



greater hartford  
arts council



Business Volunteers  
for the Arts

A Program of Americans for the Arts

## Organization Application

### ORGANIZATION INFORMATION

\_\_\_\_\_  
Arts Organization

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Chief Executive and Title

\_\_\_\_\_  
Contact and Title *(If different then Chief Executive)*

\_\_\_\_\_  
Chief Executive's Phone

\_\_\_\_\_  
Contact's Phone *(If different then Chief Executive)*

\_\_\_\_\_  
Chief Executive's Email

\_\_\_\_\_  
Contact's Email *(If different then Chief Executive)*

#### Check the box below that best describes the current status of your organization.

- Nonprofit, 501(c)(3)  
Year Incorporated \_\_\_\_\_
- New organization in the process of filing for 501(c)(3) status
- Operating under fiscal sponsorship of another nonprofit  
Name of fiscal sponsor \_\_\_\_\_

#### Check the box below that reflects the current operating budget of your organization.

- Under \$25,000
- \$25,000 to \$100,000
- \$100,000 to \$250,000
- Over \$250,000

#### Please indicate the artistic discipline(s) in which your organization is involved. *(Please check all that apply.)*

- |   |  |
|---|--|
| <input type="checkbox"/> Arts & Culture <i>(e.g., Craft, Design, Media, Folk &amp; Visual Arts and Photography)</i> | <input type="checkbox"/> Library               |
| <input type="checkbox"/> Arts Council   | <input type="checkbox"/> Literary Art          |
| <input type="checkbox"/> College/ University  | <input type="checkbox"/> Museum                |
| <input type="checkbox"/> Community  | <input type="checkbox"/> Music                 |
| <input type="checkbox"/> Dance  | <input type="checkbox"/> School (Nursery – 12) |
| <input type="checkbox"/> Festival/ Parade   | <input type="checkbox"/> Theater               |
| <input type="checkbox"/> Film   | <input type="checkbox"/> Youth                 |
| <input type="checkbox"/> Gallery  | <input type="checkbox"/> Other                 |
| <input type="checkbox"/> History & Heritage   | (Please describe) _____                        |

**Provide your organization's mission statement.**

**Please describe the nature of your organizations purpose and activities. If helpful, please use this space to expand on the artistic disciplines identified above.**

#### **BUSINESS ASSISTANCE REQUEST INFORMATION**

**Please indicate which of the projects your organization is interested. (*Please only select one.*)**

- Accounting Systems Review
- Business Plan
- Communications Audit
- Financial Reporting

- Marketing Plan
- Other  
(Please describe) \_\_\_\_\_

**Briefly describe the specific reasons for your organization's interest in the BVA project type identified above.**

**Describe any efforts that have already been undertaken or that are currently underway that relate to the project described above (i.e. preliminary work completed, previous consultants, etc.).**

**To best accomplish your goal(s), please indicate the appropriate participants from your organization to work with the BVA Volunteer.**

#### **ADDITIONAL DOCUMENTATION**

**Please provide the following supplementary materials with your application:**

- Board list with professional affiliations
- Staff list with titles and phone numbers. Please indicate full-time, part-time or volunteer status.
- If your organization has a formal planning document (i.e. strategic plan), please include.
- Additional material relevant to your organization and the request for BVA assistance.  
Please provide a description.

## AUTHORIZATIONS

By signing below I hereby affirm that the information contained in this application is correct and complete to the best of my knowledge.

I understand that:

- (1) The Arts Council/BVA cannot guarantee that a volunteer will agree to take our request;
- (2) The Arts Council/BVA will not be responsible for the outcome of any request handled by a BVA Volunteer;
- (3) I am free to select/not select any volunteer who may offer assistance;
- (4) The scope of assistance by a BVA Volunteer is limited to the above described problem as may be further defined in any subsequent agreement between the BVA Volunteer and the organization;
- (5) The Arts Council/BVA does not make any representation or guarantees about the quality of business assistance;
- (6) I will be advised by the BVA Volunteer and not the Arts Council/BVA; and
- (7) I agree to promptly notify the Arts Council/BVA if I no longer require the services of a BVA Volunteer.

The Greater Hartford Arts Council likes to document and share with funders and others who we have served. If it is determined that your organization is eligible for assistance, may we list your organization? (*Your answer does not affect your eligibility in any way.*)

Yes       No

This project has approval of the Board of Directors.

Yes       No

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

## SUBMISSION

Please save this document for your records and email it as an attachment to Ashley Sklar at [asklar@letsgoarts.org](mailto:asklar@letsgoarts.org).