The narrative portion of the application is your opportunity to describe your organization's mission, core programming, and goals for the future, and to distinguish your theatre from others in the city. It is also your opportunity to make a strong case for funding and to share with the panel the impact a grant would have on your company and 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 **FIVE** questions. Consider using section headings to break up the narrative for ease of reading. **The narrative must be 2-3 pages, 12-point Calibri or Arial font, with 1” margins. PDF format REQUIRED.** You may itemize your answers or write a flowing narrative, but you must answer all applicable questions. Keep in mind the grant and space guidelines and the evaluation criteria when providing your answers.

**1. Describe the company's mission and vision, and your organizational goals. What is your contribution to the nonprofit theatre in New York? What is unique about what you offer to the audiences and artists you serve?**

Begin with a clear and concise mission statement. Your response should explain what kind of impact the company leadership wants to have on the art form, audiences, and artists. If your work is directed toward a particular community, explain who that community is, why it is important that your theatre reach that grouping 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. Provide a clear explanation of your intended use of the space that you would like to book, or multiple uses if applicable.**

Clearly address in your answer the amount of in-kind credit you are requesting, how many hours your request would allow you to rent, and how you would utilize those hours if you were to receive the grant. A table may be helpful. [Information on rental costs can be found here](http://www.art-newyork.org/rehearsal-space).

**4. Describe the impact of this programming on your organization’s mission and goals. How does this program further the work of your company and mission? What impact (financial and programmatic) would receiving this grant have on the company?**

If the Creative Space Grant would allow you to create a new resource or launch a new program, please explain that here. Be sure to describe the programming you are requesting space for in detail, and take the time to clearly relate this programming back to the company’s overall mission.

**5. REQUIRED ONLY FOR COMPANIES THAT OWN OR HAVE A LONG TERM LEASE ON REHEARSAL/PERFORMANCE SPACE: If you currently own or have a long-term lease on rehearsal and/or performance space, explain why you need additional space above and beyond your own resources, and how your spaces will be put to use at the same time as your requested bookings.**

It is crucial to make a compelling case for how receiving this grant will impact your company’s programming, mission, or operations beyond your current rehearsal/performance space.