



c/o Goodwin Procter LLP • Exchange Place • Boston, MA 02109-2881 • Tel: 617-570-8346
 • Fax: 617-523-1231 • www.artsandbusinesscouncil.org

BUSINESS VOLUNTEERS FOR THE ARTS® (BVA)

BOSTON'S BEST BUSINESS PROFESSIONALS

WANT TO HELP YOUR NONPROFIT ORGANIZATION.

Business Volunteers for the Arts provides pro bono business consulting services to nonprofit arts and culture organizations by carefully matching the skills of Boston business professionals with the needs of more than 200 arts and culture groups.

BVA VOLUNTEERS OFFER ARTS AND CULTURE NONPROFITS A WIDE VARIETY OF SKILLS:

Strategic and Business Planning
 Marketing
 Financial Systems

Public Relations
 Human Resources
 Organizational Management

THE BVA PROGRAM OFFERS 3 TYPES OF VOLUNTEER SERVICE:

BVA COMMITTEE MEMBER

SERVICE DESCRIPTION

BVA Committee members are placed on ad hoc committees of arts and culture nonprofits to do hands on work for a specific function or project. Committee Members have at least five years of experience in accounting, event planning, finance, marketing, public relations, or human resources.

CLIENT ELIGIBILITY REQUIREMENTS

- 501(c)(3) or 501(c)(4) non-profit status
- \$150,000+ annual budget
- 1 full-time staff member

BVA CONSULTANT

SERVICE DESCRIPTION

BVA Consultants work with the client to designate specific goals and deliverables, which are articulated in a Project Request Form. Consultants have at least 8 years of business experience in the following areas: Finance/Accounting, Marketing/PR, Human Resources, Strategic Planning/Organizational Development.

CLIENT ELIGIBILITY REQUIREMENTS

- 501(c)(3) or 501(c)(4) non-profit status
- \$150,000+ annual budget
- 1 full-time staff member
- Minimum time commitment: 12 hrs per month for 3 months. Most projects are completed within 1 year.

BVA MENTOR

SERVICE DESCRIPTION

BVA Mentors work in an advisory capacity to the leaders of nonprofit arts and culture organizations, offering advice on a wide variety of business and organizational issues on an as needed basis. Mentors have at least 12 years of business experience.

CLIENT ELIGIBILITY REQUIREMENTS

- 501(c)(3) or 501(c)(4) non-profit status
- \$50,000+ annual budget
- Minimum time commitment: 4 hrs per month for 1 year. Renewable pending a positive review from both client and volunteer.



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HOW TO APPLY:

STEP 1: INFO SESSION

Attend mandatory two hour Information Session. Information Sessions are scheduled 2 times per year in October and April. Dates and times are available at www.artsandbusinesscouncil.org

STEP 2: APPLICATION AND DEADLINES

Complete Client Application and Project Request Form (on pages 3 – 6).

Summer Application Deadline: May 1

Winter Application Deadline: November 1

STEP 3: ORGANIZATIONAL ASSESSMENT

Once Client Application and Project Request Form are reviewed, A&BC/Boston staff will contact you to schedule an Organizational Assessment, which is a 1 - 2 hour meeting on site at your organization. If possible, the lead staff person for your project and a board representative will be present at the Organizational Assessment.

STEP 4: MATCH MEETING

Once the Organization Assessment is complete, the matching process begins. Our Program Director matches your needs with a potential volunteer and schedules a Match Meeting. Match Meetings include the BVA Program Director, representatives from your organization, including at least one board member, and your potential business volunteer. These meetings are held at the A&BC/Boston offices.

IMPORTANT NOTE:

If you are re-applying within three years of successful participation in the program:

- You do not need to attend the Information Session.
- You do not need to complete another application and assessment.
- You **do** need to submit a new Project Request Form and will be charged a matching fee of \$75 per match.

Returning clients who last participated in the program more than three years past must complete the application process (steps 1 through 4) in full.

For more information, please contact BVA Program Director Margaret Moore.

Telephone: 617-570-1421

Email: margaret@artsandbusinesscouncil.org



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**BUSINESS VOLUNTEERS FOR THE ARTS® (BVA)
CLIENT APPLICATION**

Please enclose the following materials:

| | |
|---|--|
| <input type="checkbox"/> Project Request Form | <input type="checkbox"/> IRS 501(c)(3) determination letter |
| <input type="checkbox"/> Most recent audit or financial statement | <input type="checkbox"/> Current operating budget |
| <input type="checkbox"/> Mission statement / Program description | <input type="checkbox"/> Board of Directors list with affiliations |
| <input type="checkbox"/> Promotional brochure or materials | <input type="checkbox"/> Staff list |
| | <input type="checkbox"/> Application fee (see p. 2) |

name of organization _____ date _____

address _____ city _____ state _____ zip _____

executive director/manager _____ business phone _____ fax _____

email _____ website (if applicable) _____

BVA contact person (if different from Ex. Dir.) _____ business phone _____ email _____

