Review panel reserves the right to recommend awards of any fiscal amount, up to the maximum request per applicant.

- Award 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 Council decision.
- All funded applicants will be required to submit a final report in spring of the following calendar year.

## **IMPORTANT DATES**

**October 4, 2024:** Application deadline (Applications are due by 10pm)

**October 7-31, 2024:** Panel review of eligible applications

**November 13, 2024:** Funding recommendations considered by Parks, Arts and Recreation Commission (PARC)

**November 18, 2024:** Funding recommendations considered by City Council

**December 2024:** Funding distributed to 2024 grant recipients



# CITY OF BLOOMINGTON 2024 Blooming Arts Partnerships GRANT FUNDING Application

Please submit one (1) copy of the application and requested materials on or before 10:00 p.m. on Friday, October 4, 2024. Incomplete, inaccurate, or late applications will not be considered.

## INSTRUCTIONS

Prepare the following fillable PDF application, required attachments, and optional template if using. General instructions:

- Application materials must be submitted in PDF. If you require technical assistance, please contact the Manager at Center for the Arts
- 12-point standard business/document fonts only
- 8 ½" x 11" page size
- Margins of ¾" or more
- Legibility, clarity and completeness are required and considered during review
- Elaborate formatting is strongly discouraged

## GENERAL INFORMATION

Applicant/Organization Name:

Address:

City, State, Zip:

Organization Phone:

Website:

Contact Person:

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

Primary/Preferred Contact Phone:

Primary/Preferred Contact Email:

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

Amount of Request:

*(Maximum requests may be up to 30% of your previous fiscal year expenses, or \$10,000, whichever is less.)*

Total number of performances, programs, or activities from your most recently completed fiscal year:

Total number of performances, programs, or activities from your most recently completed fiscal year  
happening in the City of Bloomington: *(within Bloomington zip codes)*

## **BLOOMING ARTS PARTNERSHIPS GRANT NARRATIVE**

Check One:

- I have filled out the grant narrative within this PDF
- I have filled out the grant narrative via the optional MS Word template, to be attached in final submission

## **APPLICANT/ORGANIZATION OVERVIEW**

1. Briefly summarize your applicant/organization's history and overall make-up. When applicable, include overview information on board structure, staffing, volunteer opportunities, artists/participants, and patrons/audience.

2. What is the applicant/organization's overall mission, goals, and/or intentions? Direct references to the City's goals listed on page one (1) are encouraged.

3. Highlight recent awards and/or community recognitions for your group or organization (within the past 1-3 years).



4. Provide an overview of your applicant/organization's current programs and activities. If applicable, include information on programs and activities specific to the Bloomington community and/or how you engage arts patrons within Bloomington.

## **APPLICANT/ORGANIZATION 2024-2025 PROGRAMMING**

1. Describe your applicant/organization's intended programs and activities for July 2024 - June 2025. Specifically, describe how City of Bloomington grant funding may be applied effectively to the applicant/organization if awarded.

2. Who are the primary participants of your applicant/organization's intended programs and activities for July 2024 - June 2025?

3. Who are the primary beneficiaries of your applicant/organization's intended programs and activities for July 2024 - June 2025?

## **APPLICANT/ORGANIZATION COMMUNITY ENGAGEMENT**

1. The City of Bloomington is committed to ensuring equitable access to programs and services by implementing intentional strategies to engage communities most affected by racial inequities and injustice. Please highlight: How is your applicant/organization working towards racial equity in Bloomington through cultural arts opportunities? Who are you working with and how are you demonstrating these efforts? Provide evidence (not aims or assertions) of active and authentic engagement with diverse, historically marginalized, and under-represented populations.

2. How does the community as a whole benefit from your cultural arts opportunities?  
What are the most desired engagement outcomes your applicant/organization?

3. What education or outreach opportunities does your applicant/organization hope to host within the Center for the Arts for July 2024 - June 2025?

## **APPLICANT/ORGANIZATION EVALUATION PROCEDURES**

1. What forms of evaluation and measurement (surveys, focus groups, social media feedback, online metrics, participation numbers, ticket sales, etc.) do you use to capture feedback and measure your success? Please describe both subjective and objective measures.

2. Who is involved in assessing your programmatic evaluation and criteria for success (board, participants, audience, etc.)?

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

## ATTACHMENTS

Provide the following documents with your application narrative:

- 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.
- Group or Organizational Budget:** Complete the Organizational Budget form attached to this application. This should show your organization's current board approved budget.
- 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.).
- 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). Fiscal statements must align with Organizational Budget form, as reviewed and approved by City of Bloomington Finance department.
- Most recent IRS form or 990 Form\*:** Copy of your organization's most recent IRS form or 990 form.
- Copy of letter from IRS documenting your organization's tax-exempt status \***
- 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, if they are chosen to receive funds.

\*\*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: