

## **Narrative Statement**

The narrative portion of the application is your opportunity to describe your organization's mission, core programming, goals for the future, and to distinguish your theatre from others in the city. Organizations should not rely on past accolades or assume any preexisting knowledge panelists might have of their 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 font only (alternate font: Arial). PDF format REQUIRED.**

**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. 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 a challenge your theatre faces, or an opportunity you see, and explain how this grant will help you address it. Clearly mention in your answer 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 general operating grant. 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. For example, if you apply for \$1,500 to hire an 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.