

# National Assembly of State Arts Agencies

## Inventory of State Arts Agency Grant Questions

### Sample Questions Asked on Applications and Final Reports

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In May and June 2005, NASAA assembled a database of “grant questions” – sample questions asked on state arts agency applications and final reports. The inventory includes 2,566 questions from 56 grant programs across 12 states. These examples encompass operating support, project support and community development programs. The information has been entered into a database that will help the field explore the kinds of questions state arts agencies do—and do not—ask of their grantees.

The following pages contain excerpts of the inventory database, representing the range of questions state arts agencies are asking within 10 key theme areas. Note that these are only examples, not recommendations. Nor, in the interests of space, did we itemize all 2,566 questions (so not all totals represent 100% of questions).

Nevertheless, we hope that this document will serve as a useful springboard for discussion of data collection strategies. We invite you to critique what you see here, “mooch” questions that would be helpful, and use the examples to inspire creative thinking about inquiry and data collection in your own state.

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**MANAGEMENT (985 total questions)**

# of ?s	? Content	Sample Questions Asked...
156	<b>Leadership</b>	<p>How many members serve on your board?            List your board members, including contact information.            List the roles and responsibilities of your board members.            Indicate if the board elects its own members or if the board is elected by the organization's membership. Indicate if your board has advisory committees, such as artist-advisory, civil rights or advocacy committees. Describe the board's major functions (e.g., fundraising, policy setting, etc.).            Who represents the organization and what role do they play?            How frequently does your board meet?            Are there specific requirements for individuals serving on your board?            Describe the characteristics of your board: its total size; ethnic or racial diversity; the average attendance at board meetings; number of meetings per year; the length of board terms; average tenure on the board; representative skills; and community groups represented on the board.            How many of your board members fall into the following demographic categories? &lt;followed by race/ethnicity list&gt;</p>
145	<b>Staff</b>	<p>Total number of full-time employees.            Total number of part-time employees.            Total number of unpaid/volunteer staff.            Total number of contracted personnel.            How many of your employees fall into the following demographic categories? &lt;followed by race/ethnicity list&gt;            Who are the personnel and what are their qualifications?            List of all current &amp; proposed positions with brief job descriptions.            Resumes of key personnel.            Who will provide leadership for the project, particularly artistic leadership?            Why each member was chosen to be part of the team.</p>
73	<b>Mission</b>	<p>Organization history.            Organization mission statement.            Organization's mission statement (this should be the mission statement formally adopted by your Board and which is the core of your formal or informal planning process).            Provide a brief overview of your organization's history and purpose, including its artistic objectives. If your organization is not solely an arts organization, describe the extent of its arts activities.            What makes your organization stand out from others of a similar artistic discipline in the state?            Please summarize the primary purpose of the organization, including the population served by the organization.            Describe your organization's values and how this initiative reflects and supports those values.</p>
88	<b>Programs</b>	<p>Artistic Function(s)            Describe your organization's main activities over the past few years.            List performing, literary, or film events and provide information about the space for presentation.            One page summary of the applicant organization's programs and services.            Provide a brief timeline listing your planning and programming for last year and this year.            List the artists or companies your organization has sponsored in the two most recent seasons.            Provide details such as number, range and scope of programs or events produced or presented.            List events, programs and services projected or planned by the organization during the next year (or just about started or just started).            Describe all current programs in sufficient detail to convey their purposes, qualities and interrelationship. Note briefly how they have evolved in nature, number and quality over the</p>

