# Equity Response Application Template

## DIRECTIONS:

This is an optional template that applicants can use to draft responses to MRAC Equity Response grant program. Narrative drafted here will need to be cut and pasted into the online grant application. This document is not the grant guidelines; please reference the guidelines first and then use this document.

Character counts include letters, numbers, spaces, and paragraph breaks. There is no formatting (bold or italics). You may find that you do not need all the characters allotted. Do not include links in narrative text fields, the review will be limited to your application.

In Word, to check character counts, highlight the section and then click on the word count on the bottom left of the screen and a window will open that counts characters **with spaces** for the section you have highlighted. You may also go to Review and select the ABC123 icon.

In Google Docs, Select Tools, then Word Count and a window will open that counts characters **with spaces** for the section you have highlighted.

### Purpose and Background (1500 characters)

Summarize why and how your group formed, and what it does. What is its history? What is the group's mission or purpose for forming? In general, what kind of arts programming has it produced, and/or does it plan to produce? This section is not rated by panelists, but helps introduce your group to panelists who may not be familiar with what you do or your group’s artistic output.

DRAFT YOUR RESPONSE TO THIS SECTION HERE

### Community (3000 characters)

Communities can be defined as a geographical neighborhood, or a community centered around artistic practices, or shared cultural identities.

1. Describe your community. Consider using statistics, numbers, qualitative information, etc.
2. How is that community included in leadership in your group or this specific project?
3. What shared interest, challenge, or demand exists within this community that your group addresses?
4. What is your vision for staying relevant to your community to meet their needs?

DRAFT YOUR RESPONSE TO THIS SECTION HERE

### Proposed Project (4000 characters)

1. As the purpose of this grant is to help applicants provide access to the arts in this changing environment (COVID-19 and social change realities of today), please describe your current situation/position as it relates to creating access to the arts for your community.
2. What are the proposed activities that address your situation/position?
3. Who will be involved in the project?
4. When will the project take place?
5. How will the project impact your organization or group?
6. If your project expenses exceed $2500, how will you cover the costs beyond this grant from MRAC?

DRAFT YOUR RESPONSE TO THIS SECTION HERE

### Board of Directors/Advisory Committee (500 characters)

MRAC applicants are required to have either a board of directors or an advisory committee; these governing bodies must encompass a minimum of three individuals. Enter in a list of your board/committee members indicating their profession, organizational affiliation, or area of expertise, etc. This document may be made available to the public so please do not include contact information. If you are applying with a fiscal sponsor, do not enter your fiscal sponsor's board; enter your group's advisory committee. **Individuals named on this list must know that they are part of the leadership team of the applicant and know this proposal is being submitted.**

A listing might look like this: *Manny Mohammad, Lawyer, Minneapolis Law Firm, Board Secretary*.

DRAFT YOUR RESPONSE TO THIS SECTION HERE

### Total Project Budget Expenses (1000 characters)

List the major expenses of your proposal with dollar amounts. The expenses listed in the Total Project Cash Expenses field must equal the expenses detailed in the text box. Your project may be larger than the amount requested in this grant program. In the text box, provide simple explanations for the expenses, ie *$1000 equipment: laptop and printer,* or *$2000 personnel ($1200 for project manager and $800 for lead artist).*

DRAFT YOUR RESPONSE TO THIS SECTION HERE