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 five (5) questions. Consider using section headings to break up the narrative for ease of reading. **The narrative must be a maximum of four (4) pages, 12-point Calibri or Arial font, with 1” margins. PDF format REQUIRED.**

**1. Describe your theatre's mission and vision and core programming or areas of work. 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 the production for which your company seeks enhancement funding, and discuss how this production helps the company to pursue and fulfill its mission.**

Include the artists involved, production dates and location for the grant period (July 1, 2020 – June 30, 2021), and any other details that will help the panel understand the concept of the show.

**3. Describe the original and new design concept for the element(s) that you seek to enhance.**

If there are multiple design elements for which funding is sought, the application should describe each one. Please be sure to fully articulate the difference between the original design and the enhanced design. NOTE: 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.

**4. Describe the impact that the design enhancement (or multiple enhancements) will have on the artists and audiences served by this production.**

Do not rely on an assumption that bigger (or more) is automatically better. You should carefully explain how the enhancement will affect the audience and/or artist experience with the production, and the opportunities such an enhancement might provide to the company and its artists. Please note again that the proposed enhancement must be a genuine enhancement and that the original design should not be framed as a failure either financially or aesthetically. 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).

**5. 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 and budget notes. **Remember that salaries, artist fees, labor costs, training, and travel cannot be funded by this grant.** If the grant request is not sufficient to cover the full costs of the enhancement, make sure to include how you plan to cover the remainder of the costs. If the planned enhancement would include reallocating expenses in your original design, clearly detail that reallocation in this section. You may find a table to be helpful.