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		last three years and how you project them to develop over the next three years. Cite program achievements of the last two years. Describe how artists, arts programs, projects and/or services are selected and developed, how artistic decisions are made and by whom, and how success, particularly artistic success, is measured.
26	<b>Management and Operations</b>	<p>Briefly describe the management structure of the sponsoring organization and its connection to and oversight of this project.</p> <p>In the space below, summarize inadequacies and/or changes planned within next 5 years, specifically related to staffing, facilities, and technology acquisition.</p> <p>Please describe any significant changes in operations, facility, or staffing which occurred during this grant period.</p> <p>Describe the organization's managerial/administrative ability to carry out the arts program, and properly administer state and federal funds received.</p>
154	<b>Financial</b>	<p>Provide a narrative description that explains budget presumptions.</p> <p>Describe your organization's financial condition. Include information about any debts, deficits, endowment, surpluses, or cash reserves. Describe your principal sources of revenue and plans for long- term financial stability.</p> <p>Describe your development and fundraising strategy and how it is carried out. If you rely on in-kind donations, you may briefly describe these and their value here and/or complete the In-kind Chart (optional). Highlight any innovative earned income strategies. Be sure to describe any assets and financial instruments (endowments, cash reserves, lines of credit, etc.)</p> <p>Did the organization achieve or exceed its fundraising goals?</p> <p>Discuss the plans and methods being used to raise all funds necessary to accomplish the project as proposed. Indicate all commitments already obtained including those of the sponsoring organization.</p> <p>Describe your development and fundraising strategy and how it is carried out.</p> <p>Describe what efforts your organization will make to obtain new sources of funding, including planned fundraising activities, such as benefit events and membership drives.</p> <p>During the grant period, did your organization encounter any financial challenges and how were they addressed?</p> <p>Describe the types and sources of in-kind goods and services provided to your organization. Is the organization current in meeting its payroll tax liabilities?</p> <p>Is the organization current in meeting the terms of any debt it is carrying?</p> <p>Indicate if your organization has an accumulated cash surplus or operating reserve, and if so, how much.</p> <p>If your organization has a deficit or other financial problems, please describe them and your plans to restore the organization to financial health.</p> <p>Describe your policies and procedures for ensuring financial control. Explain how the board will be involved in financial review and how often financial plans will be reviewed.</p> <p>Please explain how your organization is financially responsible, including appropriate internal and external oversight and reporting as well as a listing of other sources of external funding your organization has received or are seeking for organization stabilization.</p> <p>SAA dollars awarded for this activity leverage \$___ dollars from other sources. List other sources.</p>
30	<b>Description of Current Project</b>	<p>Briefly describe how this project fits into the work of your organization.</p> <p>Provide an up to 50-word description of the project suitable for publication.</p> <p>Describe the proposed program/event. State why you are producing it and what you hope to accomplish.</p>
45	<b>Implementation of Current Project</b>	<p>Describe and list the number of performances, workshops, exhibitions and readings.</p> <p>List the specific events/activities the grant will support (if you propose a series of events, you may submit up to ten): Name of the artist/company/work to be presented, number of performances/workshops/readings/exhibitions of the artist/company/work, and dates of the events if known.</p> <p>Describe the performance(s) for which you are requesting support including: whether it is a series that includes several artists and performances, a single performance, a festival, etc.; dates, venues, audience capacity, total performance fee and amount requested from the SAA.</p>

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		<p>Provide a brief timeline for the project.</p> <p>Describe the program structure and youth activities. If this is a multifaceted project, discuss how the various activities relate to each other.</p>
33	<b>Documentation</b>	<p>Letter(s) of commitment from source(s) of matching funds.</p> <p>Your organization's two most recently completed certified audits.</p> <p>A copy of your organization's IRS tax-exempt determination letter</p> <p>A copy of applicant's current state Registration as Charitable Organizations letter.</p>
15	<b>Facilities</b>	<p>Do you own and operate a facility?</p> <p>Briefly describe the facilities in which your organization conducts its primary operations. Indicate whether you own, lease, or occupy donated space. Note the hours of operation and how the facility is staffed.</p> <p>How many facilities do you have and/or utilize for arts productions, presentations, exhibitions, classes, or other arts events and services?</p>

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**ARTISTIC QUALITY (149 Total Questions)**

