

Arts Impact for Individuals Application Template

This is an optional template that applicants can use to draft responses to MRAC Arts Impact for Individuals grant program. Narrative drafted here will need to be cut and pasted into the online grant application.

In Microsoft 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.

Individual's Purpose (1500 characters maximum)

In this section, please share about yourself in general.

1. What are your goals or intentions related to arts access and/or community access to the arts?
2. If you have previous history in arts access and/or community access to the arts, what kind of programming have you produced in the past? If you are newer to arts access and/or community access to the arts, what do you envision your role being?

The information submitted here **will** be provided to panelists as part of their review of your application. Stronger proposals will help panelists understand how your goals and arts programming align with your project and community.

Be sure to answer each question; consider numbering your responses.

Draft your response to this section here.

Project or Program (3000 characters maximum)

In this section, please share about your proposed project or program.

1. Describe the project or program for which you seek funding.
2. What are the goals of this project or program?
3. In what ways does this project or program align with or advance your goals and intentions previously described in the "Individual Focus" section above?
4. What are the activities that will take place? Where will the activities take place? Describe the major activities that take place during the Eligible Funding Period.

The information submitted here **will** be provided to panelists as part of their review of your application. Stronger proposals will help panelists understand the specific ways the project or program activities and goals align with your goals.

Be sure to answer all four questions; consider numbering your responses.

Draft your response to this section here.

Community (3000 characters maximum)

In this section, please share about the people (community) involved in your project.

1. Describe the people your project or program benefits, and your relationship with these people.
2. Describe the connection between this project or program, and how it will benefit the people previously described in Question 1.
3. Who are the people working on the project or program? Describe their roles within the project or program. How are they aligned to the project or program goals?

The information submitted here **will** be provided to panelists as part of their review of your application. Stronger proposals will help panelists understand the specific ways the project or program's personnel, activities, and goals align with the people intended to benefit from the project or program.

Be sure to answer all three questions; consider numbering your responses.

Draft your response to this section here.

Project Budget Expenses (1000 characters maximum)

List the major expenses of your proposal with dollar amounts. Dollar amounts must be specific and cannot be given in ranges. Do **not** include in-kind or ineligible budget items. Please carefully review Project Eligibility and Ineligible Projects & Ineligible Expenses sections in the guidelines and the Appendix: Sample Budgets.

Examples of eligible cash expense items (This is not a complete list; you may request expenses that are not on this list):

- Contracted Artists
- Professional fees/consultants
- Supplies
- Space rental and/or equipment rental
- Accessibility-related costs (be specific)
- Equipment purchases. Individuals may request up to 25% of the Amount Requested for equipment purchases directly related to and necessary for the specific project/program.

This section will be shared with panelists as part of their review of your application. Stronger proposals will help panelists understand how the project's expenses align with the goals and activities of the project or program.

Draft your response to this section here.

Total Project Cash Expenses

Enter in a number.

- The Total Project Cash Expenses must be the sum of all items listed in the Project Budget Expenses field above.
- The Total Project Cash Expenses must be rounded to the nearest dollar.
- Your Total Project Cash Expenses must be the same number as Total Project Cash Income.
- **Note:** Your MRAC funding request cannot equal more than your Total Project Cash Expenses. However, your Total Project Cash Expenses can be more than the maximum MRAC grant amount.

The information submitted here **will** be provided to panelists as part of their review of your application.

Draft your response to this section here.

Amount Requested

Enter in a number. You may request up to \$5,000.

Ask for the amount of money, up to the maximum request amount, that you need to do your project. There is no advantage or disadvantage to asking for a smaller or larger amount.

The information submitted here **will** be provided to panelists as part of their review of your application.

Draft your response to this section here.

Project Budget Income (1000 characters maximum)

List the major cash income sources with dollar amounts and short descriptions. Dollar amounts must be specific and cannot be given in ranges. Do **not** include in-kind or ineligible budget items. Please carefully review Project Eligibility and Ineligible Projects & Ineligible Expenses sections in the guidelines.

- The Amount Requested **must** be included here. Enter in the number from Amount Requested followed by “MRAC Arts Impact for Individuals grant.”
- If your Total Project Cash Expenses are equal to the Amount Requested, enter in the number from Amount Requested followed by “MRAC Arts Impact for Individuals Grant”.
- If your Total Cash Expenses are larger than Amount Requested, enter in the number from Amount Requested followed by “MRAC Arts Impact for Individuals Grant” and outline how the project or program will be supported through other sources of income (such as other grants/fundraising, cash reserves in your bank account, or ticket sales).

The information submitted here **will** be provided to panelists as part of their review of your application.

Draft your response to this section here.

Total Project Cash Income

Enter in a number.

- Your Total Project Cash Income listed must be the sum of all items listed in the Project Budget Income field above.
- The Amount Requested **must** be included in this number.
- The Total Project Cash Income must be the same number as Total Project Cash Expenses.

The information submitted here **will** be provided to panelists as part of their review of your application.

Draft your response to this section here.