# Narrative Questions: FY2025 Creative Capacity Grant · 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 Questions

* **Provide your organization’s mission statement. (150 word max)**
1. **Describe your organization’s programs or services in relationship to its mission. (300 words max)**

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)**

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)**

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?

Questions 4 & 5 request information regarding your executive leadership. For the purposes of this grant, executive leadership are the people on your staff who have the most deciding power. Examples include executive director, CEO, president, artistic director, directors of larger departments, etc.

1. **How many people serve the organization in an executive leadership capacity?**
2. **Please describe the composition or makeup of your organization’s executive leadership:**

Questions 6 & 7 request information regarding your governing board. This should be board members who are part of the governance structure of the organization and have a role in voting. This includes those who only vote if there is a tie. If you are a 501(c)3, this would be the board members who are indicated on your 990 filing with the IRS each year.

1. **How many people serve the organization on the governing board?**
2. **Please describe the composition or makeup of your organization’s governing board:**
3. **How many governing board members overlap with your organization’s executive leadership?**

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 9 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)**

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:

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)**

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)**

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. **How does your organization adapt programming, communications, or services to ensure that programming, facilities, virtual platforms, and activities support the participation of and access for people of all abilities? (300 words max)**

Consider any efforts currently being employed or plans in place to ensure that all organizational programming, facilities, virtual platforms, and activities support the participation of and access for people of all abilities beyond required ADA compliance.

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)**

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)**

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.

## Funder Report Narrative

* **This is your opportunity to bring your Funder Report to life, as if you were explaining aspects of it to the review panel.\* (300 words maximum)**

*\*The Funder Report examined by the review panel will not display any of the notes you left for yourself during the data entry process within DataArts.*