Business Volunteers for the Arts
A Program of Americans for the Arts

ARIZONA citizens action for the ARTS

Arts Request for Consulting Assistance

Arts Organization:_____

Address: Mailing:_____Zip:_____

Location of Office: (if different)

_____Zip:_____

Phone:_____Year Incorporated:_____

Chief Executive & Title:_____

Contact & Title, if not CEO _____

Contact's Phone:_____

Please indicate in priority order the areas where you need assistance, with #1 being top priority. Actual projects will be developed with BVA staff at a meeting with you to assess your organization and specific needs.

( ) Accounting

( ) Audio-Visual

( ) Graphic Design

( ) Information Systems/ Computers

( ) Long Range/Strategic Planning

( ) Management/Operations

( ) Proposal Research/Writing

( ) Real Estate

( ) Architecture

( ) Financial Planning/Budgeting

( ) Human Relations

( )Insurance

( ) Law

( ) Project Management

( ) Public Relations

( ) Training/Education

Please provide the following supplementary materials with your application:

a. Bylaws

b. Board list with professional affiliations

c. Staff list, titles, and phone numbers

d. Mission statement/program description/long-range plan if available

e. Recent general brochure; sample press release; programs, reviews, etc.

f. Current budget

g. Most recent audit or financial statement

h. IRS determination letter granting 501(c)(3) status

i. If you have a specific project planned for BVA, a narrative description.

The Board of Directors has approved this request for BVA assistance:

Signed: _____Date:_____

Title: _____

Return to:

Robin Hanson – ***BVA Project Manager***
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