



Business Volunteers for the Arts (BVA)
Consultancy Match Program



CLIENT APPLICATION

Name: _____
 Title: _____
 Organization: _____
 Organization Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____
 Fax: _____
 Email: _____

Additional Contact Name: _____
 Title: _____
 Phone: _____
 Email: _____
 website: _____

ORGANIZATIONAL INFORMATION

Discipline/Type (please check appropriate)

- | | |
|---|--|
| <input type="checkbox"/> Theatre | <input type="checkbox"/> Music (type? _____) |
| <input type="checkbox"/> Arts Education | <input type="checkbox"/> Media Arts (type? _____) |
| <input type="checkbox"/> Historical | <input type="checkbox"/> Visual Arts (type? _____) |
| <input type="checkbox"/> Literature | <input type="checkbox"/> Dance (type? _____) |
| <input type="checkbox"/> Museum | <input type="checkbox"/> Architecture/Design |
| <input type="checkbox"/> Folk Art | <input type="checkbox"/> Crafts |
| <input type="checkbox"/> Multi-Arts | <input type="checkbox"/> Arts Service |
| <input type="checkbox"/> Other _____ | |

Focus

- | | |
|---|---|
| <input type="checkbox"/> Educational | <input type="checkbox"/> Traditional |
| <input type="checkbox"/> Community Outreach | <input type="checkbox"/> Contemporary/Avant-Garde |

Organizational Structure & Maturity

Is your organization: _____ established _____ new/emerging
 Number of paid personnel: _____ full time _____ part time
 Number of board members: _____
 How often do they meet? _____
 Year of incorporation: _____
 Fiscal year: _____ to _____
 Total budget last fiscal year: _____
 Projected budget this year: _____
 Do you have IRS tax exempt status? _____ yes _____ no
 If yes, what is your exemption? _____ 501(c)3 _____ other exemption

PROFESSIONAL EXPERTISE NEEDED

Please check off areas where you feel the services of a professional consultant would be useful. Select your top three categories and number them in order of importance from 1-3.

___ Organizational Planning

- Set goals & objectives
- Develop strategic plan/long range plan
- Conduct quantitative/qualitative program evaluation
- Assist with board of directors development planning
- Plan for growth
- Facilitate retreat or meeting
- Oversee business operations assessment/planning
- Other _____

___ Organizational Structure/Personnel

- Assess organizational structure/practices
- Evaluate & develop personnel policies
- Create staff/board evaluation models
- Develop volunteer/intern programs
- Develop job descriptions
- Troubleshoot on board/staff relationships
- Mediate discussions / interpersonal issues
- Assist with time management
- Other _____

___ Development / Fundraising

- Plan fundraising campaign
- Plan special event/gala/benefit
- Plan income-producing activity
- Prepare grant proposals
- Do grant research
- Other _____

___ Finance

- Set up accounting systems
- Evaluate/develop financial procedures & controls
- Evaluate/develop cash flow management
- Budget development and planning
- Advise on credit/investment
- Advise on tax issues
- Advise on accounting software
- Assist in establishing an endowment
- Offer training on accounting software
Specify software _____
- Other _____

___ Computers / Internet / Web

- Offer PC expertise
- Offer Mac expertise
- Conduct needs assessment
- Evaluate & recommend appropriate new system
- Assist with database/information management
- Develop a website
- Assess current web needs
- Other _____

___ Marketing & Graphic Design

- Develop a marketing campaign
- Develop and evaluate surveys
- Analyze market research data
- Design membership campaign
- Assist with merchandising & retail
- Develop brochure/general information piece
- Provide graphic design skills - brochures, posters, etc.
- Advise on internet/web marketing
- Other _____

___ Public Relations/Communications

- Develop media campaign
- Evaluate public relations procedures
- Develop press materials
- Provide writing skills
- Other _____

___ Real Estate / Architecture

- Advise on capital improvement planning
- Oversee space planning
- Secure new office or arts space
- Oversee lease negotiation
- Address ADA requirements
- Other _____

___ Legal

- Advise on artists rights / copyright issues
- Assist in non-profit incorporation / non-profit law
- Advise on real estate or tenancy issues
- Other _____

ADDITIONAL INFORMATION

Please describe your organization, current programs and how you could use the assistance of a volunteer business consultant (attach pages if more space is needed) _____

Have you worked with a BVA Volunteer in the past? _____ yes _____ no _____ not sure

Names & Dates _____

How did you hear about the Arts & Business Council of Rhode Island (A&BC/RI)? _____

Comments (please feel free to provide additional information by attaching it to this application) _____

Please attach the following:

- IRS exemption letter
- Articles of Incorporation
- By-Laws
- Recent brochures, reviews, mailings, etc.
- Board List
- Staff List
- Description of organization’s programs

Thank you for taking the time to complete this application. After your application has been reviewed you will be contacted to set up a meeting to discuss the specific needs of your organization. Send the application attachments and any other comments to:

Tonya Langford, Director of Programs
Arts & Business Council of Rhode Island
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Providence, RI 02903
fax 401-621-2237