NDCA Professional Development Grant Narrative Template

Organization Mission Statement

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

Organization History

* Provide a brief history of the organization. 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? Briefly describe activities over the past five (5) years.

Review Criteria

1. Arts Activity (0-5 points)

* Describe the activity to be supported by the grant.
* If the proposed activity is an event, include the full name of the event, the host of the event, location, date(s), and who will be participating in the activity. Provide details about the event and how the applicant(s) will participate.
* If the proposed activity is to hire a professional consultant, advisor, or teaching artist, include the name of the professional, dates of the activity, and who will be participating in the activity. Provide details about why the professional has been chosen and what they will be providing as a professional development learning opportunity.
* The budget should be appropriate to the actions and outcomes of the activity.

1. Benefit (0-5 points)

* Describe the benefits of participating in the proposed activity. What knowledge and skills will the applicant acquire and develop?

1. Impact (0-5 points)

* Explain why the proposed activity is important at this time. Discuss how it will impact the organization or impact the individual’s career in the arts or in arts education. How will the applicant implement the knowledge and skills acquired?

Project Outcomes (Required)

In one or two sentences, state two (2) distinct project outcomes. The project outcomes must support the following program outcomes:

* Skills and knowledge are developed or expanded within an artistic discipline.
* Skills and knowledge are developed or expanded toward strategic administrative practices.