NDCA Institutional Support Grant Narrative Template

Organization Mission Statement *(Required)*

Provide the applicant’s board-approved official mission statement. Do not include additional information such as vision or values statements.

Organization History *(Required)*

This section helps introduce your group to panelists who may not be familiar with who you are.

* + Provide a brief general history of the applicant. Summarize why and how the group formed and what it does.
	+ Give a brief description of the group’s structure.
	+ What kinds of events or programming has the organization provided over the past five (5) years?

Narrative

1. Organization Description
	* Give a brief description of the organization and its structure, including staff, board, volunteers, and support organizations as well as number of individuals in membership and/or benefitting.
	* Briefly describe the organization’s activities over the last three (3) years, including the obstacles that have been faced and how they were overcome.
2. Artistic Priorities
	* Include the artistic priorities of the organization (artistic excellence, arts education, service to other organizations, etc.)
	* Explain how artistic quality is determined.
	* Describe the process for artist selection. Are North Dakota artists included?
3. Arts Activities
	* Detail four (4) separate art activities per year for the last two (2) years.

For each activity include:

* + 1. Fiscal year and activity start and end date
		2. Venue name, city, and state
		3. Name of activity and purpose
		4. Key artists
		5. Number of adult participants and audience, if applicable
		6. Number of under 18 participants and audience, if applicable.
1. Community, Engagement, and Public Benefit
	* Describe the organization’s community, including economic and population characteristics.
	* Name community partners included in planning, implementation, and participation in the programs.
	* Explain how arts programs are promoted and audiences developed, including outreach and/or educational programming.
	* Describe key accomplishments, current challenges, and plans going forward.
2. Expanding Access
	* NDCA recognizes that to become a culturally sensitive organization can take time. List any internal or external efforts your organization is currently undertaking to expand access and remove barriers for your community. For instance, if there are costs associated with attendance, what considerations are made for those who may find this a barrier? (e.g., free admission, membership discounts, financial aid, and/or scholarships, etc.)
	* Explain any anticipated short and long-term outcomes that will be achieved to strengthen a commitment to these goals.

Accessibility

* + The organization is required to be programmatically and physically accessible. In what ways does the applicant ensure that people with disabilities can participate? Examples might include ADA accessible venue, ASL interpretation, audio described performance, large print programs, sensory tours, etc.
	+ Describe the process of how a participant or attendee with a disability can request accommodations to access the funded activities and/or programs.
	+ Describe the applicant’s board-approved accessibility plan. (*Required*) (1,000 maximum characters)
1. Planning and Evaluation
	* Explain how the organization’s strategic or multi-year plan was developed and how it is implemented on a regular basis.
	* Explain defined, measurable, and meaningful methods the organization uses to measure success.
	* Explain any significant managerial/administrative changes in the past two (2) years, and if the organization anticipates any such changes in the near future.
	* Attach the current Strategic Plan or Multiyear Plan (upload a pdf) or provide a link to the current Strategic Plan or Multiyear Plan.
2. Financials
	* Describe the organization’s financial history and current financial situation. If there is a current deficit, describe the cause and plans to address it. Include any major changes in funding that might occur over the next three (3) years.
	* Describe the organization’s primary sources of funding for programs other than NDCA's grant.
	* If the organization has an endowment or reserve account, explain its anticipated use.

Outcomes

Institutional Support applicants must identify three (3) distinct, measurable outcomes that are related to one or more IS Program Goals. Grantees will be expected to evaluate activities, maintain financial records, and demonstrate measurable achievements during the three-year grant period.

Outcomes must support one of the following Institutional Support program outcomes:

* Arts organizations effectively manage and apply resources to maximize impact for North Dakotans.
* North Dakota audiences are more likely to participate in relevant, inclusive, and accessible quality arts experiences.
* North Dakotan communities are stronger or more vibrant because of art’s impact on social, civic, or economic life.

Organizational Outcome Statements

Identify three measurable outcomes. These are brief statements of key organizational priorities.

Organizational Outcomes - Description

* Describe how the outcomes will be achieved and how they will benefit the communities served.
* Explain how each outcome will be evaluated.