**take pART Grant Narrative Form  
FY 2025-2026**

**There is no word limit per question, however, narrative form must not exceed 8 pages total, with minimum font size of 11. Please ensure that you answer all 10 questions.**

**Name of Organization:**

**Name(s) of person(s) completing this form:**

**AMOUNT REQUESTED:**

**PROJECT SUMMARY: Please provide a 2-3 sentence description of your project:**

**PROJECT/PROGRAM QUALITY (40% of total score)**

1. Please briefly summarize your proposed project or program and how it aligns with your mission and values:
2. Briefly describe the staff and/or artists that will lead this project, their characteristics, and artistic practice:

1. Please briefly describe what makes your project unique and creative, including how you selected the artists or other creatives for this project:
2. Please describe how the project(s) or program is ***participatory*** and what kind of outreach you will do to engage the community:

**COMMUNITY IMPACT (30% of score)**

1. Briefly describe how your project or program serve or meet a community need that might not otherwise be met such as engaging underserved neighborhoods, economically disadvantaged communities, and/or communities of color:

**ORGANIZATIONAL CAPACITY (20% of score)**

1. Describe your volunteer base and/or paid staff and any other people or organizations that will help you carry out the project or program successfully:

1. Briefly describe how you will evaluate and measure the benefit or success of your project or program:
2. Please describe how you will conduct outreach and/or marketing, including social media, press releases, flyers, posters, newspaper ads, and other means, as applicable:

**APPROPRIATENESS OF BUDGET AND GRANT REQUEST (10 % of total score)**

1. Please describe your budget for this project or program and how you will raise the required matching funds, as take pART will not fund more than 50% of the project or program:
2. Describe how you would adjust your project or program if your grant award were half of the amount requested: