

## 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:

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

Name(s) & date(s):

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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.**

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**What are your expectations and goals for the project?**

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## 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. 24<sup>TH</sup> Street, #104, Phoenix, AZ 85016

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

Email: [jthomas@artsbusinessphoenix.org](mailto:jthomas@artsbusinessphoenix.org)

Website: [www.artsbusinessphoenix.org](http://www.artsbusinessphoenix.org)