

REVIEW CRITERIA – NARRATIVE

- I. SUMMARY** – Brief summary of organization in 3 to 4 sentences.
- II. ARTISTIC** – How do you define artistic success? What systems do you have for planning & implementing? What are the qualifications of your artistic leader? How do you measure & improve the artistic product?
- Resources & systems for defining, planning, implementing, supporting, measuring & promoting artistic success.
 - Appropriately qualified artistic leaders (volunteer &/or paid) – RESUME(S) of key artistic personnel REQUIRED.
 - Excellent/appropriate service(s) to a clearly defined niche to include artists, students, audience, & general public.
 - Benefits of program(s) to artists & audiences through the production of new works, presentation of emerging artists, &/or innovative programs.
- III. COMMUNITY SERVICE** – How does your organization contribute to the broader community?
- Strategies that help your organization serve a broader community in ways appropriate to your organization's capacity – to include audiences, volunteers, communities, &/or artists of diverse racial/socio-economic backgrounds, physical challenges, &/or emotional disabilities.
 - Demonstrate strong relationships, collaboration, mentoring, shared learning, networking & cooperation with peers.
 - Reaching underrepresented audiences, artists, &/or special groups.
 - Organization's constituencies (volunteers, audience, artists etc.) show a demand &/appreciation of the product/services through their participation, attendance, volunteerism, &/or personal donation.
- IV. EDUCATION & OUTREACH** – What learning opportunities do you provide for your constituencies?
- Strategies or programs providing lifelong learning opportunities in &/or beyond the classroom – for artists, students &/or other attendees.
 - Commitment to service & outreach to diverse audiences, outlying areas, &/or special populations.
- V. MANAGERIAL EFFECTIVENESS & FISCAL RESPONSIBILITY** – How well do your systems & resources support your organization's mission, plan, & activities? Are they adequate, relative to your size & scope?
- Clearly defined leadership & balance of responsibilities for board, staff & volunteers, for planning, assessing & improving the artistic products & management systems. Organization is still learning by seeking next appropriate level of excellence.
 - Balanced revenue stream – appropriate balance of earned income to contributed income.
 - Resources, personnel, & artists are in place to support a level of production value demanded of its programming, mission, & niche.
 - Commitment to staff development & resources that enable organization to continue to improve.

ATTACHMENTS

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

- Completed three-page application, signed by authorized official.
- Narrative answering each of the above points, maximum 3 pages one-sided, minimum 10 point type, 1" margins on white paper.
- Include most recent schedule of events or season brochure. Make sure to identify collaborations. **Do not include facility rentals.**
- Bio(s)/resume(s) of artistic leadership (volunteer &/or paid), clearly indicate their role within the organization.
- Board list with addresses & officer assignments.
- Requests over \$2,500 must include a copy of the most recent completed audit, financial review, or year-end statement.
- 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

APPLICATION CHECK LIST

APPLICATION ATTACHMENTS

Three page application
Narrative up to 3 pages
Schedule of events or current season brochure
Bio(s)/resume(s) of key artistic decision-maker(s)
Board list with addresses & officer assignments
For Requests over \$2,500 - audit, financial review or year-end statement
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 of approval.

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