



Black Indigenous People of Color (BIPOC) Arts Network & Fund

2021 BANF Application Worksheet
& Submittable Guide

BIPOC Arts Network & Fund

BANF Application Worksheet & Submittable Guide

This document focuses on the online application and the Submittable portal. For guidelines and eligibility criteria, please check the complete Grant Guidelines at www.houstonbanf.org.

The Worksheet and Guide will help you prepare your application prior to working in the Submittable Portal. All application questions are provided for you here alongside additional explanations. The formatting in this worksheet is similar, but not exact to the Submittable online portal.

The online application consists of:

- Eligibility Review
- Organizational Info & Social Media
- Mission and Demographics
- Budget
- Narrative Questions (History, Public Service, Goals, Celebration of Success)
- Required Documents and Acknowledgements

The application may take up to two hours to complete. Additional time may be necessary for you to craft your narrative and video responses. Organizations and entities with histories of seeking funding or working within the non-profit arts sector may use information already available to them. We designed the narrative questions with the belief that responses used here could also serve applicants in their own advocacy efforts.

Notes on the Submittable Portal

To apply, all applicants must create a profile at Submittable.com. Please use Submittable Help documents if you have questions with developing your Submittable Account. Other resources for first time Submittable users: [I want to make a submission. What should I know? \(FAQ\) | Submittable Help Center](#)

Submittable allows multiple people access to the application without sharing your Submittable login and password. The primary grant contact can identify a COLLABORATOR (like a financial person or someone responsible for videos) to login to Submittable on their own account, and complete/review sections of the application before it is submitted. Check out the [Submittable Collaborator Resource](#).

Applicants Utilizing Fiscal Sponsors

Please note that there are only three questions that require information from/about the Fiscal Sponsor.

These are:

- EIN (Employer ID Number)
- FISCAL SPONSOR INFORMATION
- FISCAL SPONSOR AGREEMENT

The remaining questions are about you and your collective/entity. Please fill in all other questions with information that reflects your collective/entity.

Eligibility Check

Once you access the online application, you will first encounter an eligibility worksheet. If your answers meet the eligibility criteria, you will get access to the full application.

Before beginning the application process, please make sure your organization is eligible to apply for the grant. There are two keys to eligibility:

- Applicant is a nonprofit and/or collective with fiscal sponsorship
- Applicant both serves and has an operating address in the 9-County Region of Greater Houston.

Are you applying as a(n)

- 501c3 Organization
- Collective or nonprofit without a 501c3 determination
- Fiscally Sponsored Entity
- Individual Artist
- Municipal or County Government Agencies and Departments

Are you an educational institution that offers degrees or diplomas?*

Including but not limited to private or public schools or scholarship programs, colleges, and universities. This includes departments and programs therein, except for arts organizations that possess independent 501(c)(3) status.

- No
- Yes

Select Your County of Residence*

- Austin County
- Brazoria County
- Chambers County
- Fort Bend County
- Galveston County
- Harris County
- Liberty County
- Montgomery County
- Waller County
- Other/Not in List

If you have questions about your eligibility, please submit them in writing to info@houstonbanf.org no later than Thursday, October 21, 2021, at 5 p.m. CST to have them answered before the submission deadline.

Online Application

If you have questions, please submit them in writing via email to info@houstonbanf.org no later than Thursday, October 21, 2021, at 5 p.m. CST to have them answered before the submission deadline.

PRIMARY GRANT CONTACT INFORMATION

Please provide background on the applicant. The Primary Grant Contact is the individual who begins or submits the application and has the responsibility of communication and reporting. This person will receive all important communication regarding the grant application. Please ensure this email and phone number are regularly accessed during business hours.

- Primary Grant Contact*
- Primary Grant Contact Email*
- Primary Grant Contact Phone Number*

ORGANIZATION INFORMATION

Please provide background on your organization. The Authorizing Official is a member of executive leadership that is authorized to sign documents. This user will sign the contract if awarded.

- Organization Name*
- Organization Legal Name (If different from Organization Name)
- Organization EIN
- Organization Authorizing Official*
- Organization Authorizing Official Email*
- Organization Authorizing Official Phone Number*

Organization County of Residence*

Select one...

- Austin County
- Brazoria County
- Chambers County
- Fort Bend County
- Galveston County
- Harris County
- Liberty County
- Montgomery County
- Waller County

Must be located in and serve the 9-County Region of Greater Houston. Use the [County Identifier](#) to identify your county.