1. Describe briefly your organization's mission: _____

2. Year of incorporation _____ Tax status: 501(c)(3) 501(c)(4) Other _____

3. Current operating budget: _____ 4. Operating budget for previous fiscal year: _____

5. Fiscal year begins _____ Ends _____

6. How many people work in your organization? _____ paid _____ volunteer _____

7. How many of these people do administrative tasks? _____

8. What is your current fundraising goal? _____

9. How many people are on your board? _____

10. Have you ever worked with other technical assistance groups such as Volunteer Lawyers for the Arts, or Executive Service Corps, etc.? If yes, describe services received. _____

11. Our organization is best categorized as: (Please check all that apply)

Dance:

- Ballet
- Folk/Ethnic
- Modern

Theater:

- Avant-garde
- Children's
- Musical Theater
- Performance Art
- Traditional

Music:

- Chamber
- Choral
- Contemporary
- Jazz
- Opera
- Symphonic

Visual Arts:

- Crafts
- Folk Arts
- Galleries
- Museums

Historic/Cultural Preservation:

- Cultural/Ethnic Museums
- Historic Sites
- History Museums

Other:

- Art Education
- Arts Service Organizations
- Community Art Centers
- Libraries/Archives
- Literary Arts
- Media Arts
- Multidisciplinary
- Science Museums
- Other _____

Signed: _____
EXECUTIVE DIRECTOR DATE

BOARD PRESIDENT DATE

Type of Volunteer Service(s): BVA Committee Member BVA Consultant BVA Mentor

Application Fee: \$100.00 (Budget of \$50,000 – 149,999)
 \$175.00 (Budget of \$150,000 – \$499,999)
 \$250.00 (Budget of \$500,000 or higher)

check enclosed (make check payable to the Arts & Business Council of Greater Boston)
 AmEx Visa Mastercard Discover

Name on card: _____

Number: _____

Expiration date: _____

Please complete this application, the project request form and application fee and return to:

Margaret D. Moore
Program Manager
Arts & Business Council of Greater Boston
c/o Goodwin Procter LLP
Exchange Place
Boston, MA 02109-2881
Telephone: 617-570-1421
Fax: 617-523-1231
Email: margaret@artsandbusinesscouncil.org

The Arts & Business Council staff will contact you to schedule an organizational assessment interview. New arts clients must attend a client training and orientation before being assigned a BVA. Please feel free to copy this application for friends and colleagues.

How did you hear about BVA?

- a friend (name: _____)
- at an A&BC event
- artsandbusinesscouncil.org
- another website (name: _____)
- from a mailing (specify: _____)
- from an email (specify: _____)
- other: (specify: _____)



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**BUSINESS VOLUNTEERS FOR THE ARTS® (BVA)
BVA PROJECT REQUEST FORM**

Arts Organization _____
Project Lead Person(s) _____

Desired start date: _____
Anticipated project length _____

Organizational Background:

Briefly describe your organization, its current challenges, and the need for this project:

Project Objective:

What goal will this project accomplish for the organization?

Project Summary:

Please describe each component of the project, broken down into tasks and responsibilities:

Projected Hours:

Number of hours per month you estimate the volunteer will need to complete the project:

Resources Required:

What resources are required for successful completion/implementation of the project? Are these resources available?

Deliverables:

What is the final product expected at the end of the project (e.g., report, proposal)? Who is responsible for creating it?

Approval/Implementation:

Who will approve of the final product and ensure implementation of the project program or plan?

Please indicate the skills and experience required for a volunteer to successfully complete your project:

| | Required Experience | Working Knowledge | No Experience Necessary |
|--|---------------------|-------------------|-------------------------|
| Graphic Design | | | |
| Print | | | |
| Electronic | | | |
| Accounting/Finance | | | |
| Accounting Systems Development | | | |
| Financial Planning/Controls | | | |
| Cash Flow Analysis/Projections | | | |
| Operating/Capital Budgeting | | | |
| Cost/Benefit Analysis | | | |
| Human Resources | | | |
| Staffing/Organizational Structure | | | |
| Job Description Development | | | |
| Personnel Policy/Procedure Development | | | |
| Employee Recruitment and Training | | | |
| Compensation/Benefits | | | |
| Marketing/Public Relations | | | |
| Market Research | | | |
| Marketing Plan Development | | | |
| Branding | | | |
| PR Strategy Development | | | |
| Media Campaign Execution | | | |
| Copy Writing | | | |
| Organizational Development/Strategic Planning | | | |
| Board of Directors Development Plan | | | |
| Meeting/Retreat Planning and Facilitation | | | |
| Team Building | | | |
| Mission Statement Development | | | |
| Business Plan Development | | | |
| Long-range Plan Development | | | |
| Evaluation of Existing Program | | | |
| Architecture/Space Planning | | | |

Education Requirements: _____

Equipment/software experience requirements: _____