

Section 8

FY11 GOS Narrative Outline

Provide a full but concise discussion for each of the four operational areas in the order presented below. The Narrative may not exceed ten pages. Follow the topic suggestions as indicated to focus your remarks. Use a font that is no smaller than 10 point Verdana (this size font) or Times New Roman 12. Save your narrative as a separate file on the computer disc you are asked to submit as part of your application package.

I. Organizational history and program description (25 points)

- Summarize your operating history as an arts organization and describe significant accomplishments. Include the year you began operating and the reason your organization was started. If your organization has been in operation over ten years, describe ways you have benefited your local community. If you are a new organization, indicate how you hope to benefit your local community in the future through your programming.
- State your mission and explain how this operational grant will help you pursue your goals.
- Describe your board structure and discuss ways it connects your organization to your audience base and to your community as a whole.
- Describe your administrative staff and discuss their connection to your programming.

II. Community interaction and accessibility (30 points)

- Outline your goals involving outreach to underserved community groups and include comments on how these plans relate to the demographics of your audience area.
- Describe ways you seek public input in planning new/innovative art forms or more inclusive programming and cite examples of past influence on your program planning.
- Describe methods you are using to illustrate to state and local policy makers the public value of your programming.
- Describe any access efforts beyond the requirements of the Americans with Disabilities Act of 1990 your organization is pursuing to meet legal requirements or the physical access concerns of your audience base and artists/employees.

III. Educational outreach (20 points)

- Discuss your organization's current educational activities for all age groups and describe any new directions you wish to pursue.
- Assess the importance educational programming has within your organization's operating plan and budget allocations.
- Identify which organizational staff members coordinate educational activities and discuss their areas of emphasis and expertise.

- Indicate any collaboration you anticipate with educational organizations and comment on their input in planning these collaborations.

IV. Long-range planning and evaluation (25 points)

- Describe your long-range goals in marketing and publicity, including any specific programs for underserved groups you wish to reach.
- Describe your plans to generate new earned and contributed income beyond government grants, including the status of an endowment.
- Describe the strategic planning process of your organization and indicate where you are currently positioned in relation to a long range plan.
- Describe the methods used in collecting data for evaluating programming achievements and indicate how you plan to use the data collected.