Organization Primary Address*

- Country Select...
- Address:
- Address Line 2 (optional):

- City:
- State, Province, or Region:
- Zip or Postal Code:

Mailing address is the same as primary address?*

- Yes/No

If No:

Organization Mailing Address*

- Country:
- Address:
- City:
- State, Province, or Region:
- Zip or Postal Code:

FISCAL SPONSORSHIP

Organizations with their own 501c3 do not require fiscal sponsorships. If you do not have a 501c3, you are required to have a fiscal sponsor to meet current eligibility requirements.

Are you fiscally sponsored?*

- Yes/ No

If YES:

FISCAL SPONSOR INFORMATION

Please provide background on your fiscal sponsor. The Fiscal Authorizing Official is a member of executive leadership that is authorized to sign documents. The Fiscal Authorizing Official will be required to sign the contract if the application is awarded.

- Fiscal Sponsor Name*
- Fiscal Authorizing Official*
- Fiscal Authorizing Official Email*
- Fiscal Sponsor Phone Number*

Fiscal Sponsor Organization Primary Address*

- Country:
- Address:
- Address Line 2 (optional):
- City:
- State, Province, or Region:
- Zip or Postal Code:

SOCIAL MEDIA

Please enter your social media handles below. Social Media Platforms allow organizations to tell their story and, in return, allow us to tell the organization's story.

- **Twitter:**
- **Facebook:**
- **Instagram:**
- **Website:**

Public Name for Press Release* (This will be used for promotional purposes.)

MISSION STATEMENT and DEMOGRAPHICS

We are supporting historically excluded artists, organizations, and communities in Houston. Answers are being collected for internal assessment to understand how art organizations and collective artistic endeavors contribute to the cultural richness of the most diverse city in the United States and are being collected for the minimum eligibility.

Organization has a mission statement?

If YES...

If your organization/entity has a mission statement, please share here. (Text box)

Operating Definitions

For the following questions and tables in the application, we are utilizing the following definitions:

- **Black, Afro-Caribbean, or African-American:** A person having origins in any of the Black racial groups of Africa and its diaspora.
- **Latina/o/x/e or Hispanic:** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- **Asian or Pacific Islander:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, but not limited to, China, Japan, Korea, Cambodia, Malaysia, the Philippine Islands, Thailand, Vietnam, India, Pakistan, Hawaii, Guam, Samoa or other Pacific Islands.
- **Middle Eastern or Arab:** A person having origins

in any of the original peoples of the Middle East, including, but not limited to, Turkey, Iran, and Saudi Arabia.

- **Indigenous/First Nations/Native American:** A person having origins in any of the original peoples of North and South America (including Central America).
- **White or Euro-American:** A person having origins in any of the original peoples of Europe.
- **Multi-Ethnic:** A person having combinations of two or more of the above race/cultural heritage categories.
- **Gender Identity:** One's innermost concept of self as male, female, a blend of both or neither – how individuals perceive themselves and what they call themselves - can be the same or different from their sex assigned at birth.
- **Nonbinary:** A person who does not experience gender within the gender binary. People who are nonbinary may also experience overlap with different gender expressions, such as being gender non-conforming.

Is your organization's mission rooted in an explicitly identified ethnic, cultural, or other demographic voice? Select all that apply:

- Black, Afro-Caribbean, or African-American
- Latina/o/x/e or Hispanic
- Asian or Pacific Islander
- Middle Eastern or Arab
- Indigenous/First Nations/Native American

KEY CONSTITUENCIES

Please provide the ethnic, cultural, or other demographic groups that your organization serves as audience members or participants.

Audience Members/Participants Ethnicity/Cultural Heritage*

	Type "Yes" to all that apply	Approximate Percentage
Black, Afro-Caribbean or African-American		
Indigenous/ Native American		
Asian or Pacific Islander		
Latina/o/x/e or Hispanic		
Middle Eastern or Arab		
White or Euro-American		
Multi-Ethnic		
Other		

You should only answer "yes" and select a demographic group if your organization's mission is focused on serving them, or if individuals from that group make up a significant portion of your overall audience (roughly 25% or more). If you do not have audience demographics data available, these answers may be based on estimates or perceptions of your audience or participants.

Please identify what types of programming you have consistently presented/produced*

- Visual Art
- Performing Arts
- Literary Art
- Other _____

What is the primary language you communicate with your audiences?*

What is the secondary language you communicate with your audiences?

