NDCA Special Projects Grant Narrative Template

Organizations Only

Mission Statement

Provide the applicant’s board-approved official mission statement. Do not include additional information such as vision or values statements.

Organization History

Provide a brief history of the organization. Summarize why and how the group formed and what it does.

Give a brief description of the group’s structure.

What kinds of events or programming has the organization provided? Briefly describe activities over the past few years.

Organizations and Individuals:

Review Criteria—Arts Activity

1. Describe the activity (what, when, where, how). If applicable, provide a list of key activity partners, including volunteers. Describe how partners will leverage their resources to demonstrate their support for the project, including in-kind goods and/or services.
2. If artists and/or artist groups were selected for the activity, there is a clear description of how and why the artists were selected or the selection process is clearly defined and achievable.
3. If the applicant received a Special Projects grant during the previous fiscal year and is applying for a second year, include information about how the activity will be different according to the feedback and results of the previous year’s project.
4. For individual artist applicants:
	* Explain what role(s) you will have in the project (*e.g., artist, producer, administrator, coordinator, etc.*).
	* Provide a brief background of any artistic collaborators and/or professionals and why and how they were or will be selected.

Review Criteria—Community

1. There is evidence that the activity will benefit the community(ies) identified.

* + Describe the community(ies) and audience(s) who will benefit from the activity*. Examples might include demographic groups such as veterans, youth, greater North Dakota residents, individuals with disabilities, older adults, people of color, and/or other specific groups.*
	+ How will the activity relate to and benefit the community(ies) and audience(s) identified?

2. Educational activities as part of a broader community event, performance, or exhibit may be included in the application budget.
3. How has the community(ies) shown support for the activity? *Examples might include financial contributions, volunteer time, in-kind donations, programming support and/or involvement.*
4. Accessibility needs of participants and/or audiences with disabilities are understood and addressed.

* + Every grantee commits to hold all funded activities in spaces that meet Americans with Disabilities Act (ADA) accessibility requirements. How does the activity meet this requirement and ensure people with disabilities can participate? *Examples might include ADA accessible venue, ASL interpretation, audio described performance, large print programs, sensory tours, etc.*
	+ How will accessibility options be publicized and made available to the public? Who is responsible for handling inquiries concerning accessibility?

Review Criteria—Ability

1. There is an achievable activity plan and timeline for the activity.
	* What is the timeline for major activities related to the project?
	* Who is responsible and what will they do to ensure the project is successful?
2. A marketing and promotional plan is provided and relevant to the activity and community(ies) identified.
	* Describe how the activity will be promoted to increase public awareness and participation for the project. How is the plan relevant to the activity and community(ies) identified?
	* If this is an annual event, describe adjustments made to reach new audiences.
3. The budget is appropriate for the activity. It will a) demonstrate attainable earned revenue including the match, b) demonstrate reasonable costs, c) compensate artists and arts organizations appropriately, and d) include only administrative expenses relevant and necessary for the project.
	* If fees are associated with the activity, what considerations are being made for those who may find these costs a barrier? *Examples might include ticket discounts, scholarships, or transportation reimbursements.*

Review Criteria—Evaluation

Describe the evaluation plan in detail. What methods will be used and how will they specifically measure progress? Examples include, audience/participant counts, audience/participant and artist surveys, post-performance feedback, etc. If using a survey, describe what type of survey you will use.

Project Outcome 1

Project Outcome 2