**2019 Edith Lutyens and Norman Bel Geddes Design Enhancement Fund**

**APPLICATION NARRATIVE GUIDELINES**

The narrative portion of the application (**four pages maximum** with 1” borders using Calibri or Arial 12-point font) should address each of the following:

1. Describe mission, vision, and core programming of the company.
2. Describe the production for which your company seeks enhancement funding, including the artists involved, 2018 production dates and location, and any other details that will help the panel understand the concept of the show. Please discuss how this production helps the company to pursue and fulfill its mission.
3. Describe the original concept for the design element that will be enhanced. If there are multiple design elements for which funding is sought, the application should describe each one.
4. Describe the new design concept for the element(s) you seek to enhance. Please be sure to fully articulate the difference between the original design (item 3) and the enhanced design (item 4). Please note that the request must constitute a genuine enhancement to design elements; a lack of funding from the Edith Lutyens and Norman Bel Geddes Design Enhancement Fund should not cause a production to fail either financially or aesthetically.
5. Describe the impact that the design enhancement (or multiple enhancements) will have on the artists and audiences served by this production. In this section, you may also choose to include statements from the designers themselves about the impact they envision resulting from the augmented design(s).
6. Briefly summarize the use of enhancement funds, including a breakdown of costs for the enhancement and the total amount requested from the panel. Please make sure that the request matches the number entered on the launch page of the application and the number detailed in your production budget. Remember that salaries, artist fees, labor costs, training, and travel cannot be funded by this grant.