Arizona Commission on the Arts

Community Investment Grant Levels IV – VI Narrative Questions | Fiscal Year 2021

Some applicants find it helpful to develop responses to application questions using word processing software, then copy/paste them into the Submittable application when they’re ready. The following are the Narrative Questions for the FY2021 Community Investment Grant Levels IV - VI full application.

This document is meant to serve as a resource only; it cannot be submitted with, or in place of, the online application. **For more information about the full application and submission process, please refer to the guidelines found at** [**https://azarts.gov/grant/community-investment/**](https://azarts.gov/grant/community-investment/)**.**

*Organization Mission and Overview*

1. Provide your organization’s official mission statement. (150 words maximum)
2. Provide a brief overview of the programming and service your organization implements in an effort to achieve its mission, vision, and goals. Though presented at the top of the application to provide reviewers with necessary context, your overview will be evaluated under the Quality Programming/ Service criterion. (300 words maximum)

*Community Investment*

1. Define the communities served by your organization, including audience members, artists, students, and other groups that are significant to your organization. Describe the demographic and geographic makeup of these communities. Include information about relevant socioeconomic factors, as well as diversity of age, ethnicity, race, gender, ability, education, etc. (300 words maximum)
2. Describe ONE strategy you used within the last two completed fiscal years to deepen the engagement of one or more of these groups. Include details of who was involved, what the goals were, what happened, and what you learned from the process. (300 words maximum)
3. Describe the group(s) whose participation was underrepresented in your programming or service within the last two completed fiscal years. (300 words maximum)
4. Describe TWO strategies your organization employed within the last two completed fiscal years to intentionally create inclusive opportunities for one or more of the groups not already represented as participants in your programming or service. Include details of who was involved, what the goals were, what happened, and what you learned from the process. (300 words maximum)
5. Describe ONE significant partnership your organization has engaged in within the past two fiscal years in order to better serve your communities. Consider partners of all sorts, including other nonprofits, local businesses, schools, community/civic groups, government agencies, etc. Include details of who was involved, what the partnership goals were, what happened, and what you learned from the process. (300 words maximum)

*Quality Programming/Service*

1. How does your organization define success for its programming and services? Describe the standards, criteria, and methods used to evaluate the success of your organization’s programming and services. (300 words maximum)
2. From the drop-down list, select ONE evaluation type/method your organization employed during the most recently completed fiscal year in order to ensure quality in its programming or service. List options include:

* Case Studies
* Evaluation Narrative
* Focus Groups
* Journals/Logs/Essays
* Participant Observation
* Evaluation Benchmarks
* Observation Checklists
* Participant Report
* Pre and Post Questionnaires
* Surveys

1. Describe what was evaluated, the results of the evaluation, and how the results were utilized to adapt/ inform your organization’s programming and/or service. (300 words maximum)
2. Describe ONE creative or programmatic risk your organization has taken within the most recently completed fiscal year. How will your organization’s experience with this experiment shape future programming or service? Include details about why this was a risk for your organization, who was involved, what the goals were, what happened, and what you learned from the process. (500 words maximum)

*Fiscal Ingenuity*

1. Provide an overview of your organization’s current financial status and any relevant and related information you think the review panel should know. (300 words maximum)
2. Provide ONE example, from within the last two completed fiscal years, of a time that your organization successfully adjusted its financial strategy in response to an unexpected or sudden shift in your operating environment. (300 words maximum)
3. Describe up to TWO strategies you will employ to maintain or improve your organization’s overall fiscal health during the grant period and beyond. (300 words maximum)

*Stewardship of Public Funds*

1. Provide an overview of your organization’s planning process. If your organization engages in a formal strategic planning process, include the year the most recent plan was developed as well as an overview of the planning process. (500 words maximum)
2. How does your organization listen to its communities and utilize feedback in decision making, communication with stakeholders, external evaluation, annual reporting, etc.? What have you learned and how has your organization responded? (300 words maximum)
3. Describe your organization’s internal accountability measures. Consider performance metrics, policies and guidelines, oversight, internal evaluation, etc. (300 words maximum)
4. Describe your organization’s non-discrimination practices. Provide ONE example of something your organization has done in the past two years to ensure the inclusion of all people. (300 words maximum)
5. Describe your organization’s ADA and accessibility practices. Provide ONE example of something your organization has done in the past two years to ensure the accessibility of its programming and services. Grants from the Arts Commission require compliance with the regulations of Section 504 and Title II of the Americans with Disabilities Act (ADA). (300 words maximum)

**DataArts Funder Report Narrative**

Explain any significant year-to-year changes in your Funder Report as well as any significant increases or reductions in total expenses, total debt, total endowment, total working capital, or participation numbers. This is your opportunity to bring your Funder Report to life as if you were explaining it to the review panel. *Please note: the Funder Report examined by the review panel will not display any of the notes you left for yourself in conjunction with your data.* (300 words maximum)