# of ?s	? Content	Sample Questions Asked...
5	<b>Defining Quality</b>	Describe the means your organization will use to determine and ensure artistic and/or programming quality. Describe the way your organization will judge artistic and programming quality. How does your organization define and evaluate artistic quality or the quality of your services? Describe how the artist will be presented in a fashion that fully communicates their art form. How do you define and evaluate artistic quality internally? Your answer will help the review panel members understand how best to evaluate your organization artistically.
9	<b>Quality or Merit Statements</b>	What significant artistic contribution does your company make to the communities to which it tours? Describe the artistic quality and creativity of the organization. Discuss the artistic quality of the performance, and (if applicable) quality of workshops and/or lecture demonstrations. Describe how the project will artistically enhance the work of the organization. Describe your organization's history of artistic quality and creativity (paint a picture).
14	<b>Artist Selection</b>	Provide a description of the artists involved in the project, how and why they were chosen, and the rate of payment for their services. Describe the competition process for selecting the artist(s), including the names and credentials of the persons making the selection. Provide a brief overview of any previous projects, partnerships or community work on which the artist has worked.
42	<b>Work Samples</b>	Materials: Slides, videos, cassette or CD recordings, writing samples, DVDs or videos, etc. Work samples from the artist, if you are presenting an artist not on an artist roster. Submit slides, video or audiotapes, or other materials that will illustrate the quality of proposed arts programs. All applicants are required to submit material. Select carefully and emphasize your core activities or those directly related to your project. Describe the work sample, how it best demonstrates the artistic merit of the proposed request. Provide details regarding artists involved, the date of the work, event or performance. For slides, provide a list on a separate piece of paper including artist, title, year and dimensions. Cue videos & tapes to the selection described, for CD and DVD note the selected track.
34	<b>Reviews, Clips and Other Materials</b>	Magazines and journals of art criticism Catalogs, compendium of theatre reviews Additional printed support materials help panelists assess the quality of your programming activities as well as your efforts to involve the community. Submit up to five (5) items of additional printed material such as press reviews, program brochures, program notes, newsletters, artist training materials, curriculum materials and teachers' guides. Letters of support, sample brochures, programs, flyers, feature articles or other supporting materials that will help give the panel a sense of your organization. Describe the publications enclosed, how they best demonstrate the merit of the organization's programs and services provided through Institutional Support Program funding from the Commission.

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**PLANNING (211 Total Questions)**

# of Questions	Content	Sample Questions Asked...
33	<b>Goals and Milestones</b>	<p>What are the goals or end results your organization hopes to achieve through this project? What strategies/activities did you use to achieve your goals and outcomes? How did you plan for/evaluate this project?</p> <p>What are the presenting goals of your organization? How will this particular series achieve your goals? Discuss the rationale for selecting these artists and companies.</p> <p>What are the outcomes or measurable, tangible events that need to happen to achieve these goals?</p> <p>List the goals of this project. What do you hope to gain or accomplish? What is the intended impact and/or benefit? Be specific and clear that your goals are realistic and obtainable.</p>
20	<b>Process</b>	<p>What was the thought process, the institutional process that you went through to reach your plan and goals?</p> <p>How did you create your plan?</p> <p>Briefly describe your organization's strategic planning process, how and when it occurs, who conducts and has input to it, and how you evaluate success. Indicate exactly where your organization is positioned with respect to its current long range plan.</p> <p>Describe your organization's planning process. Briefly summarize key goals and objectives of your current long-range plan.</p>
17	<b>Challenges and Opportunities</b>	<p>In the coming two years what are one or two key internal or external issues, other than funding, that will most significantly affect your organization?</p> <p>Describe the current condition of the organization and the 2-3 challenges it is facing.</p> <p>What need or opportunity led to the development of this project? If it is based on a previous attempt, describe it, and whether or not it met the intended goals.</p>
32	<b>Financial Planning</b>	<p>Detail the steps you use to develop and monitor your annual budget.</p> <p>Does your organization have a deficit reduction plan? If so, please attach a copy of the plan. Has the plan been approved by your board?</p> <p>Describe your development and fundraising strategy for the program and how it is carried out. If the program relies on in-kind donations, you may briefly describe these and their value here.</p>
16	<b>Using Evaluation Results</b>	<p>Describe how you will use the assessment to plan future performances and activities.</p> <p>How have you evaluated your activities? What plans have you made to integrate the results of your evaluation into future programming?</p> <p>What did you learn during this period, and how will that influence further planning?</p>
23	<b>Materials</b>	<p>Submit a current copy of the: Education plan, Strategic plan, Long-range strategic plan, Cultural Diversity plan, Facility Management plan.</p>
11	<b>People</b>	<p>Who was directly involved in developing the plan?</p> <p>Who actually wrote the plan?</p> <p>Who within the organization (board, staff, volunteers), and who outside the organization (community collaborators) will be integral to the success of your plan? How, specifically, will you engage them?</p>
4	<b>Description of Plan</b>	<p>Describe your organization's plans for programs and services for the next two years.</p> <p>Do you have a written organizational plan? Provide the title and a brief description. In what year was it written?</p>
5	<b>Distribution of Plan</b>	<p>Describe how you plan to distribute information about your programs, including your marketing or audience development strategy/strategies.</p> <p>How has the plan been shared?</p>

