

**Organization**

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**Address/Suite**

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**City/State/Zip**

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**Phone****Fax**

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**WWW****email**

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**Contact Name**

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**Title**

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**Eligibility Criteria**

To be eligible for the BVA program, organizations should:

- Be a nonprofit organization defined as a 501(c)(3) public charity by the Internal Revenue Service. We do not accept applications from individuals or for-profit corporations.
- Have a clearly-articulated mission statement which is primarily artistic in nature or the arts must represent a significant portion of program activity.
- Provide service in one or more of the five boroughs of New York City.
- Have a clearly articulated need for assistance as outlined in the proposed project plan
- Have an organizational budget of at least \$ 100,000, and at least one full-time staff member.

**Additional Information:**

- BVA services are free to ABC/NY arts members who meet eligibility criteria. Non-Members are welcome to apply for a fee of \$100.
- An organization's capacity to engage a business volunteer will be determined upon completion of application review and site visit. During this meeting, program staff will conduct a thorough assessment of your organization, which is the first step in the process to receive the help of a volunteer.
- All successful applicants must identify a staff person as the project liaison. This individual should be available approximately twelve (12) hours per month to working with the BVA volunteer.

**Indicate the area where you need assistance. You MUST designate the top priority with a #1. Please have a specific project in mind when you apply; you MUST attach a brief (no more than one page) narrative description.**

- Board/Governance
- Development/ Special Events
- Finance / Accounting
- Human Resources
- Legal
- Marketing
- Operations
- Planning: Strategic or Program
- Public Relations
- Real Estate / Facilities
- Technology
- Other \_\_\_\_\_

Include the following supplementary materials with your application:

1. Bylaws
2. Mission statement
3. Organizational biography which must include program descriptions
4. Long-range plan (if available)
5. Actual year-to-date budget for current fiscal year
6. Most recent audited financial statement
7. Recent general brochure, press releases, programs, reviews, etc.
8. Board list with professional affiliations
9. Staff list with titles

The Board of Directors has approved this request for BVA assistance:

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Executive Director

Return application and supplementary materials to:

Fran Smyth  
Manager of Arts Services  
Arts & Business Council of New York  
One East 53<sup>rd</sup> Street, 3<sup>rd</sup> Floor  
New York, NY 10022  
[www.artsandbusiness-ny.org](http://www.artsandbusiness-ny.org)  
Phone: 212.279.5910, extension 1122  
email: [fsmyth@artsandbusiness-ny.org](mailto:fsmyth@artsandbusiness-ny.org)

PLEASE NOTE: Remember to keep a copy of this application for your records. Receipt of completed applications will be acknowledged in writing.