



BUSH FOUNDATION

bushCONNECT 2020 – Recruitment and Programming Partners Information Packet

Application Open September 3-26, 2019 (Closes at noon Central)

This information packet covers the topics listed below. To apply or find additional information, please visit <http://bfdn.org/BCPartners>

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Overview of bushCONNECT

bushCONNECT (bushCON) is a leadership and networking experience that builds stronger and more meaningful connections among leaders in Minnesota, North Dakota, South Dakota and the 23 Native nations that share the same geography.

The goal of this full-day event is to inspire, equip and connect people to lead more effectively, and to and think bigger and think differently about how to make our region better for everyone.

bushCON will be held at the Guthrie Theater in Minneapolis in fall 2020. It is typically held all day on a Monday, with an opening reception the Sunday evening before. This full day of events brings together nearly 1,200 people from across our region for a day of inspiring talks, engaging small-group sessions, conversations with community leaders and interactive networking experiences.

This will be our fifth bushCON! In order to create the best bushCON yet, we need a dynamic and diverse network of recruitment and programming partners.

What we fund

Recruitment Partners: Organizations connected to leadership networks that reflect the region's diverse sectors, geographies and cultures. Recruitment partners receive funds to promote bushCON to leaders who might not otherwise know about the event. Each partner is expected to successfully recruit, register and engage 20 people. Funds may be used to cover staff time, cohort travel expenses, promotional materials and/or cohort networking events before or after bushCON. The Bush Foundation will cover registration for all of your attendees and one staff host.

Programming Partners: Organizations that know how to produce engaging event programming that inspires, equips and connects people to more effectively lead change in their communities. bushCON programming partners receive funds to develop content for and host their proposed sessions. Each partner will be asked to present their session twice during the day. Funds may be used to cover staff time, speaker fees and travel expenses, and/or session materials, etc. The Bush Foundation will cover registration costs for presenters and one staff person from the partner organization who wants to attend the event, and will cover costs associated with the venue for your session.

Eligibility and Selection Criteria

For more information or to talk to someone on the bushCON team, call 651-379-2247 or email communications@bushfoundation.org.

Eligibility

1. Partner organization must be from Minnesota, North Dakota, South Dakota or one of the 23 Native nations that share the same geography.
2. Organizations that are LLCs, 501(c)(3) public charities and government entities (including schools) are eligible to be either a bushCON recruitment or programming partner. Groups of organizations (such as coalitions or collaboratives) are eligible to apply, but only one organization will receive the grant or contract.

3. The Foundation accepts applications from fiscal sponsors. The fiscal sponsor organization must submit the grant application and, if the grant is approved, becomes the grantee and receives the funds. The Foundation [fiscal sponsorship overview](#) provides additional information.

Selection Criteria

Recruitment Partners must demonstrate:

- Ability to recruit, register and support a cohort of 20 leaders to attend bushCON who will add to the diversity of the participants in terms of geography, sector, race/ethnicity, etc. We are particularly interested in connecting with more people of color and more people who work in business and in the public sector.
- Willingness to meaningfully engage their cohort before, during and after bushCON. Partners are expected to gather in some way once before the event, once after the event, and on site during the event.
- How their cohort will benefit from being in the mix at bushCON and how bushCON will benefit by having their cohort attend.

Programming Partners must demonstrate:

- How their proposed bushCON session will inspire, equip and connect people.
- How their proposed session will help people to think bigger and think differently about how they lead and/or how they solve problems in their communities.
- The ability to engage session attendees in conversation and/or participation.
- The ability to recruit diverse and expert session presenters.
- That their session will provide valuable takeaways for attendees

Selection Process and Timeline

The application deadline is Thursday, September 26, 2019 at noon Central.

Recruitment partners: Bush Foundation staff will review applications and select partners based on eligibility and criteria.

Programming partners: Bush Foundation staff and our event planning partner, Events by Lady K, will review applications and select partners based on eligibility and criteria.

Deadlines and Dates:

September 26, 2019 – Application deadline

Mid-October – Applicants notified whether they've been selected as finalists

Early December – Finalists notified whether they've been selected as partners

January 2020 – All-Partner videoconference and introductions

February 2020 – Day-long Program Partner meeting (Twin Cities)

April 2020 – Day-long Recruitment Partner meeting (Twin Cities)

June/July 2020 – Day-long All-Partner meeting and session previews (Twin Cities – We will survey partners for the best date)

Fall 2020 (Final date coming soon!) – bushCON 2020 Welcome Reception on Sunday and bushCON 2020 event on Monday (Minneapolis)

Working Together

We hope to build a supportive relationship with and among bushCON partners.

Partners can expect:

- The opportunity to co-create an amazing and meaningful event experience for leaders across the region.
- The opportunity to network and shape this event with colleagues in the area.
- The opportunity to learn with and from other partners as you develop your plans.
- Templates, timelines and training to support your work on this event.
- A team of dedicated event professionals who will respond to your requests and questions in a timely manner.