- | | | |
|--------------|-----------|--------------------------|
| • English | • Yoruba | • Farsi |
| • Spanish | • Tagalog | • Korean |
| • Vietnamese | • Arabic | • Japanese |
| • Chinese | • Hindi | • Thai |
| • French | • Urdu | • Other (Please Specify) |

For the following questions, please select up to three descriptors that best describe your audience.

Do your audiences have other characteristics? Select the first characteristic*

Do your audiences have other characteristics? Select the secondary characteristic

Do your audiences have other characteristics? Select the third characteristic

- | | |
|--|--|
| • Adults (general) | • People in addiction or rehabilitation groups |
| • Artists | • Seniors (age 65+) |
| • Incarcerated individuals (adults and/or juveniles) | • Veterans and active duty persons |
| • People with disabilities | • Women (with women specific programs) |
| • Homeless and formerly homeless persons | • Youth (pre-k through elementary ages) |
| • Immigrants and/or new arrivals in the USA | • Youth (middle school ages) |
| • Lesbian/Gay/Bisexual/Transgender/Queer+ persons | • Youth (high school ages) |
| • Low income families or persons | • Young adults and pre-professionals (college age) |
| • Parents/Guardians with children | • Youth at greater risk |
| • People living with chronic/terminal illnesses | |

KEY LEADERSHIP

Please provide the cultural/ethnic demographic and gender identity of your key leaders by percentage. "Key Leadership" includes director-level and above; also identified by all who have authority over spending/expenses. For collectives or other non-hierarchical leadership models, please include all individuals whose approval must be included when making major decisions as defined within your entity. Answers are being collected for internal assessment to understand how art organizations and collective artistic endeavors contribute to the cultural richness of the most diverse city in the U.S.

Key Leadership Ethnicity/Cultural Heritage*

Ethnicity	# of Key Leaders
Black, Afro-Caribbean or African-American	
Indigenous/ Native American	
Asian or Pacific Islander	
Latina/o/x/e or Hispanic	
Middle Eastern or Arab	
White or Euro-American	
Multi-Ethnic	
Other	
Total (auto calculates the sum of the above rows)	

Key Leadership Gender Identity*

Gender Identity	# of Key Leaders
Gender Non-Binary or Non-conforming	
Male	
Female	
Total (auto calculates the sum of the above rows)	

STAFF

Please provide the cultural heritage/ethnic demographic and gender identity of your staff (this includes members of your collective, volunteer or paid full-time/part-time staff) by percentage. Answers are being collected for internal assessment to understand how art organizations and collective artistic endeavors contribute to the cultural richness of the most diverse city in the United States.

Staff Ethnicity/Cultural Heritage*

Ethnicity	# of Staff Members
Black, Afro-Caribbean or African-American	
Indigenous/ Native American	
Asian or Pacific Islander	
Latina/o/x/e or Hispanic	
Middle Eastern or Arab	
White or Euro-American	
Multi-Ethnic	
Other	
Total (auto calculates the sum of the above rows)	

Staff Gender Identity*

Gender Identity	# of Staff Members
Gender Non-Binary or Non-conforming	
Male	
Female	
Total (auto calculates the sum of the above rows)	

BOARD

Please provide your board information if applicable. Answers are being collected for internal assessment to understand how art organizations and collective artistic endeavors contribute to the cultural richness of the most diverse city in the United States.

Organization has a board of directors or governing body?*

Yes/No

If YES:

Board Ethnicity/Cultural Heritage*

Ethnicity	# of Board Members
Black, Afro-Caribbean or African-American	
Indigenous/ Native American	
Asian or Pacific Islander	
Latina/o/x/e or Hispanic	
Middle Eastern or Arab	
White or Euro-American	
Multi-Ethnic	
Other	
Total (auto calculates the sum of the above rows)	

Board Gender Identity*

Gender Identity	# of Board Members
Gender Non-Binary or Non-conforming	
Male	
Female	
Total (auto calculates the sum of the above rows)	

BUDGET

Please provide budget numbers from both the 2019 and 2020 fiscal years.

Budget numbers can be rounded to the nearest \$100. For percentage questions, please provide your best estimate for each category. Answers are being collected for internal assessment to understand how art organizations and collective artistic endeavors contribute to the cultural richness of the most diverse city in the United States.