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**EVALUATION (326 Total Questions)**

# of ?s	? Content	Sample Questions Asked...
32	<b>Accomplishments</b>	Describe specific accomplishments related to the grant (or in the last year for GOS). Discuss significant honors or awards received.
9	<b>Successes &amp; Challenges</b>	Describe the key successes/challenges/disappointments since the project received funding. Describe one or two significant challenges your organization has faced.
24	<b>Project Alterations</b>	Did you make any significant changes in your project from what was described in your original application? What key changes, if any, have resulted from these reviews? What was the problem or opportunity you were addressing in making the change?
46	<b>Articulating Intended Outcomes</b>	State the goals for the project. What measurable changes will take place? Articulate how your project activities, goals and objectives relate to the review criteria. Describe the project and how it did or did not meet the goals outlined in your application. For each of the "grant-years", list important milestones you plan to reach. How do the outcomes you desire translate into results within the period of the grant? Define your measures for success for the initiative and how you will document them. Think about your organization's most successful events or activities during the grant period just completed. Pick two and give us <specific information> about them. What would success look like in three years time?
89	<b>Methods</b>	Describe the methods by which your organization will assess/evaluate/document the activity/project. How will success be measured? Describe the tools/instruments/processes to be used to assess the activity. Explain how you have documented the impact of this project. How will you gather and track evaluation data? What will your process be for feedback?
31	<b>Applying Lessons Learned</b>	Describe how you will use the assessment/research to plan future performances and activities. Describe what you think you will learn through this research. Explain how you have used the evaluation information. How does evaluation of the success and/or shortcomings of past programs impact future program development? How are you integrating your learning into organizational practices? What did you learn from this project and how will that influence further planning? Describe the performance of your organization in the areas of program content and audience/community reaction or impact. How do you plan to advance or change your organizational practice as a result of these efforts? How does your organization evaluate its mission?
20	<b>Materials</b>	Submit a copy of any research tools, evaluation materials, survey instruments/results, etc Provide supporting evidence of the impact.
44	<b>SAA Self-Assessment</b>	Is there a current issue, topic or arts concern the SAA should be aware of? We welcome your suggestions for improvement. Offer suggestions about ways in which the SAA can better serve you and the arts community.

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**PARTICIPATION (765 Total Questions)**

# of Questions	Content	Sample Questions Asked...
458	<b>Numbers</b>	<p><b>Artists:</b>            Provide the number of artists participating.            The total number of artists who were directly involved in providing art or artistic services specifically identified with this grant. Include living artists whose work is represented, regardless of whether the work was provided by the artist or an institution---The total number of artists directly involved in providing art or cultural services specifically identified with the grant.</p> <p><b>Attendees:</b> individuals participating/benefiting, attendance, audience            Number of individuals who benefited from this grant.            State the size of your total audience in general for the past year.            How many individuals received free or discounted admission to events supported by this grant?</p> <p><b>Demographic Characteristics:</b>            Please provide a detailed breakout of your audience/participants/attendees by youth, adult, seniors, gender, racial/ethnic, state residents, disabled, members/subscribers, newsletter recipient, etc.</p> <p><b>Education:</b> schools, teachers, classes/workshops.            How many schools benefited from performances, docent tours, demonstrations, lectures, teacher training, teacher guides, or other services supported by this grant?            How many teachers/educators/administrators received training through this grant?</p> <p><b>Events/Activities:</b>            Total number of events/programs/workshops/exhibitions held during the grant period just completed.            Enter the total number of public activities/events supported through this grant.</p> <p><b>Media:</b> publications, broadcasts, websites.            Record audience estimates for radio, television, recordings, and large public events.            If your organization has any programs that are broadcast, how large is the audience they reach via radio, TV, web.</p> <p><b>Partners:</b>            Total Number of Volunteers working with your organization.            Total number of organizations served during the grant period just completed.</p> <p><b>Time:</b>            Total days artist(s) worked.            Average length of time that current participants have been involved.            Total hours of service provided by volunteers.</p>
73	<b>Populations Served</b>	<p>Provide a description of the artists/audiences/participants involved.            Are the groups you described reflective of the entire community your organization serves? If not, please explain.            Describe in your narrative the composition of audiences in terms of race, ethnicity, age, income level, education level, disabilities, etc. as best as you are able.            Identify and describe the common characteristics of current participants you are already serving.            For important federal and state funding distribution records, please: List the community(s) served by your organization. Include home cities of ticket buyers, museum or workshop attendees.            Names, mailing addresses, email and art forms of artists and arts organizations participating. We use this information to invite them to be registered in our statewide database.</p>
11	<b>Community Engagement</b>	<p>Describe how the community will be considered, included or involved in the planning process.            Indicate in what way they will actively and creatively participate in the project.            How was the community involved in the implementation of the project?            How would you describe your community support as regards this project?</p>

