



ARTS ASSISTANCE APPLICATION

Organization: _____

Contact Person: _____ Title: _____

Address: _____ City, State, Zip: _____

Phone: _____ E-mail: _____

The following materials must be submitted with this application:

- Documentation of 501(c)3 nonprofit status
- List of board members and staff
- Copy of mission statement
- Budget from last fiscal year
- Three samples of recent promotional material

I understand that matches are contingent upon my organization's demonstrated capacity to work within the program parameters, and the availability and interest of an appropriately skilled volunteers. I also understand that by accepting assistance from the Business Volunteers for the Arts program I agree to make representatives available to BVA and I will remain in contact with the Arts & Business Council of Sacramento until the project is completed or closed.

I have the support and approval of my organization's board of directors to pursue this project with the Arts & Business Council of Sacramento.

Signature: _____ Date: _____



How did you hear about BVA?

- A&BC e-Newsletter
- Another arts organization _____
- www.sacabc.org
- A&BC board member
- SMAC
- Other _____

ARTS & BUSINESS COUNCIL OF SACRAMENTO
2030 Del Paso Blvd., Sacramento, CA 95815
phone 916-444-1615 | e-mail: artssac@yahoo.com | www.sacabc.org

ARTS & BUSINESS COUNCIL OF SACRAMENTO

Please indicate the business areas that your organization is requesting assistance in:

COMMUNICATIONS

- Copywriting
- Develop brochure/general information piece
- Graphic design

COMPUTER/INFORMATION TECHNOLOGY

- Needs assessment of management information systems
- Systems design/networking
- Web design

DEVELOPMENT/FUNDRAISING

- Analyze community support potential
- Design income-producing activities
- Develop fundraising campaign
- Develop membership campaign
- Develop sales training program
- Event planning
- Grant research
- Grant writing/applications
- Sponsorship development

FACILITIES

- Acquisition
- Capital improvement planning
- Design
- Feasibility studies
- Historic preservations
- Property management
- Space planning
- Urban planning

FINANCIAL ACCOUNTING AND PLANNING

- Accounting
- Budget development, planning and forecasting
- Cash flow analysis
- Cost/benefit analysis
- Financial planning
- Systems analysis/design
- Taxation

LEGAL

- By-laws
- Contracts
- Employment
- Incorporation
- Insurance
- Taxation

- Tenancy rights/leases

MARKETING/MARKET RESEARCH

- Develop audience survey
- Develop marketing campaign
- Planning and positioning
- Qualitative research
- Quantitative research
- Telemarketing

ORGANIZATIONAL MANAGEMENT AND PERSONNEL

- Compensation and benefits
- Evaluation of administrative policies/practices
- Meeting facilitation
- Operations
- Organizational structure
- Personnel policies and procedures/employee handbook
- Planning recruitment and training programs
- Time management skills

PUBLIC RELATIONS/ADVERTISING

- Develop media campaign
- Develop press releases
- Evaluate and revise public relations procedures

STRATEGIC PLANNING/PROGRAM DEVELOPMENT

- Development of business plan
- Development of strategic plan
- Establishment of goals and objectives
- Evaluation of existing programs

WORKING WITH BOARDS OF DIRECTORS

- Board assessment and development
- Board handbook
- Board retreat planning
- Improve board/staff relations

OTHER

- Development of volunteer/intern programs
- Volunteer management
- _____
- _____