



**SAMPLE BUSINESS VOLUNTEERS FOR THE ARTS (BVA) PROJECT PROPOSAL.**

**THIS DOCUMENT IS FOR INFORMATIONAL PURPOSES ONLY.**

*All information provided below is fictional.*



## **Business Volunteers for the Arts® Project Proposal Form**

Business Volunteers for the Arts® (BVA) recruits skilled Chicagoans, trains them in nonprofit practice, and matches them with organizations in need of management assistance. Consultants are thoroughly vetted, highly qualified individuals who have subject-matter expertise and a demonstrated commitment to the arts.

Our projects are well-defined, time-limited, and strategic in nature. Your staff and board if applicable, must be prepared to 1) commit the time, energy, and focus needed to work with a BVA team; and 2) be able to implement the project's final deliverable(s) on their own.

**PARTICIPATION FEE:** BVA program costs are paid on a project-by-project basis. Participation fees are invoiced on a sliding scale based on the organizational budget (see our [website for fees](#)). Participation fees will be invoiced at the beginning of projects.

## Section I: General Information

**Date \***

01/01/2023



**First Name \***

Jane

**Last Name \***

Doe

**Title \***

Executive Director

**Pronouns**

**Email \***

janedoe@janedoe.org

**Phone \***

123-444-5678

**Organization/ Business Name \***

Jane Doe For The Arts!

**What is the primary artistic discipline of the organization? \***

Film / Video / TV



**Website \***

janedoe.org

**Instagram account**

@janedoe

**Facebook page**

Jane Doe FTA!

**Street Address \***

1234 W North Ave

**Address Line 2**

**City \***

Chicago

**State \***

Illinois

**Zip Code \***

60651

**Performance venue address (if different from above)**

**Address Line 2**

N/A

**City**

**State**

**Zip Code**

**Year Funded**

**Year Incorporated**

1999

2001

**Operating Budget for Last Fiscal Year \***

Include most recent budget

**Tax Exempt Status \***

501(c)3

501(c)4

Pending

Other

**Does your business have general liability insurance? \***

Yes

**Number of Staff (Do not include board members in your volunteer numbers) \***

	FULL-TIME	PART-TIME
PAID STAFF	2	1
VOLUNTEER STAFF		24
ARTISTS/EDUCATORS		24

**Current Board Size \***

8

**What is your project's primary area of focus? \* ?**

- Board Development
- Business Planning & Development
- Communications Planning
- Strategic Planning
- Financial Planning
- Marketing
- Branding
- Human Resources
- Retreat Facilitation
- Market Research
- Data Analysis
- Facilities Planning
- Other

**Please list the top three communities you serve through programs/ offerings. \***

you must have at least one item; Ex: "Englewood" or "Lakeview"	
#1 community name	Humboldt
#2 community name	North Lakeview
#3 community name	Little Village

**Please list the zip codes representing the three primary location(s) of the beneficiaries of and/ or participants at your programs/ offerings. \***

you must have at least one item	
#1 Zip Code	60651
#2 Zip Code	60612
#3 Zip Code	60624

## Section II: Questions

*In this section, you will be asked to provide information about your proposed project. We seek to understand the “whys” behind your application. Our goal is to assess if BVA can be a good fit for your organization’s needs and capacity.*

1. What language do you use to describe or introduce your organization/business? (What’s your mission, vision, elevator pitch, and/or boilerplate text?)

*We encourage you to include your 1) mission, vision, and values and 2) the means through which you fulfill your mission (i.e., programming, mentorship, et cetera). Feel free to briefly describe your organization's impact on the communities you serve.*

2. Describe the proposed project

*Briefly share your project's purpose and scope.*

*Example:*

"We recently recruited three new board members and updated our mission, vision, and values. As a result, both the board and staff feel ready to take the next step toward our organizational growth, which is developing a 5-year strategic plan.

The Arts & Business Council can support this project by providing guidance and offering expertise when it comes to the strategic planning process. We have questions about effective goal-setting methods, and we believe the BVA team can help us with this."

3. What’s the current need for this project?

*We want to learn about your current challenges and why this is a good time for your organization to embark on a BVA Business Consulting project. Don't hesitate to share what your organization has done to date regarding this project and the things that have and have not worked.*

*Example:*

"JDFTA! has been in existence for over 12 years. The organization has had two new leaders (ED and AD) and five new board members in the past two years. Under the new leadership, JDFTA! is looking to grow strategically. Now that we are returning to in-person programming, we envision what the next five years of the organization will be and want a clear and strategic vision that helps us get there."

4. What are the goals/objectives of this project?

*We understand these goals might slightly change. However, we encourage you to consider the big picture and list some initial goals below.*

*Example:*

- a. Define common understanding around the purposes of a strategic plan with the BVA team
- b. To create a 5-year strategic plan
- c. Develop supporting documentation to keep strategic plan on track

5. What would you like to specifically see –or have— as part of the project’s final deliverable(s)?

*Think about your organization's capacity, resources, and staff. What deliverables would better serve the fulfillment of your project? How can the BVA team support you in this process?*

*Example:*

"We would like to develop a living strategic plan and supplemental project charters. Having clear project charters with strategies, tactics, milestones, and goals could help us align efforts and achieve our goals."

6. Describe how the proposed goals/objectives/deliverables of this project will help you achieve or sustain your mission or vision

*Example:*

"The organization is currently at a pivotal place in its life cycle and returning from COVID. As a result, we have spent time re-envisioning the organizational structure and future next steps. By developing a strategic plan, we hope to implement a strategy that will lead to long-term sustainability for JDFTA!, a clear plan for expanding our capacity, and a strategy for expanding the organization at large and its impact on the communities we serve."

7. Are there any constraints or deadlines we need to take into account for this project?

*We encourage you to share any upcoming events that might compromise the project (i.e., an executive leader going on sabbatical, staff turnover, or internal programming deadlines)*

8. Describe any work related to this project proposal that has been accomplished to date

*Describe any work that could serve as a foundation for your project.*

*Example:*

"We have identified the organization's mission, vision, and values. The board and staff have agreed on the importance of doing this project, and we are ready to go!"

**Has your staff agreed upon the need for this project? \***

YES  NO

**Has your board approved this project? \***

YES  NO

NA

**Will there be other staff members, board members, and/or volunteers serving on your project team? (Please list their names and positions.) \***

Jane Doe, ED  
Jane Doe, AD  
Jane Doe, Board Chair  
Jane Doe, Director of Programs

### **Section III: Supporting documentation and materials**

**Please attach the following materials as PDFs.**

**IRS letter issuing tax exemption \***

No file chosen

**Declaration of General Liability Insurance \***

No file chosen

**Current operating budget \***

No file chosen



**Most recent audit or financial statement**

No file chosen

**Programming Description**

No file chosen

**Staff list (bios preferred) \***

No file chosen

**Board of directors (with affiliations) \***

No file chosen

**Marketing Materials**

No file chosen

**How did you hear about the A&BC? \***



**Save Progress**

**Submit**