

REVIEW CRITERIA – NARRATIVE OPERATING SUPPORT GRANT 2006 – EZ FORM

- I. SUMMARY** – Brief summary of organization in 3 to 4 sentences.
- II. ARTISTIC** –What are the qualifications of your artistic leader? How do you measure & improve the artistic product?
- III. EDUCATION, OUTREACH & COMMUNITY SERVICE** – How does your organization contribute to the broader community? Who gets involved and how?

ATTACHMENTS

REQUIRED – Attachments that are absolutely required to be included with your application

- Completed two-page application, signed by authorized official.
- Narrative answering each of the above points, maximum 2 pages one-sided, minimum 10 point type, 1" margins on white paper.
- Bio(s)/resume(s) of artistic leadership (volunteer &/or paid), clearly indicate their role within the organization.
- Board list with addresses & officer assignments.
- If your organization has had a deficit for more than 12 months, a summary of how the deficit was incurred and a board approved plan for reducing it must accompany your application.
- If you received funds from the Arts Council last year, include a copy of publication(s) that acknowledge the Arts Council's gift.

OPTIONAL – Any combination of the following that best reflects your organization's programs/services

- Documentation - Outreach materials, education packets, public relations materials, newsletter(s), critical reviews
- Make sure that all copies have documentation

APPLICATION CHECK LIST

APPLICATION ATTACHMENTS

Two page application
Narrative up to 2 pages
Schedule of events or current season brochure
Bio(s)/resume(s) of key artistic decision-maker(s)
Board list with addresses & officer assignments
Documentation

Clearly mark ORIGINAL copy and make sure that all documentation is attached. Copies 1-5 should also include documentation.

DEADLINES

- **Completed applications** must be received by the Arts Council of Greater Grand Rapids by the end of the business day (**5pm**) on **Friday, September 29, 2006**.
- **Applications** will be **reviewed** by the Operating Grants Panel in early **November 2006**.
- The panel's recommendations are scheduled for **board approval on November 20, 2006**.

Awards will be disbursed within **two weeks** after approval.