

# Twin Cities Fund - Arts & Culture Grant

## 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 culture.

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

- Provide general operating support to Twin Cities-based and -serving 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 diverse constituencies.

### Eligibility

---

#### Who is Eligible to Apply?

Organizations must meet the following criteria to be eligible for general operating support:

- Arts and culture organization that is based in and provides services in the Twin Cities 7-county metro area.
- Articulated mission statement that is dedicated to arts & culture.
- Qualified 501 (c)(3) nonprofit or tax-exempt public charity with a valid IRS Tax ID. Organizations with fiscal sponsors must be approved in advance by Foundation staff. Contact [socialimpact@bestbuy.com](mailto:socialimpact@bestbuy.com).
- Has conducted public programming for at least one year.
- Must be willing to participate in site visits by Best Buy Foundation staff and Twin Cities Fund Committee members.

## Ineligible Applicants

- Regranting organizations.
- 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.

## Proposal Information

---

### Community and Audience

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:

- Financial performance and health.
- Non-discriminatory employment and personnel practices.
- Diversity of staff/board and other volunteers.
- Plan or planning process that demonstrates how the organization will achieve its stated mission and vision.

# Supplemental Material Requirements

---

The documents listed below are required as part of this grant application (PDFs preferred). Applicants can also provide links to websites or videos.

## Required

- Annual budget.
- Non-Discrimination Policy.

## Optional

- Long-range or strategic plan.
- Board adopted plan to address any/all of the following: Equity, Diversity, Inclusion and Access.
- 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:  
<https://www.cybergrants.com/bestbuy/ArtsAndCultureQuiz>

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

**Registering with CyberGrants:** If you are registering for the first time, you may create credentials through the Standard Login option (recommended) or CyberGrants FrontDoor. You will need to select this option every time you log into the system. For organizations registering with FrontDoor, the verification process takes 5-7 business days, after which you will be able to enter the system to complete the grant application. For more information on FrontDoor, visit the [CyberGrants website](#).

Applicants who have previously applied for funding from Best Buy or the Best Buy Foundation may select the standard login option and use their existing credentials.

For account support, use the "Need Support?" option at the bottom of the login page.

**Application Deadline:** Applicants must submit their completed proposal, including all required supplemental materials by 5:00 PM CST on February 1, 2024. 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](mailto:socialimpact@bestbuy.com).

The Twin Cities Fund Committee is comprised of local Best Buy employees from across the enterprise.

## Grant Awards & Administration

---

Applicants will receive notification with grant determination no later than April 30, 2024. Award recipients will receive a notification email when funding is issued.

## Reporting Requirements

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

## Proposal Deadline and Administrative Information

---

<b>Grant Awards</b>	Awarded grants will be a minimum of \$5,000. The median grant amount is \$10,000.
<b>Grant Period</b>	Up to one year of funding.
<b>Application Site Opens</b>	<b>December 1, 2023 by 8:00 AM CST</b> Applications must be submitted through the online application portal.
<b>Proposal Due Date</b>	<b>Proposal must be submitted no later than</b>

	<b>February 1, 2024 by 5:00 PM CST.</b>
<b>Notification Date</b>	No later than April 30, 2024.
<b>Application Support</b>	Use the “Need Support” link on the webpage
<b>Program Contact</b>	<a href="mailto:socialimpact@bestbuy.com">socialimpact@bestbuy.com</a>

## Sample Application

NOTE: All applications must be submitted through the CyberGrants portal at <https://www.cybergrants.com/bestbuy/TwinCitiesArtsCultureGrants>.

