

Capacity Building: Grand Rapids

APPLICATION WORKSHEET

About the Application

Capacity Building: Grand Rapids is a two-year technical assistance and strategic planning intensive for up to 15 arts and cultural organizations throughout greater Grand Rapids and surrounding towns. Launching in January 2025, the program is fully underwritten by the Dick and Betsy DeVos Family Foundation.

The program offers in-depth training and consultation opportunities for executive staff and board leadership through a series of in-person and virtual intensives. In addition, the Institute will work closely with each participating organization to co-author a five-year strategic plan, followed by six months of implementation support.

Eligibility

This competitive opportunity is open to organizations in greater Grand Rapids and neighboring areas. 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; service organizations; non-profit film and media practitioners; arts education providers; historical societies and properties; public art agencies; and other, non-profit arts-adjacent fields such as botanical gardens, literary organizations, etc.

To qualify, program participants must provide evidence of at least three years of recent programming, employ at least one permanent staff member, or part-time equivalents, and have an annual operating budget of at least \$100,000. Consideration will be given to each organization's goals, financial status, program plans, and commitment to the program. As a result, this process will prioritize assembling a cohort of dynamic, diverse arts and culture organizations.

As part of the application process, key leadership, such as the Executive Director or Board Chair may be invited for an interview with representatives from the DeVos Institute to further discuss their organization's commitment and potential fit within the program.

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 alternative to the online application form which can be found [HERE](#). Please submit your application by **Friday, November 1, 2024**. Successful applicants will be notified mid-December.

Organization Details and Contact Information

- Please provide the organization's name, website, physical address, and phone number.
- Please provide your contact information for the program application as well as the organization's Executive Director and Board Chair.
- In what year was the organization founded?
- In what key discipline/s does the organization work?
- Please provide the number of full-time staff, part-time staff, volunteers, and board members.

Mission and Programming

1. Please provide the organization's mission, vision, and/or value statement(s) as appropriate.

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

2. Please provide a description of the organization's key programs.
3. Please describe the communities served by the organization.

Rationale for Participation

4. Does the organization have a major goal or aspiration for the next 5 years? Please explain.
5. What impact does the organization see this program having on its operations? What does success look like as a result of the program?

Financial Information

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

Additional Attachments

8. If applicable, please upload a copy of the organization's most recent Strategic Plan.

Final Thoughts

9. 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:

- Program contacts will keep open communication with Institute staff regarding program participation;
- Program-related staff and board will actively take part in all training sessions and strategic planning activities, both in-person and virtual; and
- The organization will complete the Institute's Cycle Audit, with input from at least three leaders, executive, artistic or programmatic, and board representatives.

A signature and acknowledgement of these terms from the organization's leadership (executive, artistic, or board – or equivalent) is required to submit the application. Please refer to the Information Packet for a detailed program overview and timeline.