

New Hampshire State Council on the Arts  
ArtLinks Application  
Narrative Questions for Second and Third Year Applicants  
FY \_\_\_\_\_



**Maximum Grant Requests and Required Matches for Second and Third Year Applicants:**

**Maximum Grant Request**

First year applicants may request up to \$2,500 for project planning or \$5,000 - \$10,000 for project implementation. Those receiving funding for implementation may apply for second-year funding for up to 50% of the grant amount received the first year, with third-year funding of up to 25% of the grant amount received the first year. Those receiving first-year planning funds may apply for \$5,000 - \$10,000 the second year, with third-year funding of up to 50% of what was received for second-year funding.

**Important Note:** All grant categories and amounts are subject to change, depending upon availability of state and federal funds for any fiscal year.

**Required Match**

Second-year grants must be matched by at least 50% cash (i.e., a \$5,000 grant must be matched by at least \$2,500 in cash)

Third-year grants must be matched on a one-to-one cash basis.

**OVERALL NARRATIVE BASICS:**

The narrative responses of the application should not exceed 5 typed pages, excluding required attachments as noted. Margins (not less than 1"), fonts (not smaller than 12 point) and spacing should provide easy reading for review panelists. Please number and respond to the following questions in the order in which they appear. Be sure your organization's name and title of grant are included on each numbered page. Here are the directions:

- 1. Complete the basic NHSCA Application form** indicating the lead applicant and partners (on our website at [www.nh.gov/nharts](http://www.nh.gov/nharts)). Give a short sketch of your organization and your partner organization(s). Attach a Partner Information Form for the lead applicant and each partner included in the project. On these forms be sure to note who will be responsible for: fiscal management; administrative oversight; source of community information/publicity; project staff and volunteers; cash contributions; non-cash resources and in-kind contributions; day-to-day operational assistance; project documentation and project evaluation.
  
- 2. Write a clear and detailed description of the youth development arts project** for which you are seeking funding. Be sure to identify your desired outcomes and note participating artists, dates and locations of your arts programs. How will the 2<sup>nd</sup> or 3<sup>rd</sup> year of your project contribute to youth development through the arts and support the National Standards and/or NH Curriculum Frameworks for the Arts?
  
- 3. Briefly summarize significant changes** you are making, if any as you plan for Year 2 or Year 3 project.

**4. Briefly describe how this proposal for Year 2 or Year 3 builds on your previous year's ArtLinks projects, outcomes and evaluations. In what ways, if any, will it change?** Attachment #1 (Required): Proposed timetable that relates Year 1, Year 2, and Year 3.

**5. If an artist residency is part of the project, indicate how the selection of artist(s) will be made; or, if the artist(s) already is/are chosen, please provide basic (several paragraphs) descriptions on each artist in the narrative. Attachment #2 (if necessary):** If any artist is not a member of the New Hampshire AIE, CA Artist Roster or Traditional Arts Listing, please include artist's resume and some artistic support materials.

**6. Attachment #3 (if necessary): If the project director differs** from the previous year, please attach a brief biography of the new director. Be sure to specify the "ArtLinks Project Director" in addition to overall official supervisor, or grants writer and development staff.

**7. Attachment #4 (required): Attach the budget form that accompanies the NHSCA basic grant application form.** Itemize expenses and indicate the sources for required matching funds (income). Include the daily/or hourly payment rates for artists/educators and staff involved with the program.

**8. Attachment #5 (required): Attach brief Letters of Agreement from each partnering organization** and artist that indicate how they will contribute to the project.

**9. Attach a project timetable,** including planning time necessary to develop the 2<sup>nd</sup> or 3<sup>rd</sup> year project.

**10. Are the facilities and activities physically accessible to persons with disabilities?** Is a plan in place to make the programs accessible via sign language interpretation or listening devices, large print programs, large type labels for exhibits, if necessary?

**11 How do you plan to publicize this project** to attract youth participants and audiences? How will youth be selected if there are limited spaces in the project activity?

**12. How do you plan to sustain this project, and raise funds** to meet the required cash match and sustain this project in the future? Attach a financial statement for your most recently completed fiscal year (lead applicant organization only).

**13. How will you document Year 2 or Year 3 of the ArtLinks project and assess the quality of arts experiences and learning** (photos, slides, videotape, articles, surveys, evaluations, rubrics, anecdotal stories, etc.)? Is this a different approach from Year 1, or Year 2?

**14. Describe the evaluation methodology you will use to continue measuring outcomes of this project** (e.g. initial and exit interviews with participants, questionnaires, audience or parent feedback forms, academic achievement, pre and post project, attendance etc.). Please include sample evaluation forms or rubrics. Will you be

working with a professional evaluator or consultant to assist with evaluation of your project? If so, give name and include resume.

**Required Attachments:**

- Basic application form and budget
- Partner information forms
- Artist support materials (if not previously juried by State Arts Council)
- Project Timetable
- Applicant Organization's Financial Statement
- Recent Board of Directors list from Lead Applicant Organization, including addresses and occupations of board members
- Bio/resume of Project Director (if changed from previous year)
- Letters of support from partners
- Samples of evaluation and assessment tools
- A few samples of documentation, press releases, photos (Please do not send originals!)

**Numbers of copies:**

Please send the Basic Application Form with original signature, project budget forms and responses to the narrative questions with above listed attachments, plus 5 copies of the entire package. Be sure to make a copy for your own files. Please do not staple materials together. Clips are fine. Materials may be organized in a folder or small 3-ring binder. If you include a SASE, I will return your work samples. Please label work samples clearly.

**Postmark Deadline: April 24, 2009**

Important Note on hand delivery: If you deliver your grant package in person, please be sure to ask for a receipt from the receptionist. Our office closes at 4:15 pm. Please do not leave packages at or under the door after the office is closed.

**Mail to:**

Catherine O'Brian, Arts in Education Coordinator  
The NH State Council on the Arts  
2 1/2 Beacon Street, Suite 225  
Concord, NH 03301-4447  
Phone: 603-271-0795  
Email: Catherine.R.OBrien@dcr.nh.gov  
Web: [www.nh.gov/nharts](http://www.nh.gov/nharts)