

CAIG/CU APPLICATION NARRATIVE

A. COMMUNITY ENGAGEMENT AND IMPACT (48 points)

1. Planning (15)

Describe the planning process providing evidence of planning that included a wide range of voices and perspectives from the targeted community.

The planning should include:

- a. The location of your project's target community.
- b. Specifically, who (from the target community and your school) was involved in the planning and what was their role?
- c. What unique needs of the target community area did your planning group take into consideration?
- d. How you arrived at the project arts/cultural focus?
- e. How the project cultural focus will benefit your target community area?

2. Outcomes: (9)

- a. Clearly outline the specific outcome/s for the project. **Outcomes** are the short-term and intermediate changes that occur in learners, program participants, visitors, etc. as a direct result of the project.
- b. Outline how you will measure each outcome: who will do the measuring, specific methods you will use to measure outcomes, who will analyze the data and who will review and report the findings.
- c. Outline the community impact anticipated and how you will determine the impact. **Impacts** are the broader changes that occur within the community, organization, society, or environment as a result of program outcomes.

3. Implementation: (24)

- a. Describe specific activities that will occur during the project.
- b. How will you invite the citizens of Hillsborough County to participate in the project? Specifically, what electronic and print communication tools will you use to reach the citizens in your target area/s and what partners will you use to assist you in "getting the word out"?
- c. How will the project be made accessible to those beyond your school community? (Examples: free and ample parking, satellite performances/exhibitions, live streaming, etc.)
- d. In what ways will the project leverage existing or new cultural assets to create pathways for supporting rural and/or underserved communities?
- e. List the community partners and their role in the project's implementation.

B. CULTURAL/ARTISTIC MERIT OF PROJECT (30)

1. Artistic Personnel and Timeline

- a. List the qualifications of the project's artistic manager and their specific role in the project.
- b. Outline the qualifications of all other artistic personnel, from your school and/or the community, and each person's role in the implementation of the project.
- c. How will you ensure high quality, relevant arts and cultural experiences designed to attract a diverse audience of Hillsborough County residents
- d. Provide a detailed timeline of the project. (Attachment not to one page)

C. FINANCIAL AND ADMINISTRATIVE OVERSIGHT (21)

1. Outline the qualifications of the administrative staff for the project and the role of each in the project to ensure its success.
2. Outline the qualifications and role of the staff who will be providing financial oversight for the project.
3. What is the total budget for the project, the amount being requested from the Arts Council and the amount of other funding or in-kind.
4. State the percentage of the total amount of project costs being requested from the CAIG/CU grant.
5. Explain how the budget is reasonable for the activities listed and outcomes expected.
- 6.. If other funding or partner in-kind is also needed to complete the project, identify the funding partners, the amount of funding they will be providing and identify what aspect of the project the additional funding will be covering. This will also be entered on the budget page.
7. Enter budget numbers using the provided Project Budget pages provided.

ATTACHMENTS: (1)

Upload all additional required documents.

* Timeline (One-page limit)

* Letters of partnership: Letters must be from identified partners, and partners must state their contribution to the project. General Letters of Support should not be included. All letters must be signed and dated with a current date. The Partnership Letter may be one of intent should the project get funded; however, all potential partners must specifically state their role in the implementation.

File size is limited to 2 MB. Maximum number of uploads is 3 (three). Like files (such as multiple Partnership letters) may be combined into 1 (one) file. Allowed upload file types include: PDF, MS Word, Excel.

Please note that a two-page **CAIG/CU Grant Guidance: Outcomes, Impact and Ideas** is provided for reference. This document may help you with project ideas, outcomes and impact.