Narrative Form

Project Title

Project Starting Date   Ending Date

Location of Project

Is this a new project? _____   Or a repeated project? _____

Does this project have public presentation or community service component?

Yes ____   No ____

Respond to the following using no more than three pages.

Please include each heading with the appropriate response in the narrative.

1. **History of the Organization**

Give a *brief* history of the organization, including its purposes, mission statement, vision statement, goals, or anything else that may be pertinent.

Note: For organizations which are not solely arts organizations, information should relate primarily to arts programming and activities.

2. **Project Description**

Provide a general description of what the project is. What is the primary goal for the project?

Include specific information on artists involved in the project and a brief biography of the person in charge of project. Add any other information deemed important.

3. **Community Need**

What is the community need for the proposed project?

Community need can be demonstrated in the following ways (the below is not an exhaustive list):
- Demographic or statistical data showing disparities or needs
- Direct input from community, partners, or stakeholders of need
- Absence of similar programs, projects, or events
- Identification of barriers to access
- Alignment with local, cultural, or community values or identities

4. **Quality and Merit**

What are the goals of the project?

Describe the financial resources the organization has to support the proposed project.
- How might the project be affected with less than the requested funding?
- What expenses in the project budget are expected to be covered by RAP funds?

Quality and Merit can also be demonstrated in the following ways (the below is not an exhaustive list):
- Clear, realistic outcomes
- Evidence or assessment of impact
- Capacity of the applicant to execute the project
- Inclusion and accessibility strategies
- Effective outreach, audience, and/or community engagement

5. **Unique or Innovative**

Is this project unique or innovative? This can be measured in the following ways (the below is not an exhaustive list):
- First of its kind in the region or community

- Addresses a previously unmet or under-addressed need
- Uses novel delivery methods or formats
- Integrates uncommon collaborations or cross-sector partnerships
- Adapts or repurposes existing models in a new context
- Demonstrates creative use of limited resources
- Incorporates community in the creation process (co-creation)
- Uses emerging technologies or techniques
- Demonstrates measurable impact differentiators
- Influences or inspires systemic change

6. **Target Audience**

Who is the target audience? Does this project develop new audiences for the arts?

7. **Special or Underserved Populations**

Are special or underserved populations affected by this project? Describe how the project may promote or preserve art forms from diverse cultural traditions.