# Narrative Questions: FY2023 Creative Capacity Grants, Levels 1-5

Some applicants find it helpful to develop their narrative responses using word processing software, outside the application platform. This allows them to draft responses with team members and monitor their word counts for each question.

This document is provided only for the purpose of drafting your narrative responses. You will still need to enter the responses you develop in this document into the online application.

Narrative

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

Tip! The values expressed in a mission statement speak to an organization’s unique vision, purpose, and goals. Consider how these values are reflected in specific programs, services, events, workshops, community activities, or internal practices.

1. Describe what goes into the development of your programming. (300 words max)

Tip! Consider how your organization approaches decision-making, determines program goals, and engages 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 approach, designing their programs/services to engage a more general community of participants, (e.g., a community arts center). Question 4 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 takes a **broad approach**, serving a general, non-specific population.
* Our organization centers a **specific community** or intersection of cultural communities.

If you chose **broad approach**, answer the sub-questions below:

1. How does your organization ensure an accessible and inclusive environment for participants of varying ages, cultural backgrounds, abilities, etc.? (350 words max)

Tip! Consider how your organizational structure, programming, professional engagement of creative workers, community interaction, etc. reflect or respond to diverse populations.

1. How does your organization use 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 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 engage the indicated community or intersection of communities 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 executive leadership identifies as \_\_\_?
2. What percentage of your governing board identifies as \_\_\_?
3. What are some of the expected benefits for those who participate in your organization’s programming and how do you gauge your success in delivering these benefits? (350 words max)

Tip! 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 the various resources your organization relies on to do its work and how they are allocated for maximum impact in pursuit of your mission and in service to your community? (300 words max)

Tip! Consider your resources broadly. An organization’s resources may include funding, in-kind or volunteer contributions, administrative and artistic labor, partnerships, and more.

1. What are your organization’s long-term goals for growth or improvement and how do you track your progress toward these goals? (300 words max)

Tip! An organization’s long-term goals may relate to audience numbers, fiscal stability, accessibility practices, community engagement, specific programming/services, funder support, internal capacity-building, etc.

Financial Documentation

Expenses & Revenue Narrative

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