Overall Budget Size*

Please provide a range of the organization's overall budget size.

- Up to \$50,000
- \$50,001 - \$100,000
- \$100,001 - \$250,000
- \$250,001 - \$500,000
- \$500,001 - \$750,000
- \$750,001 - \$1,000,000
- \$1,000,001 - \$5,000,000
- Over \$5,000,000

REVENUE & EXPENSES*

REVENUE

- **Earned Revenue:** Revenues that are received through the sale of goods, services performed, or from investments. Examples: ticket sales, subscription revenue, contractual fees, interest income.
- **Contributed Revenue:** Gifts or grants that are received which are available to support operations. Examples: annual fund donations, grants for general operating or project support, in-kind contributions.
- **Other Revenue:** Any other form of funds received that exclude earned and contributed revenue.
- **Total Cash Revenue:** Auto-calculation of Earned, Contributed, and Other Revenue
- **Total In-Kind Revenue:** Non-monetary gifts received.
- **Total Operating Revenue:** Auto-calculation of Total Cash and In-Kind Revenue

	Total 2020 in \$	Total 2019 in \$
Revenue - EARNED REVENUE		
Revenue - CONTRIBUTED REVENUE		
Revenue - OTHER REVENUE		
Revenue - Total Cash Revenue (This row auto calculates the Cash Revenue from the above entries)	\$---	\$---
Revenue - Total In-Kind Revenue		
Revenue - Total Operating Revenue (This row auto calculates the Cash+In-Kind Revenue)	\$---	\$---

EXPENSES

- Total Programming Expenses: All program or service delivery costs, excluding artistic salaries and fees that are listed above. Examples: research expenditures; presentation costs; costs of sets, costumes, and lighting; publication costs of catalogs or literary magazines.
- Arts Programming: Input the dollar amount of programming on culture and the arts. This should be equal to or less than the number for TOTAL PROGRAMMING EXPENSES. This row will not be self-calculated in the TOTAL CASH EXPENSES
- Marketing Expenses: Costs related to promoting the organization. Examples: advertising, printed materials and display, social media monitoring and participation.
- Staffing/Personnel Expenses: Salaries and benefits related to payment of personnel.
- Artistic Salaries: Input the dollar amount of the Staffing/Personnel Expenses where costs are directly related to the creation, production, and presentation of artwork. Examples: fees for dancers, choreographers, actors, curators, artistic directors, contributors to literary publications. Include arts personnel that are on your staff as well as those that are paid on a contract or fee basis.
- Rent/Mortgage: Costs directly related to the use of property or land or a loan for the purchase of a property.
- Other Expenses: All other costs that are incurred during the normal course of business. Examples: outside professional non-artistic services, space rental, travel, marketing, administrative salaries, utilities, insurance, postage.
- Total Cash Expenses: Auto-calculation of Total Programming, Marketing, Staffing/Personnel, Rent/Mortgage, and Other Expenses
- Total In-Kind Expenses: Associated with a like amount of in-kind revenue. Examples: donated goods, donated services, free or reduced-rate rent
- Total Operating Expenses: Auto-calculation of Total Cash and In-Kind Expenses

	Total 2020 in \$	Total 2019 in \$
Expenses - TOTAL PROGRAMMING EXPENSES		
Expenses - Arts Programming Expenses		
ARTS PROGRAMMING should be equal to or less than the number for TOTAL PROGRAMMING EXPENSES. (This row will not be self-calculated in the TOTAL CASH EXPENSES)		
Expenses - MARKETING EXPENSES		
Expenses - STAFFING/PERSONNEL EXPENSES		
Expenses - Artistic Salaries Expenses		
ARTISTIC SALARIES should equal or be less than the number for STAFFING/ PERSONNEL. (This row will not be self-calculated in the TOTAL CASH EXPENSES)		
Expenses - RENT/MORTGAGE EXPENSES		
Expenses - OTHER EXPENSES		
Expenses - Total Cash Expenses	(This row auto calculates the cash expenses above)	
Expenses - Total In-Kind Expenses		
Expenses - Total Operating Expenses	(This row auto calculates the cash expenses above)	

Prioritizing Resources*

If you are awarded, where will you prioritize those resources?

There are no right/wrong answers. How you answer these questions will help BANF Leadership understand the current needs of our applicants and will inform future programs and support initiatives.

