

## Capacity Building: Michigan Lakeshore

# APPLICATION WORKSHEET

### About the Program

**Capacity Building: Michigan Lakeshore** is a two-year technical assistance and planning intensive for up to 15 arts and cultural organizations throughout Holland, MI and the Michigan Lakeshore. Launching in Fall 2022, the program is fully underwritten by the Dick and Betsy DeVos Family Foundation.

Successful applicants will be selected through a broad-based process that assesses goals, financial status, artistic plans, and commitment to the program. The DeVos Institute and the Dick and Betsy DeVos Family Foundation will prioritize assembling a cohort of dynamic, diverse arts organizations committed to building capacity through the program.

### Eligibility

This competitive opportunity is open to organizations in Holland, Zeeland, Saugatuck, and Grand Haven, and their surrounding towns. Participating organizations may include 'traditional' discipline producing and presenting organizations (in the fields of dance, music, and theater); museums and galleries; community-based cultural centers; non-profit film and media practitioners; arts education providers; historical societies and properties; public art agencies; and other, non-profit arts-adjacent activities such as botanical gardens, literary organizations, etc.

Program participants must provide evidence of at least three years of recent programming and employ at least one permanent staff member, or part-time equivalents.

### Application Worksheet

This worksheet is an optional planning document provided to assist in gathering the necessary information in advance of completing the online application. While it includes the same questions and information found in the online application, it does not serve as an alternate to the online application form.

### Organization Details

- Organization Name
- Organization Website
- Organization Phone Number



Capacity Building: Michigan Lakeshore is made possible  
by the generosity of the Dick and Betsy DeVos Family Foundation.

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AT THE UNIVERSITY OF MARYLAND

## Organization Contact Information

To streamline program correspondence, 2 key representatives (Primary / Secondary Contact) from the organization will be responsible for circulating program information to relevant board and staff members.

We also request that organizations provide 1-2 additional points of contact.

- Contact details for the individual who will serve as the Primary Contact for the duration of the program.
- Contact details for the individual who will serve as the Secondary Contact for the duration of the program.
- Contact details for 1-2 additional staff and/or board members who will be involved in the program.

## Mission and Programming

1. Please provide the organization's mission, vision, and/or value statement(s) as appropriate.
2. In what year was the organization founded?
3. In what key artistic discipline/s does the organization work?

Organizations may use existing material to support their responses to the questions below, either by uploading a document or by narrative response.

4. Please provide a brief description of the organization's purpose, objectives, and goals, if not explicitly stated in its mission/vision/value statement/s.
5. Please provide a description of the organization's key programs.
6. Please describe the communities served by the organization, including audience members, program participants, and event attendees.

## Staff and Volunteers

7. Number of paid, full-time staff
8. Number of paid, part-time staff
9. Number of unpaid staff members/volunteers

## Rationale for Participation

10. What impact does the organization see this program having on its operations at this time? What does success look like as a result of the program?

## Financial Information

11. Please upload the organization's most recently completed audited financials.
12. Please upload the organization's operating budget for the current fiscal year.

## Additional Attachments

13. Please upload a single document of biographies for the senior leadership team.
14. If applicable, please upload a copy of the organization's most recent Strategic Plan.

## Final Thoughts

15. Please describe any other considerations important to the organization that this program should address.

## Program Terms of Agreement

If invited to participate in this program, the organization commits to the following:

- Staff will communicate regularly with its assigned Institute advisor;
- Staff and board will participate actively in all training activities, both in-person and virtual;
- Staff and board will participate actively in all strategic planning activities, both in-person and virtual;
- Staff and board will submit the Institute's Cycle Audit, completed by a minimum of three organizational representatives including executive, artistic, and board leadership;
- Staff will maintain regular communication with Institute staff as it pertains to program participation; and
- Staff and board representatives will attend all group intensives

*A signature and acknowledgement of these terms from the organization's leadership (executive, artistic, or board – or equivalent) is required to submit the application.*