<b>Organization Information</b>	
*Organization Mission Statement (Long Paragraph)(2000 character maximum)	
*IRS Letter of Determination (File Upload)File Upload; 5242880 byte limit	Instructions: Please upload the organization's IRS 501 (c)(3) tax designation.
*Organization Budget (Currency)(20 character maximum)	Instructions: Annual budget for the organization.
*Name Use (Yes/No)	Instructions: The Best Buy Foundation (“Foundation”) may wish to reference and/or promote its donation to your organization on the Foundation’s channels, including but not limited to its website at <a href="http://bestbuyfoundation.org">bestbuyfoundation.org</a> , its annual report, donor-facing marketing, and various social media accounts. Additionally Best Buy Co., Inc. and its affiliates (“Best Buy”) may wish to reference and/or promote the Foundation’s donation to your organization on Best Buy’s channels, including but not limited to its website at <a href="http://bestbuy.com">bestbuy.com</a> , blog at <a href="http://corporate.bestbuy.com">corporate.bestbuy.com</a> , and various social media accounts. By indicating “Yes” below, you grant the Foundation a perpetual, irrevocable, royalty-free, non-exclusive, and transferable right and license to use your

	<p>organization’s name and trademarks in connection with promoting the Foundation’s donation to your organization. You also grant the Best Buy Foundation and Best Buy, the right to link to your website from the above-mentioned channels and tag or mention your social media handle(s). Your answer to this question will not impact the decision to provide funding to your organization. If you wish to revoke consent, please email <a href="mailto:socialimpact@bestbuy.com">socialimpact@bestbuy.com</a>.</p>
Name Use - Comments (Optional) (500 character maximum)	
*Preferred organization logo	<p>Instructions: Please upload the organization's preferred logo.</p>
<b>Request Details</b>	
*Requested Grant Amount (Currency)(20 character maximum)	
*Request Summary (Paragraph)(500 character maximum)	<p>Instructions: Please provide a brief summary or abstract of your grant request.</p>
*Project Start Date (Date)	
*Project End Date (Date)	
*Goals and Objectives (Long Paragraph)(4000 character maximum)	<p>Instructions: What are your goals and objectives for this grant? Please describe how you will use the funds from this grant.</p>
<b>Community and Audience Impact</b>	
*Public Programming (Paragraph)(2000 character maximum)	<p>Instructions: Describe your current publicly accessible programs. Do you engage the community in the design of programming and program evaluation? If so, please describe.</p>

<p><b>*Population Served</b></p> <ul style="list-style-type: none"> <li>• % Asian/Asian American</li> <li>• % Black/African American</li> <li>• % Hispanic/Latino/Latina/Latinx</li> <li>• % Middle Eastern/North African</li> <li>• % Native American/American Indian/Alaska Native/Indigenous</li> <li>• % Native Hawaiian/Pacific Islander</li> <li>• % White/Caucasian/European</li> <li>• % People who prefer to identify with another race or ethnicity</li> <li>• % Unknown</li> <li>• Decline to state</li> </ul>	<p>Instructions: What percentage of your audience identify with each of the following categories?</p>
<p><b>*Population Benefits</b> (Paragraph)(2000 character maximum)</p>	<p>Instructions: How will you encourage and increase opportunities for involvement and participation in arts and cultural activities by culturally diverse constituencies?</p>
<p><b>*Collaboration and Partnership</b> (Paragraph)(2000 character maximum)</p>	<p>Instructions: Describe the artistic or administrative partnerships, collaborations and other regular engagement activities with other arts and culture organizations in the Twin Cities.</p>
<p><b>*Upcoming Opportunities</b> (Paragraph)(2000 character maximum)</p>	<p>Instructions: What exciting opportunities lie ahead for your organization this upcoming year?</p>
<p><b>*Logistical Opportunities and Challenges</b> (Long Paragraph)(4000 character maximum)</p>	<p>Instructions: Is there anything important that we should be aware of about the logistical aspects of your program? Please describe any notable logistical challenges and opportunities.</p>
<p><b>Additional Information</b> (Long Paragraph)(5000 character maximum)</p>	<p>Instructions: Please use this space to add any additional information that was not included above that you feel is important to this request. This is not required.</p>
<p><b>Operations and Finances</b></p>	

