The narrative portion of the application is your opportunity to make a strong case for funding and to share with the panel who you are and the impact a grant would have on you, your company, and/or its mission. **You should not rely on past accolades or assume any preexisting knowledge panelists might have of your work.** Please upload a document in which you clearly address the following **THREE** questions. Consider using section headings to break up the narrative for ease of reading. **The narrative must be a maximum of three (3) pages, 12-point Calibri or Arial font, with 1” margins. PDF format REQUIRED.**

**FOR COMPANIES**

**1. Describe your theatre's mission and vision, and organizational goals. What are the distinguishing characteristics of your company and work?**

Begin with a concise and clear mission statement. The applications that tend to be most successful provide specific information for the panel about the distinguishing characteristics of their organization and/or artistic work. You should include in your response the unique impact your organization has on the artists you work with, your audiences and local community, and/or the art form. You should also address how your organization and/or work contributes to a diverse, inclusive, and equitable theatrical field. If your work is directed toward a particular community, explain who that community is, why it is important that your theatre reach that group of people, and how you hope to impact them.

**2. Describe your company's core programs, or areas of work. How do they help you achieve the above stated goals in relation to your audience and mission?**

The applications that tend to be most successful are those that not only clearly and concisely explain the company's core programs, but that also illustrate a direct relationship between the programs and the mission. If your theatre offers a broad range of programs, articulate the through-line that connects all programming to the mission, as well as the artistic aesthetic that makes the varied offerings unique to and representative of your theatre.

**3. Describe an opportunity you have identified or a challenge your theatre is facing, and explain how this grant will help you address it. Clearly describe the amount of funds you are requesting and how you plan to allocate them, should you receive a grant.**

The Nancy Quinn Fund is a grant for general operating funds. Funding can be used for whatever will benefit your company the most; it can support general operating costs or be applied to any organizational need including artists' fees, rent, marketing materials, equipment, etc. The applications that tend to be most successful include a significant amount of detail about the grant request, how it will be utilized, and *what the impact of the funding will be on the organization.* For example, if you apply for $1,500 to hire a development assistant, how many hours of the assistant's time will that fund? Do you have, or need, other resources to supplement the grant? If so, how do you plan to raise the additional funds? If you are applying for general funds, make a strong case for how grant funds will support mission-related activities and/or operations needed to sustain them. Please also do necessary research to make sure that your request is budgeted appropriately.

**FOR INDEPENDENT PRODUCERS OR ARTISTS**

**1. Describe your artistic mission, vision, and goals. What are the distinguishing characteristics of your work?**

Begin with a concise and clear statement of your artistic mission. The applications that tend to be most successful provide specific information for the panel about the distinguishing characteristics of your artistic work. You should include in your response the unique impact your work has on the artists you work with, your audiences and local community, and/or the art form. You should also address how your work contributes to a diverse, inclusive, and equitable theatrical field. If your work is directed toward a particular community, explain who that community is, why it is important that your theatre reach that group of people, and how you hope to impact them.

**2. Describe the type of work you make and/or produce, and other relevant parts of your artistic practice. How does your artistic practice and work help you achieve the above stated goals in relation to your artistic mission and the audience that attends or engages with your work?**

The applications that tend to be most successful are those that not only clearly and concisely explain the artist’s work, but that also illustrate a direct relationship between the work and your artistic mission, vision, and goals. If you have a broad range of projects, articulate the through-line that connects all your work to your artistic mission, as well as the artistic aesthetic that makes the varied offerings unique to and representative of you as an artist or producer.

**3. Describe an opportunity you have identified or a challenge you are facing, and explain how this grant will help you address it. This is your chance to make the case for the impact of a general operating cash grant on you and your work. Clearly describe the amount of funds you are requesting and how you plan to allocate them, should you receive a grant.**

The Nancy Quinn Fund is a grant for general operating funds. Funding can be used for whatever will benefit your artistic work the most; it can support general operating costs including artists' fees, rent, marketing materials, equipment, etc. The applications that tend to be most successful include a significant amount of detail about the grant request, how it will be utilized, and what the impact of the funding will be on the organization. For example, if you apply for $1,500 to hire a development assistant, how many hours of the assistant's time will that fund? Do you have, or need, other resources to supplement the grant? If so, how do you plan to raise the additional funds? If you are applying for general funds, make a strong case for how grant funds will support mission-related activities and/or operations needed to sustain them. Please also do necessary research to make sure that your request is budgeted appropriately.