We expect partners to:

- Attend an introductory videoconference and two full-day bushCON partner meetings in the Twin Cities.
 - These meetings will serve as a connection point for partners to get to know one another, increase their understanding of the event, offer input on the event, collaborate with one another and share ideas. We want all partners to be active participants in the collaborative process of co-creating bushCON, and will ask partners to both offer and be open to feedback from other partners.
- Participate in regular check-ins with the bushCON team to share ideas and updates, communicate about key details and learn the latest developments.
- Appoint a staff person from your organization as your primary point of contact for bushCON.
 - For recruitment partners, this person will be responsible for managing cohort outreach and communication, registration, travel arrangements, etc.
 - For programming partners, this person will be responsible for providing all session information and coordinating development of session content.
 - If your organization is applying to be both a recruitment and programming partner, we ask that you have two different contacts who will each manage one part of the process.
- Meet set deadlines and respond to inquiries from the bushCON team in a timely manner.
- Act as a bushCON ambassador.
- Participate on event day:
 - Recruitment partners are expected to attend bushCON and host their group at the event.
 - Programming partners are expected to present their workshop sessions at bushCON.

How to Apply

We will accept applications for both recruitment partners and programming partners until Thursday, September 26, 2019, at noon Central. We use an online application system. We understand this may present a barrier to some applicants, and we will make reasonable efforts to accommodate particular needs on a case-by-case basis. Please contact us as soon as possible, but no later than one week before the application deadline, to discuss your specific circumstances. We cannot make accommodations after the application deadline.

bushCONNECT Recruitment Partner

Application questions are provided below as a reference. To apply use our online application.

Applicant Organization

All the information provided in this section should be for a single applicant organization. If working with a Fiscal Sponsor, the Fiscal Sponsor is the applicant organization.

Is your organization certified by the IRS as a 501(c)(3) public charity? *Your response to this question does not need to be "yes" in order to be eligible to be a bushCONNECT partner.* (Y/N)

Is your organization a public agency/unit of government or Indian tribal government under Section 7871 of the Internal Revenue Code? *Your response to this question does not need to be "yes" in order to be eligible to be a bushCONNECT partner.* (Y/N)

What were your most recent fiscal year total expenses?

The most recent fiscal year total expenses should reflect the applicant organization. For example, if the applicant organization is a university, select the total expenses of the university (not a department or program within the university.) Also, if you are applying using a fiscal sponsor arrangement, you should select the total expenses of the fiscal sponsor (not the fiscally sponsored organization).

- Up to \$49,999
- \$50,000 - \$99,999
- \$100,000 - \$249,999
- \$250,000 - \$499,999
- \$500,000 - \$999,999
- \$1M - \$4,999,999
- \$5M +

What best describes the size of community served by your organization?

- Rural
- Town or city – population over 50,000
- Town or city – population under 50,000
- Combination: Rural/Town/City

What sector does your network primarily represent?

- Academic
- Business
- Nonprofit
- Public

What geographies does your network represent? Select as many as apply.

| | |
|--|--------------------------------------|
| Minnesota | Oglala Sioux Tribe |
| North Dakota | Other Native nation |
| South Dakota | Prairie Island Indian Community |
| Bois Forte Band of Chippewa | Red Lake Nation |
| Cheyenne River Sioux Tribe | Rosebud Sioux Tribe |
| Crow Creek Sioux Tribe | Shakopee Mdewakanton Sioux Community |
| Flandreau Santee Sioux Tribe | Sisseton-Wahpeton Oyate Tribe |
| Fond Du Lac Band of Lake Superior Chippewa | Spirit Lake Nation |
| Grand Portage Band of Chippewa | Standing Rock Sioux Tribe |
| Leech Lake Band of Ojibwe | Turtle Mountain Band of Chippewa |
| Lower Brule Sioux Tribe | Upper Sioux Community |
| Lower Sioux Indian Community | Urban Native nation |
| MHA Nation | White Earth Nation |
| Mille Lacs Band of Ojibwe | Yankton Sioux Tribe |

Fiscally Sponsored Organization (if applicable)

If you are not applying with a fiscal sponsorship agreement, do not complete this section.

If you are applying with a fiscal sponsorship agreement, this section applies to you. The information below should be about the organization working on the project and that is being sponsored, not the organization sponsoring the work. In addition, a signed fiscal sponsorship agreement is required for all applicants using a fiscal sponsor arrangement. Please upload your signed agreement.

Refer to our [fiscal sponsorship overview](#) for additional information.

