



Business Volunteers for the Arts

A program of the Arts and Business Council of Greater Phoenix

Consultation Application

Date: _____

Organization: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Name/Title of person completing form: _____ Title: _____

Name of Executive Director: _____

Our Board is aware that I am seeking BVA assistance: _____

Website Address: _____

Type of Organization

Select all that are appropriate:

- | | | |
|---|--|---|
| <input type="checkbox"/> Arts Education | <input type="checkbox"/> Film/Video Arts | <input type="checkbox"/> Science/Nature |
| <input type="checkbox"/> Arts Service | <input type="checkbox"/> Humanities | <input type="checkbox"/> Theatre |
| <input type="checkbox"/> Crafts | <input type="checkbox"/> Literary Arts | <input type="checkbox"/> Visual Arts |
| <input type="checkbox"/> Dance | <input type="checkbox"/> Music | <input type="checkbox"/> Other |
| <input type="checkbox"/> Design Arts | <input type="checkbox"/> Multidisciplinary | _____ |
| <input type="checkbox"/> Ethnic Arts | <input type="checkbox"/> Opera/Musical Theatre | _____ |
| <input type="checkbox"/> Festivals | <input type="checkbox"/> Photography | |

Number of **paid** personnel: _____ full time _____ part time

Number of Board members: _____ How often do they meet? _____

Number of active volunteers (other than board members): _____

Fiscal year starts _____ ends _____

Total operating budget for last fiscal year: \$ _____

Projected operating budget for current fiscal year: \$ _____

Do you have IRS tax-exempt status? yes no pending

If yes, what is your exemption? _____ 501(c)3 _____ other exemption: _____

Please list technical assistance organizations with which you have worked in the past:

Have you worked with a BVA volunteer consultant in the past? yes no not sure

Name(s) & date(s):

Please place a check mark in the boxes where the services of a volunteer consultant would be useful. Select your top three (3) needs and number them in priority order from 1-3 on the lines to the left of the major categories.

___ **Marketing/Public Relations**

- Market research
- Audience surveys/analysis
- Marketing plans
- Audience development
- Collateral development/graphic design
- Focus groups
- Media campaign development
- Website marketing
- _____

___ **Financial**

- Accounting systems/procedures
- Budgeting and cash flow management
- Financial analysis/planning
- _____
- _____

___ **Legal**

- Contract review/issues
- Human resource issues
- Real estate
- _____
- _____

___ **Development**

- Development plans
- Special events planning
- Proposal design
- _____
- _____

___ **Organizational Development**

- Strategic planning
- Retreat/meeting facilitation
- Board development

___ **Organizational Development (cont.)**

- Board training
- Volunteer program development
- Conflict resolution/mediation
- _____
- _____

___ **Management/Administration**

- Operations/office procedures and manual evaluation/development
- Job description development
- Work efficiency assessment
- Personnel policies and procedures
- _____
- _____

___ **Computers/Information Systems**

- Hardware/software needs assessment
- Hardware/software installation
- Software training/troubleshooting
- Software customization
- Internet service selection and training
- Web site development
- Systems planning/design
- Operating system: _____
- Word processing: _____
- Spreadsheet: _____
- Database: _____
- _____
- _____

___ **Other**

- Employee benefits
- Insurance
- Real estate
- _____
- _____

Please select one of the following:

- Applying for Individual Consulting Assistance
- Apply for Arts Management Team Assistance

Please describe your organization, current programs, and how you envision BVA volunteer(s) being of assistance to your organization.

What are your expectations and goals for the project?

SUPPORTING DOCUMENTS

Please include copies of the checked documents below when returning your application for Business Volunteers for the Arts consulting services. They are used in the assessment process and in acquainting the volunteer with your organization. Please let us know immediately if providing these materials will create a challenge for you based on your project needs.

- Bylaws
- Mission statement/program description
- Board of Directors membership list with a) affiliations, b) terms, c) committee assignments
- Staff list with titles
- Strategic or long-range plan
- Most recent financial statement or audit
- Current budget
- Copy of IRS 501(c)3 nonprofit status determination letter
- Promotional materials (brochure, press releases, programs, reviews, etc.)

Please return completed application and supporting documents to:

Please complete and return with your resume to:

ARTS & BUSINESS COUNCIL OF GREATER PHOENIX

2942 N. 24TH Street, #104, Phoenix, AZ 85016

(602) 234-4711; fax (602) 234-4722

Email: info@artsbusinessphoenix.org

Website: www.artsbusinessphoenix.org