

Twin Cities Fund - Arts & Culture Grants

General Operating Support Application Guidelines

Introduction

The Best Buy Foundation provides general operating support to enhance the cultural life and vitality of the seven-county Twin Cities metro area. Grants are made for operating support for Twin Cities-based arts and culture organizations dedicated to creating, preserving and/or exhibiting visual and performing arts, science and history.

Overall goals of the Twin Cities Arts & Culture grant program are to:

- Provide general operating support to Twin Cities-based arts and cultural institutions and organizations.
- Recognize the contributions of Twin Cities-based organizations that have a demonstrated track record of service and the financial management and programming capacity to continue providing service.
- Encourage and increase opportunities for involvement and participation in arts and cultural activities by culturally diverse constituencies.

Eligibility

Who is Eligible to Apply?

To be eligible for General Operating Support, an organization must:

- Be an arts and culture organization providing services in the Twin Cities 7-county metro area.
- Be a qualified 501 (c)(3) nonprofit or tax-exempt public charity with a valid IRS Tax ID or have contracted with a fiscal sponsor parent organization that has been pre-approved by Best Buy Foundation staff.
- Have been in existence for a minimum of three years or be the result of merging organizations with at least a three-year history each.
- Have conducted public programming for at least one year.
- Be willing to participate in site visits by Best Buy Foundation staff and Twin Cities Fund Committee members.

Ineligible Applicants

- Organizations composed exclusively for re-granting.
- Applications requesting only supplies or product donations.
- Organizations seeking funds to benefit:
 - Political, labor, fraternal, or civic organizations.
 - Religious organizations (for sectarian purposes).
 - Individuals.
 - Endowments.
 - Award ceremonies, memorials, conferences or travel.
 - Health, therapeutic or recreation programs, projects or activities.
 - Athletic teams or events.

Application Review

Community and Audience Impact

In the evaluation of Community and Audience Impact, reviewers will be looking at:

- Evidence of Equity, Diversity, Inclusion and Access in programming.
- Engagement of community in the design of programming and program evaluation.
- Diversity of audience/participant engagement.
- Artistic or administrative partnerships, collaborations, and other regular engagement activities with other arts and culture organizations.
- Have program accessible to the public (provided for a charge or free).

Operations

In the evaluation of Operations, reviewers will be looking at:

- Official place of business in the 7-county Twin Cities metro area.
- Articulated mission that is dedicated to arts & culture.
- Financial performance and health.
- Non-discriminatory employment and personnel practices.
- Diversity of staff/board and other volunteers.
- Leadership team that shares organizational responsibilities and fiscal accountability.
- Capacity to carry out its intended programming goals through the support of staff, board, advisors and/or volunteers.
- Plan or planning process that demonstrates how the organization will achieve its stated mission and vision.

Supplemental Material Requirements

Documentation listed below is required as part of this grant application proposal. Applicants should upload the documents listed below as PDFs. Applicants can also provide links to websites or videos.

Required

- Annual budget (required).
- Non-Discrimination Policy (required).

Optional

- Long-range or strategic plan
- Board adopted plan to address any/all of the following: Equity, Diversity, Inclusion and Access.
- Current season brochures, programs, publicity materials and recent reviews
- Digital images or links to online material for documentation of recent programming.
- CPA reviewed or audited financial statements

Application Process

Preparing to apply: All application materials must be submitted online.

New applicants should create an account after checking eligibility at the following link:
<http://www.cybergrants.com/bestbuy/TwinCitiesGrantsquiz>

Returning users may log into their organization's existing account in the online application portal: <https://www.cybergrants.com/bestbuy/TwinCitiesArtsCultureGrants>

Application Deadline: Applicants must submit their completed application, including all required supplemental materials by 5pm on Monday, February 17, 2020. Late applications will not be accepted. Applicants will receive a confirmation email when their full application has been successfully submitted.

Review Process

Foundation staff will review proposals to determine eligibility. Applicants will be notified by email if their proposal is deemed ineligible. The Twin Cities Fund Committee and Foundation staff will review proposals according to program criteria listed in these guidelines. Reviews will not be open to the public. However, applicants may request feedback once funding decisions have been announced by emailing socialimpact@bestbuy.com.

Grant Awards & Administration

Applicants receive notification with grant determination no later than April 30th. Award recipients will receive a notification email when checks are distributed.

Reporting Requirements

General Operating Support Grant partners will be required to submit an impact report one year from grant distribution in order to receive subsequent years of general operating support funding. This report will address actual financial information, audience/participant demographics and other information based on application criteria.

Proposal Deadline and Administrative Information

Grant Awards	Awarded grants will be a minimum of \$5,000. The median grant amount is \$10,000.
Grant Period	Up to one year of funding
Application Site Opens	Wednesday, January 15, 2020 8:00A.M. EDT Applications must be submitted through the online application portal.
Proposal Due Date	Proposal must be submitted no later than Monday, February 17, 2020 5:00P.M. EDT
Notification Date	April 30, 2020
Application Support	Use the "Need Support" link on the webpage
Program Contact	SocialImpact@BestBuy.com

