Narrative Questions

1. **Describe your organization’s programs or services in relationship to its mission. (300 words max)**

*Tip! The values or shared ideals expressed in a mission statement speak to the unique vision, purpose, and goals of an organization. Consider how these sets of values are realized by way of specific programs, services, events, workshops, community activities or internal practices.*

1. **Describe the processes that inform the development of your programming. (300 words max)**

*Tip! Consider how you approach decision-making, determine program goals, and engage with creative workers (i.e., artists, tradition bearers, designers, educators, curators, program or service administrators, and other creative contributors)?*

1. **Describe your organization’s administrative structure. (250 words max)**

*Tip! For example, what does your organizational chart look like? How are administrative and programmatic tasks managed? What kind of leadership model does your organization have?*

Depending on their mission, organizations engage their communities in very different ways. Some are established to engage individuals that share a particular demographic, social, or cultural commonality (e.g., a youth theater, gay men’s chorus, or a rural Latinx art gallery). Others take a broad or comprehensive approach, designing their programs/services to engage a more general community of participants, (e.g., a community arts center). Question 5 asks you to identify your organization’s primary approach and answer questions specific to your choice.

1. **Choose the statement below that best describes your organization:**
* Our organization’s mission and programming focuses on a broad approach towards engaging communities.
* Our organization’s mission and programming centers a culturally-specific community or a specific intersection of cultural communities.

If you chose **“broad approach”** on question 5, answer the sub-questions below:

* 1. **How do your organization’s operations, programs, and/or services reflect or respond to broad and diverse communities? How does your organization accomplish a demographically inclusive and multicultural space or environment? (350 words max)**

*Tip! Operational aspects could include programming, leadership, organizational culture, staffing, professional engagement of creative workers, community interaction, etc.*

* 1. **Please describe how your organization responds to or incorporates public input and feedback from the communities it serves. (300 words max)**

If you chose **“specific community,”** answer the sub-questions below:

|  |  |
| --- | --- |
| Your responses to the sub-questions to the right will be specific to the communities your organization’s mission and programming specifically focus on. You will select all that apply from the list below: Age Group, Disabilities, Geography, Gender, Health Status, Heritage, Income Status, Military Status, Race & Ethnicity, Religion, Sexual Orientation If Race & Ethnicity is selected above, you will further specify what racial/ethnic identity or identities. Asian, Black, Latinx, Middle Eastern / North African, Native American, Native Hawaiian / Pacific Islander, White / European, Not Listed | 1. **In what ways is your organization’s work informed by its focus on the indicated community(ies)? How do your organization’s operations, programs, and/or services reflect or respond to the specific community or intersection of communities you engage? (350 words max)**

*Tip! Operational aspects could include programming, leadership, organizational culture, staffing, professional engagement of creative workers, community interaction, etc.*1. **How does your organization ensure that the indicated community or intersection of communities are involved in the development, implementation, and evaluation of your operations, programs, and/or services? (300 words max)**

Please provide the following information for each indicated community: 1. **What percentage of your leadership identifies as \_\_\_?**
2. **What percentage of your governing board identifies as \_\_\_?**
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1. **What are some of the expected benefits for those who directly experience the work of your organization, and what approaches or methods does your organization use to understand its impact? (350 words max)**

*Tip! Consider how people can expect to benefit from participating in your programs or services. Similarly, every organization approaches the feedback from, the documenting of, and the learning outcomes of its specific programming or activities differently; consider what approaches or methods your organization uses to better understand the effects that its work has on participants.*

1. **Describe your organization’s resources and how your programming is impacted by your current access to those resources? (300 words max)**

*Tip! An organization’s resources can include funding, in-kind or volunteer contributions, administrative and artistic labor, as well as partnerships, and more. Consider what kinds of experiences you have had with different forms of resources.*

1. **What are the organization’s long-term areas for growth or improvement, how are these goals tracked, and what resources are needed to achieve these goals? (300 words max)**

*Tip! Areas of growth or improvement can relate to audience numbers, fiscal stability, accessibility practices, community engagement, specific programming/services, funder support, internal capacity-building, etc.*

Financial Documentation

The following question is asked in the Financial Documentation section of the application.

1. **Provide an overview of your organization’s current financial status and how you establish priorities and goals through your fiscal practices. (250 words max)**