

Organizational Development Grant: Narrative

DIRECTIONS

For the “Narrative” section, please include your own typed pages. To ensure fairness, clarity and readability, it is *very* important that you submit the narrative using the following format:

- Maximum length is three one-sided pages with each page identified by the organization’s name and project title. Use a readable font with a type size 11 or 12 point.
- Please use 1-inch margins.
- Discuss each of the four criteria (Quality, Impact, Budget and Ability). *Label each narrative section by the numbers, letter and section headings listed.*
- Put “breathing space,” or white space, within your narrative. Format your narrative in a way that is visually easy to read and the information is easy to understand.

NARRATIVE CONTENT

1. QUALITY: Overall artistic quality of the services

- Describe the arts services you would like to provide.
- Discuss the organization’s artistic staff, its commitment to high artistic standards, its recognition locally and/or nationally for excellence, etc.

2. IMPACT: Impact of this arts service on the Tempe Community

- Discuss how this program will work toward serving a community need in the City of Tempe. Describe how members of the community you want to reach have been involved in the development of the program.
- If the proposed program involves youth, the application must address how the program is relevant to the children it serves.

3. BUDGET: Strong fiscal health of the organization

- Describe exactly how the City of Tempe’s funds will be used. Budget should include financial support from the school or community.
- Discuss fundraising plans for this program. Be sure to include balanced and accurate budgets.

4. ABILITY: Ability to deliver arts services

- Discuss marketing strategies, program timeline, staff responsibilities, etc.
- Discuss the history of this organization’s involvement with the City of Tempe.
- In planning this program, what improvements have you made because of the evaluation of similar programs implemented by this organization? Describe the success and challenges of your organizations past projects.