Fiscally Sponsored Organization

Sponsored Organization (organization or group name), mailing address, city, state, zip code, phone, website, first name, last name, title, email

If a fiscal sponsorship relationship is part of this application, the signed fiscal sponsorship agreement must be included. An application without the signed agreement is not considered complete and will not be reviewed or considered.

Proposed Recruitment Plan

1. Tell us about your organization and its history and mission. What would make your organization a fabulous bushCONNECT recruitment partner? *Maximum of 1,200 characters (approximately 200 words).*
2. How would your organization recruit a cohort of 20 leaders from your network(s) to attend bushCONNECT 2020? Please share your plan. *Maximum of 3,000 characters (approximately 500 words).*
3. The Bush Foundation is especially interested in working with partners who will help us bring together a diverse mix of participants in terms of geography, sector, race/ethnicity, etc. Who do you envision bringing and what is your connection to this community? *Maximum of 1,800 characters (approximately 300 words).*

4. Our expectation is that you engage with your bushCONNECT cohort before and after the event to help people build connections. How would your organization envision doing this? *Maximum of 1,800 characters (approximately 300 words).*

5. Why would your organization and its cohort benefit from participating in bushCONNECT? On the flip side, how would bushCONNECT attendees benefit from connecting with your organization and its cohort? *Maximum of 1,200 characters (approximately 200 words).*

6. We give each recruitment partner a grant to support this work and to help cover the expenses of attendees in their cohort. Grant amounts are based on geographic location and travel costs, and are generally \$3,000 for those in the Twin Cities, \$11,500 for those in Greater Minnesota, \$16,500 for those in Eastern North Dakota and South Dakota, and \$23,500 for those in Western North Dakota and South Dakota. Funds should be used to cover travel expenses for your staff representative and the cohort (transportation/parking, hotel and food), cohort networking events before or after bushCONNECT, and other expenses such as staff time or materials.

Download the budget template at <http://bfdn.org/BCPartners>. Use the template to share the specific geographic areas your cohort would come from, and how you would allocate these dollars within your budget. If you would need more money to do this work for some reason, please explain in the document and we will consider those requests.

bushCONNECT Programming Partner

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Is your organization a public agency/unit of government or Indian tribal government under Section 7871 of the Internal Revenue Code? *Your response to this question does not need to be "yes" in order to be eligible to be a bushCONNECT partner. (Y/N)*

Under which sector would you categorize your organization?

- Academic
- Business
- Nonprofit
- Public

What were your most recent fiscal year total expenses?

The most recent fiscal year total expenses should reflect the applicant organization. For example, if the applicant organization is a university, select the total expenses of the university (not a department or program within the university.) Also, if you are applying using a fiscal sponsor arrangement, you should select the total expenses of the fiscal sponsor (not the fiscally sponsored organization).

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- \$500,000 - \$999,999
- \$1M - \$4,999,999
- \$5M +

What best describes the community served by your organization?

- Rural
- Town or city – population over 50,000
- Town or city – population under 50,000
- Combination: Rural/Town/City

Which of the following describes where the majority of your work takes place? Select as many as apply.

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|--|--------------------------------------|
| Minnesota | Oglala Sioux Tribe |
| North Dakota | Other Native nation |
| South Dakota | Prairie Island Indian Community |
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Proposed Session

1. Tell us about your organization and its history and mission. What would make your organization a fabulous bushCONNECT programming partner? *Maximum of 1,200 characters (approximately 200 words).*
2. Provide a working title for your proposed bushCONNECT session. *Maximum of 120 characters (approximately 20 words).*
3. Provide a brief description of your proposed bushCONNECT session. How would it inspire, equip and/or connect people? *Maximum of 1,200 characters (approximately 200 words).*
4. How will your session help people think bigger and think differently about how they lead and/or how they solve problems in their community? *Maximum of 1,200 characters (approximately 200 words).*
5. We want our sessions to be as engaging as possible. How do you plan to engage session attendees in conversation and/or participation? *Maximum of 1,800 characters (approximately 300 words).*
6. We want participants to walk out with new ideas and/or tools they can use. What would be the takeaways from your session? *Maximum of 1,200 characters (approximately 200 words).*
7. Who will present the session? Please include information about each presenter's background including sector, geography and cultural community. What expertise and speaking experience does each presenter provide? *Maximum of 1,200 characters (approximately 200 words).*

Session Logistics

8. What is the ideal size (number of attendees), format and setup for your session? Please note that sessions will all likely be 75 minutes long. *Maximum of 600 characters (approximately 100 words).*
9. This year programming partners will present two times during the day, rather than three times as in past years. Programming partners will receive \$7,500 each. These funds are intended to cover programming partners' costs to develop and present the session including staff time, speakers, materials, travel, etc.

Download the budget template at <http://bfdn.org/BCPartners>. Use the template to provide a very high-level outline showing how you would utilize this programming partner money. Please flag if your costs would be more than that for some reason, and we will consider those requests.