<p><b>*Diversity of Leadership</b></p> <ul style="list-style-type: none"> <li>• % Asian/Asian American</li> <li>• % Black/African American</li> <li>• % Hispanic/Latino/Latina/Latinx</li> <li>• % Middle Eastern/North African</li> <li>• % Native American/American Indian/Alaska Native/Indigenous</li> <li>• % Native Hawaiian/Pacific Islander</li> <li>• % White/Caucasian/European</li> <li>• % People who prefer to identify with another race or ethnicity</li> <li>• % Unknown</li> <li>• Decline to state</li> </ul>	<p>Instructions: What percentage of your organization's leadership(s) (Executive Director, CEO, Artistic Director, etc.) identify with each of the following categories?</p>
<p><b>*Diversity of Staff</b></p> <ul style="list-style-type: none"> <li>• % Asian/Asian American</li> <li>• % Black/African American</li> <li>• % Hispanic/Latino/Latina/Latinx</li> <li>• % Middle Eastern/North African</li> <li>• % Native American/American Indian/Alaska Native/Indigenous</li> <li>• % Native Hawaiian/Pacific Islander</li> <li>• % White/Caucasian/European</li> <li>• % People who prefer to identify with another race or ethnicity</li> <li>• % Unknown</li> <li>• Decline to state</li> </ul>	<p>Instructions: What percentage of your organization's staff identify with each of the following categories?</p>
<p><b>*Diversity of Board</b></p> <ul style="list-style-type: none"> <li>• % Asian/Asian American</li> <li>• % Black/African American</li> <li>• % Hispanic/Latino/Latina/Latinx</li> <li>• % Middle Eastern/North African</li> <li>• % Native American/American Indian/Alaska Native/Indigenous</li> <li>• % Native Hawaiian/Pacific Islander</li> <li>• % White/Caucasian/European</li> <li>• % People who prefer to identify with another race or ethnicity</li> <li>• % Unknown</li> <li>• Decline to state</li> </ul>	<p>Instructions: What percentage of your organization's board identify with each of the following categories?</p>



<p>*Is your organization BIPOC-led (Black, Indigenous, People of Color)? (Yes/No)</p>	<p>Instructions: An organization with an executive director who identifies as BIPOC or a board with more than 50% of its members who identify as BIPOC would be considered BIPOC-led.</p>
<p>*Current Board Members (File Upload)File Upload; 20971520 byte limit</p>	<p>Instructions: Attach a list of current board members.</p>
<p>*Board Service (Yes/No)</p>	<p>Instructions: Is there a Best Buy employee serving on the board of this organization?</p>
<p>Best Buy Board Members (User-Defined List)</p>	<p>Instructions: If yes, please list names. Include board tenure and special roles held. (ex: Jim Smith, 3 years on Board, Director)</p>
<p>*Additional Funding (Paragraph)(2000 character maximum)</p>	<p>Instructions: List names of corporations and foundations from which funding has been requested. Include dollar amounts and indicate which sources are committed or pending. Please use the following format: Amount - Organization - Status</p>
<p><b>Supplemental Material</b></p>	
<p>*Organization Budget Upload (File Upload)File Upload; 20971520 byte limit</p>	<p>Instructions: Please upload the completed Organization Budget. If needed, please click the link below to download the Organization Budget Template. <a href="#">Organization Budget Template.</a></p>
<p>*Non-Discrimination Policy (File Upload)File Upload; 20971520 byte limit</p>	<p>Instructions: Please upload your organization's current Non-Discrimination Policy.</p>
<p>Equity, Diversity, Inclusion and Access (File Upload)File Upload; 20971520 byte limit</p>	<p>Instructions: If one exists, please update your Board adopted plan to address any/all of the following: Equity, Diversity, Inclusion and Access.</p>
<p>Audited Financial Statement (File Upload)File Upload; 20971520 byte limit</p>	<p>Instructions:</p>

	If one exists, please upload your most recent audited financial statement.
Strategic Plan (File Upload)File Upload; 5242880 byte limit	Instructions: If one exists, please upload your strategic plan.
Recent Programming Materials - Link (Paragraph)(1000 character maximum)	Instructions: If they exist, please include links to online material for documentation of recent programming.