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[? \(https://www.submittable.com/help/organization\)](https://www.submittable.com/help/organization)



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Creative Baltimore Fund General Operating Support FY25

1. Organization Name (required)

Limit: 300 characters

Please enter you organization's legal name

2. Organization Address (required)

Country (required)

Address (required)

Address Line 2 (optional)

City (required)

State, Province, or Region (required)

Zip or Postal Code (required)

3. Contact Name (required)

The primary point of contact should be the person who will be responsible for signing the contract, accepting the grant funds, scheduling a site visit, and completing the mid-year/final reports.

4. Phone Number (required)

5. Email Address (required)

6. Website (required)

If you do not have one please type N/A.

7. Is the Organization a 501c(3)? (required)

8. Organization Federal Tax ID # (Type N/A if you have a fiscal sponsor) (required)

9. Organization Type (required)

Select... 

Organization must be a designated 501 c(3) non-profit.

10. Do you require a fiscal sponsor? (required)

Yes

No

11. What is the name of your fiscal sponsor?

Fiscal sponsor must be a 501c3.

12. Fiscal Sponsor's Federal Tax ID?

APPLICATION NARRATIVE

13. Describe the mission and provide a brief history of your organization. (required)

Limit: 700 words

13a. Optional Video Submission

Choose File

Upload a file. No files have been attached yet.

Acceptable file types: .3gp, .mov, .mp4

14. Primarily who do you serve? Who is your target audience(s)?

(required)

Limit: 700 words

15. How do you evaluate the quality or success achieved from the activities of your program? (required)

Limit: 500 words

15a. Optional Video Submission

Choose File

Upload a file. No files have been attached yet.

Acceptable file types: .3gp, .mov, .mp4

16. Is your organization located in an Art and Entertainment District? If so which one? (required)

17. Is your organization located within 5 miles of a Main Street? (required)

You may learn more about Baltimore Main Streets here: <https://smba-d.baltimorecity.gov/mwboo/baltimore-main-streets>

17. Describe the activities that will occur in this fiscal year (September 2024 - June 2025) and/or the upcoming calendar year (January - December 2025). (required)

Limit: 1500 words

18. Provide a list of activities completed in fiscal year 2024 (July 1, 2023 - June 30, 2024). (required)

Limit: 1500 words

19. How does your organization prioritize access to under-served audiences? (required)

Limit: 700 words

19a. Optional Video Submission

Choose File

Upload a file. No files have been attached yet.

Acceptable file types: .3gp, .mov, .mp4

20. Are the activities offered by your organization ADA accessible?

(required)

- No
- Yes

21. Grant Amount Requested (required)

Please enter the grant amount you organization is requesting. Requests may be made up to \$10,000.

22. Organizational Budget from FY24 (required)

Choose File

Upload a file. No files have been attached yet.

Acceptable file types: .csv, .doc, .docx, .pdf, .xls, .xlsx

23. Describe your organization’s staff structure and the responsibilities of all paid staff and volunteers. Please also include any workforce development programs you participate in (such as YouthWorks, Maryland Service Year, etc). (required)

Limit: 1000 words

Please upload any work samples you would like to share. This could include photos from events, videos, news articles, audience engagement surveys, or community-driven annual reports.

Choose File

Select up to 5 files to attach. No files have been attached yet. You may add 5 more files.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpl, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff, .3gp, .avi, .flv, .m4v, .mkv, .mov, .mp4, .mpg, .webm, .wmv

24. Is this the first time your organization has applied for this grant?
(required)

- Yes
- No

24a. Has your organization been awarded a Creative Baltimore Fund grant in the past 3 fiscal years? (required)

Yes

No

LEGAL & FINANCIAL DOCUMENTATION

25. Current audited financial statement for the organization, or IRS 990N (required)

[Choose File](#)

Upload a file. No files have been attached yet.

Acceptable file types: .doc, .docx, .pdf, .epub, .key, .mobi, .mus, .musx, .ppt, .pptx, .sib, .xls, .xlsx, .zip

[Upload a file](#)

26. Copy of 501 (C) (3) tax exemption determination letter (required)

[Choose File](#)

Upload a file. No files have been attached yet.

Acceptable file types: .doc, .docx, .pdf, .wpd, .epub, .key, .mobi, .mus, .musx, .ppt, .pptx, .sib, .xls, .xlsx, .zip

[Upload a file](#)

27. Copy of Maryland Certificate of Good Standing (required)

Choose File

Upload a file. No files have been attached yet.

Acceptable file types: .doc, .docx, .pdf

Upload a file

28. Resumes of key artistic and management personnel (required)

Choose File

Upload a file. No files have been attached yet.

Acceptable file types: .doc, .docx, .pdf, .wpd

Upload a file

DEMOGRAPHIC DATA COLLECTION

BOPA is a nonprofit and a quasi-agency of the Baltimore City Mayor's Office; and as the designated arts council, we are supported Maryland State Arts Council. BOPA's city, state, and federal stakeholders **require** us to collect demographic data of all individual and institutional applicants who submit to our grants, festivals, events, and other creative opportunities.

You may opt out of providing your demographic data. Participating in or not participating in data collection will **NOT** impact scoring decisions on your application.

1. Indicate the race/ethnic background of the artist, program manager, or organization leader who submitted this application (required)

White

Black

- Hispanic/Latino
- Asian
- Native American
- I decline to respond

2. Indicate the gender identity of the artist, program manager, or organization leader who submitted this application (required)

- Cis Female
- Cis Male
- Transgender Female
- Transgender Male
- Non-Binary
- I decline to respond

3. Indicate the disability status of the artist, program manager, or organization leader who submitted this application (required)

- I have a physical, cognitive, or mental, or mental health disability
- I do not have a physical, cognitive, or mental, or mental health disability
- I decline to respond

4. Indicate the veteran status of the artist, program manager, or organization leader who submitted this application (required)

- I am a veteran
- I am the spouse or immediate family member of a veteran

- I am not a veteran
- I decline to respond

5. Please indicate the generation identity of the artist, program manager, or organization leader who submitted this application (required)

- Traditionalists—born 1925 to 1945
- Baby Boomers—born 1946 to 1964
- Generation X—born 1965 to 1980
- Millennials—born 1981 to 2000
- Generation Z—born 2001 to 2020
- I decline to respond

6. Does the applicant who submitted this form consider themselves to be low income? (required)

- Yes
- No
- I decline to respond

For the purposes of BOPA's survey, we define low income as BELOW Baltimore City's average individual income by gender which is \$50,927 for men and \$45,860 for women. <https://datausa.io/profile/geo/baltimore-city-md>

7. Indicate which city council district the organization's headquarters/primary operating address falls within (required)

- District 1

- District 2
- District 3
- District 4
- District 5
- District 6
- District 7
- District 8
- District 9
- District 10
- District 11
- District 12
- District 13
- District 14

You may learn more about the representation/geography of city council districts here:
<https://www.baltimorecitycouncil.com/council-members>

Save Draft

Submit Form

Drafts may be visible to the administrators of this program.