

MCA 2025-2026 CULTURAL GRANT NARRATIVE APPLICATION INSTRUCTIONS

APPLICATION NARRATIVE

Please respond to each of these items. If an item does not apply to the organization's application, respond "Not Applicable." The responses are designed to give the panelists background information on the organization, its mission, and eligibility.

ORGANIZATION MISSION STATEMENT (750 max characters)

Provide the mission statement of your organization.

ORGANIZATIONAL OVERVIEW (12,000 max characters)

Give a brief history of your organization, including founding dates, date of incorporation, and date designated by the Internal Revenue Service as a 501 (c) (3)

Describe the administrative and artistic structure of the organization. Indicate which positions are full time paid staff, part time paid staff, independent contractors , and volunteers.

Provide organizational statistics for the last fiscal year, including budget total, the number of individuals served, number of artists participating, number on the Board of Directors, number of volunteers, number of volunteer hours, number of seasonal ticket holders or memberships, etc.

Describe the fiscal condition of your organization. Be sure to address any operating or fund balance deficit that currently exists, as well as any special fiscal circumstances which may exist for your organization at this time. Describe how these circumstances are being addressed.

PROPOSED PROGRAM/PROJECT (1,000 max characters)

Proposed Program/Project, including goals/objectives; the audience you intend to serve, including demographics and any special constituencies; provide a timeline for accomplishing the program/project and evaluation activities.

The proposed program or project must demonstrate artistic excellence and artistic merit.

The **artistic excellence** of the project includes the:

- Quality of artists, organizations, arts education providers, works of art, and/or services that the project will involve and their relevance to the audience or communities served.

The **artistic merit** of the project includes the:

Project's importance and appropriateness to the applicant's mission, audience, community, etc.

Ability of the applicant to execute the project based on factors such as appropriateness of budget, quality and clarity of the project's activities and goals and qualifications of the project's personnel

Potential to serve and/or reach those who are limited to access to the arts due to geography, ethnicity, economics, or disability
Evaluation method in place that tracks performance

PROPOSED BUDGET AND REVENUE SOURCES (2,500 max characters)

Describe the operating expenses for the program/project (salaries, marketing costs)

The requested grant amount may not exceed 50% of the anticipated total expenses, describe other funding sources, in addition to this grant that you anticipate will support the expenses.

What other funding sources, besides this grant, do you anticipate to support the expenses of this program/project? Describe the donations (both cash and non-cash) that your organization receives from the community. Describe admission charges, if applicable

Be sure to complete the budget form in detail

PROPOSED PROGRAM EVALUATION (1,000 max characters)

What methods (i.e., attendance figures, surveys, press reviews, etc.) of evaluation will be used to evaluate the success of your proposed program/project? Evaluation of your proposed project should be anchored by the questions you hope to answer via your evaluation procedures and whom you hope to provide with evaluative feedback about your program. Common questions might be: Who attended this program/project (demographic characteristics)? How did they learn about the activity? How many attended: Did the activity meet the attendees' expectations (like/dislike, suggestions given for improving the activity in the future)? Who responds to these evaluations?

Describe the final report that you will provide Marion Cultural Alliance at the completion of your proposed program/project that documents program excellence and success (e.g. positive review, recent achievements, awards, feedback from attendees). As a minimum, this report must include attendance figures, and number of activities of each type supported by the grant. Three to five electronic images depicting the grant program must be submitted with the report to MCA no later than 30 days after the completion of the program/project.

ACCESSIBILITY & NON DISCRIMINATION (1,500 max characters)

The applicant organization must have established policies and procedures which address diversity, as well as nondiscrimination against persons with disabilities. Marion Cultural Alliance requires that all funded programs are open to the public and grantees make programs/events/projects accessible to persons with disabilities. Describe your organization's efforts to make this program/event/project accessible to the public. Specifically, buildings and facilities (including historic facilities) are physically

accessible for the general public and employees. Programmatic accessibility including, but not limited to: public contact information, accessible electronic materials, accommodation for various disabilities.

The organization must provide equal access and opportunity in employment and services and may not discriminate on the basis of race, color, ethnicity, religion, gender, ancestry, national origin, geography, age, varying disabilities, pregnancy, sexual orientation, gender identity, marital status, familial status, citizenship status, or socioeconomic status. Address the organization's efforts to ensure equal access and opportunity. (attach policies in the support section)

Describe any particular obstacles or challenges to the success of your program/project (1,000 max characters)

ADDITIONAL SUPPORT MATERIALS (Step 3 of the Application Process)

Please upload any materials that will assist the grant review panel in evaluating the proposal. Examples include: Board of Directors, Bylaws, event programs/marketing, reviews of previous programs/projects, resumes of key artistic personnel involved, letters attesting to the organization's work, sample programs, surveys, policies related to accessibility and non discrimination.