	Please rank the allocations from 1 being the highest to 7 being the lowest. Please don't select the same numbers. You must have one of each number.
Staff/Personnel	
Paying off Debt/Financial Solvency	
Equipment/Infrastructure	
Programming	
Training/Expertise Building	
Rent/Mortgage	
Insurance (non-personnel related)	

NARRATIVE

Answers are reviewed by BANF's Steering Committee, Accountability & Advisory Council, and Community Reviewers (selected from public nominations) to understand organizational vision, scope, and goals for each applicant and for the Greater Houston arts ecosystem.

HISTORY & VISION*

Provide a brief description of your organization's history, including the founder(s) of the organization, date of founding, mission, and why you were organized.

Maximum word count is 500 words, suggested word count is 250

PUBLIC SERVICE*

Please include the following details:

As if you're speaking with someone who knows very little about your organization, please describe:

- What do you do?
- Who benefits from your work?
- How do they benefit?

Other suggestions to include:

- The type of programs or services you provide
- Who are the types of audiences or participants in your artistic programs/service
- If you are a multi-service organization, please describe how your arts/culture work fits within that larger vision.

Maximum word count is 500 words, suggested word count is 250

You have the option to choose between completing a written narrative or a video for the following question:

GOALS & 2022

Within your narrative or your video response, please include the following details:

- What does your organization want to accomplish in 2022?
- How does that relate to your previous work?
- In addition to money, what other resources do you need to make that goal a reality?

Narrative

Maximum word count is 1,000 words; suggested word count is between 500 – 700 words.

Video Upload

Please upload a **maximum 3-minute video** in any of these formats: .m4v, .mp4, .mpg, .mov, .wmv)

Video Link

Please provide a link to You-Tube, Vimeo, or other video platform. **Maximum video length we will view is 3 minutes.** We suggest you do not password-protect your video. If you do use a password, please include it prior to the video URL.

CELEBRATION OF SUCCESS

Within your narrative or your video response, please include the following details:

How will your community know you've been successful?

Other suggestions to include:

- How are you measuring your own success? And how do you recognize that so that the communities you serve celebrate with you?
- When you tell the story of how this grant has helped you, what things can you point to that will be markers of your success?

Narrative

Maximum word count is 1,000 words; suggested word count is between 500 – 700 words.

Video Upload

Please upload a **maximum 3-minute video** in any of these formats: .m4v, .mp4, .mpg, .mov, .wmv)

Video Link

Please provide a link to You-Tube, Vimeo, or other video platform. **Maximum video length we will view is 3 minutes.** We suggest you do not password-protect your video. If you do use a password, please include it prior to the video URL.

REQUIRED DOCUMENTS

Organization Proof of Residency or Headquarters* (Acceptable file types: .pdf, .jpg, .jpeg, .png)

Please provide documentation to verify proof of residency or the headquarters is within the 9-County Region of Greater Houston. All applicants and fiscal sponsors must submit paperwork demonstrating a physical address in the 9-County Region.

Acceptable documents include:

- Official mail from a government authority addressed to the organization
- Utility Bill
- Company Bill
- Lease agreement
- Insurance Bill
- Bank statement

For Fiscally Sponsored projects - Fiscal Sponsor Agreement*

Please upload your fiscal sponsorship agreement signed by organizational representative and fiscal sponsor authorizing official.

Photo Upload* (Acceptable file types: .jpg, .jpeg, .png)

Upload a photo that showcases your programming and/or celebrates and illuminates the exciting work you do. Photo Recommendations: resolution 72dpi, at least 1000px, 2MB;

Equity Statement (Acceptable file types: .doc, .docx, .pdf, .txt)

Please include an official equity statement if applicable.

An equity statement is a statement of an organization's policy regarding equity, diversity, and inclusion and benchmarks.

ACKNOWLEDGEMENTS

Thank you for filling out the BIPOC Arts Network & Fund (BANF) grant application. There are only a few boxes left to check!

By checking these boxes, I verify that all of the following is true and accurate:

- ◇ I attest my organization is within the 9-County Region of Greater Houston.*
- ◇ I understand no additional information may be submitted after submission and after the application deadline.*
- ◇ I attest my application is complete and all components have been filled out. *
- ◇ I agree that if awarded, I will complete the contract and financial information within 14 business days of receipt, or I will forfeit the award.*
- ◇ I agree that if awarded, I (or an organizational key leader) will attend one of the Listening/Learning Celebrations in 2022.*