

BOOST

Purpose: *Help arts organizations become stronger, more effective and more nimble*

Description: BOOST is a capacity-building program supporting the governance, leadership, technology and professional development needs of non-profit arts and cultural organizations. Applicants are encouraged to make a long-term commitment to continuous improvement and to develop skills that result in benefits not only to the organization, but to the larger arts community.

Who is eligible to apply?

Registered 501(c)(3) nonprofit organizations with annual expenses under \$5 million whose primary focus is arts and culture.

How much can be requested?

Applicants may request up to \$7,000 total. However, the following line item restrictions apply:

- Requests for equipment or technology may not exceed \$5,000.
- Requests for professional development for organizational staff may not exceed \$2,000.

What kind expenses are eligible?

- Development of strategic, business, marketing or fundraising plans
 - Consultant fees
 - Board retreat costs
- Technology/Equipment to build capacity (up to \$5,000)
 - Technology/equipment purchased must have multi-year impact and increase productivity or streamline processes.
 - Training related to technology/software
- First-time external financial audit costs
- Staff professional development (up to \$2,000)

Are there any funding restrictions?

BOOST funds cannot be requested for any of the following situations:

- Lobbying expenses;
- Tuition for academic study;
- Activities that have been part of a regular cost of doing business on an ongoing basis. Examples include annual reports, regular marketing expenses, grant writing, replacing a computer/printer, etc.;
- Production or presentation of an arts and cultural event; or
- Requests for projects previously funded by this program, without significant justification of new need.

How often can applications be submitted?

Applicants may receive one BOOST application **every other calendar year**. For example, organizations that received a BOOST award in 2018 are not eligible to apply until 2020.

When are applications due?

Draft Review (optional)	Application Due	Applicants Notified	Final Report Due
<i>April 17, 2019</i>	May 1, 2019	<i>End of May</i>	<i>April 30, 2020</i>

What are the application questions?

Below you will find the current narrative questions to assist you in your grant preparation. Additional data-based and short-answer questions are included in the application in GoArts.

- *Describe the need(s) to be addressed through this proposal and how your proposed solution will benefit the organization long-term.*
- *Provide a brief description of consultants, equipment or workshops utilized as part of this grant.*

How do I complete the Budget section of the application?

You complete an expense budget for the request in the GoArts system. You will add individual line items for each expense (e.g. software, hardware, consultant fees, conference fees, travel, etc.) There are columns to indicate the organization's cost/investment (if applicable), where Arts Council funding will be applied and any in-kind contributions.

What are the required Supplemental Materials (uploads)?

All support materials must be uploaded digitally to the GoArts system. Hard copy materials will not be accepted.

Mandatory Supplemental Materials:

- Current board of trustees list with affiliations
- Staff list
- Relevant support materials, which may include:
 - Consultant resume or bio
 - Detailed quote from consultant
 - Conference registration page with fees and screenshots of estimated travel costs
 - Technology/equipment quote or screenshots of potential purchases

First-time applicants are also required to submit the following documents:

- Proof of 501(c)(3) status; and
- Brief organizational history.