



SAMPLE BUSINESS VOLUNTEERS FOR THE ARTS (BVA) PROJECT PROPOSAL.
THIS DOCUMENT IS FOR INFORMATIONAL PURPOSES ONLY.

All information provided below is fictional.

Section I: Contact and General Information

In this section, you will be asked to provide general information about yourself and your organization

Date:

Organization/ Business Name:

First Name *

Last Name *

Title *

Pronouns

Email *

Phone *

Website *

Operating Budget for Last Fiscal Year *

Does your business have general liability insurance? *

Number of Staff *

Current Board Size *

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. *

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

Section II: Questions

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

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 mission, vision, and values here. Feel free to add current programming and your perspective on your mission’s impact in the communities you serve.

Resistencia Latina Arts Organization is a Chicago-based organization dedicated to producing transformative work with Latinx communities. We work with Latinx-identified artists, arts administrators, and entrepreneurs seeking to challenge normative and stereotypical representations of Latinx identities. We do so through arts programming and civic engagement opportunities.

We envision a world where Latinx communities can be seen and valued in all their complexities and historical differences. Our values --Advocacy, Empowerment, Radical Equity, and Ethics—are the guiding principles through which we work with Latinx communities.

2. Describe the proposed project

Please share your ideas about the project's scope: What does your proposed project include, and what does it not? How can the Arts & Business Council help you?

We recently recruited new board members and worked on our concept development (mission, vision, values). We are ready to take the next step toward our organizational growth, which is developing a 2-year strategic plan.

A team of BVA volunteers can support us by providing guidance on how to move forward with the strategic planning process. We have questions about effective goal-setting methods and tracking progress, and we believe the BVA team can help 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.

Resistencia has been in existence for over 12 years. The organization has had two new leaders (ED and AD) and three new board members in the past two years. Under the new leadership, Resistencia is looking to grow strategically. Now that we are returning to in-person programming, we are envisioning what the next two years of the organization will be and want to have a very 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 when you first meet with your BVA team to discuss the project's scope. However, we encourage you to consider the big picture and list any current objectives or goals below.

- a. Define common understanding around the purposes of a strategic plan with the BVA team
- b. To create a 2-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 proposal? How can the BVA team help you achieve those?

We would like to develop a living strategic plan document and receive guidance on how to achieve our goals, and honor the plan.

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

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. By developing a strategic plan, we hope to implement a strategy that will lead to long-term sustainability for Resistencia, a clear plan for expanding our capacity, and a strategy for expanding the organization at large and its impact on Latinx communities.

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

This is a good place to talk about 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.

Resistencia’s staff and board have identified four core values for which we hope to build the strategic plan: Advocacy, Empowerment, Radical Equity, and Ethics.

Section III: Submit supporting materials

Examples include:

- *Tax Exempt Letter*

- *Declaration of General Liability insurance*
- *Most recent audit or financial statement*
- *Current operating budget*
- *Programming description*
- *Staff list (bios preferred)*
- *Organization bylaws*
- *Board of directors list (with affiliations)*