

Summary of Narrative Items:

Advisory:

For this **Common Grant Application**, character limits are pre-set and cannot be altered by the Arts Council. The character limits are very, make that overly generous. They are limits, not suggestions. Discipline your writing to say what is necessary and do not ramble or provide irrelevant information just because you have the space to do so. More is not always better.

Basically, we just want you to tell us: Who are you? What do you do? What are you going to do with our money?

Section	Prompt	Characters
Org Background	<u>Brief</u> description of your organization's mission	4096
Org Background	<u>Brief</u> description of your organization's history	4096
Org Staff	Key Staff (Titles and <u>short</u> descriptions)	4096
Org Supp Question	What do you identify as your greatest challenge(s)? etc.	2500
Prog Background	Summary: Brief summary of your main program(s)	256
Prog Background	Overview: Overview of your main program(s)	4096
Prog Background	Goals & Objectives: Your organization's goals and objectives	4096
Prog Background	Reasons: Your reasons for presenting your programs	4096
Prog Background	Activities: Activities you are proposing	4096
Prog Background	Outcomes: Outcomes you hope to achieve	4096

Summary of Required Attachments and Support Materials:

Advisory:

You will need to attach a number of documents. Some are documents that you will provide. Others are specific forms that ACSV has provided for you to fill out – these four forms are underlined below. If a “submit” box appears at the top right of an ACSV-provided form – **IGNORE IT**.

Save all your documents and support materials in one RAF Application folder on your computer. This will make it easier for you to find and attach them when you are working on your application.

Attachments to be uploaded in “Organization Documents” section of application:

- Download your ACSV Regional Arts Fund funder report from the CDP website and submit as a PDF. *Name your file: CDP* When uploading to your application, select File Type “Budget.”
- Scan your (or your fiscal sponsor's) IRS 501c3 determination letter and submit as PDF. *Name your file: 501c3 Letter* To upload, select File Type “Tax-Exempt Determination Letter.”
- Download and fill out ACSV Board roster RAF document. To upload, select File Type “Biographies & resumes.”
- IF NECESSARY* Download and complete ACSV CDP Supplement. *For applicants who are unable to submit data for most recently completed fiscal year To upload, select File Type “Other information.”
- LEVEL 3 ONLY: Scan your most recent available audited financial statement and submit as a PDF. *Name your file: Audit* To upload, select File Type “Financial statement.”

Attachments to be uploaded in “Program Documents” section of application:

- Download and complete ACSV RAF Budget document. To upload, select File Type “Budget.”
- Scan a letter of support, review or audience survey and submit as PDF; OR submit Word Document with link to review. *Name your file: Letter of Support* To upload, select File Type “Letter of Support.”
- OPTIONAL Second letter of support. *Name your file: Letter 2* Select File Type “Other Information.”
- Download and complete ACSV Report RAF document. Report on Previous Grant is REQUIRED, even if you did not receive a 2011 CAF/RAF grant. To upload, select File Type “Other Information.”