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		Name representatives of the target community you are serving and note what role they play in your organization.
20	<b>Education</b>	Describe your programs or services that promote lifelong learning, and their benefit to schools and educators. State your organization's philosophy on arts education. Describe how your organization is an educational resource for the community. Describe how you will educate the audience about the artist and their art form. Did any aspect of this project offer training for teachers/educators? If so, describe it.
41	<b>Evaluation</b>	Briefly describe your organization's most successful efforts of attracting new participants during the last year. Describe the methods your organization will use for the data collection, analysis and maintenance necessary for the organization's efficient arts delivery and participation building. Did you achieve your participation building goal? Please explain.
15	<b>Impact</b>	Describe in your narrative at least one anecdote of how an individual benefited in a meaningful way from one of your activities or how one of your programs demonstrated the public value of the arts. Describe in detail the anticipated impact of the project on the targeted community. What plans are being made to channel project impact and attention into broader support for the arts in the community? What is the effect of these participation experiences on people, their relationships with others, their communities and the state?
15	<b>Marketing</b>	Describe how you will promote the activity to your target audience. How will you promote and publicize your event(s)? Describe your marketing efforts and how they are designed to reach a target audience, leverage partnerships, and expand attendance. Describe how you plan to distribute information about your programs, including your marketing or audience development strategy/strategies.
35	<b>Materials</b>	Provide examples of: reviews, brochures, articles, annual reports, invitations, newsletters, publications, educational materials, etc.
24	<b>Reducing Barriers</b>	Describe the specific participation challenge or barrier to be addressed. You indicated a current participation issue or challenge that may be crucial to your organization's health and/or artistic vitality. What is the opportunity? What barriers must you overcome or remove? Describe all steps the project partners will take to ensure wide accessibility of the project to the public. Describe how barriers (economic, geographic, cultural, linguistic, physical, transportational, etc.) that may impede access to and participation in the project will be removed. Describe in greater detail any communities of persons within your service region that are underserved by your programs and services and/or the arts in general and for which your organization has developed outreach efforts. Describe those efforts.
63	<b>Strategy</b>	Describe how your project will broaden participation in the arts; deepen the arts experience of the individual; and/or diversify who participates in the arts. Describe your strategy to address this specific participation challenge or barrier and the specific outcome that is to be achieved within the context of the RAND Participation Model. How did participants' perceptual, practical and experiential barriers affect your operational and programming decisions? In what specific ways does your organization try to attract new participants? Describe in your narrative any efforts/successes in broadening, deepening and/or diversifying cultural participation among audiences, stewards and/or creators. How did you arrive at your participation-building idea? How does it support your mission and institutional goals? Why is participation development important for your organization? How will it benefit your organization?

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**PARTNERSHIPS (85 Total Questions)**

# of qs	? Content	Sample Questions Asked...
8	<b>Roles and Relationships</b>	Briefly describe your organization's role in this proposal. Describe the individual roles of the applicants/partners in the proposed project and how the partners will actively and creatively work together/collaborate to plan and implement the proposed project. If there are additional community partners beyond the applicants, briefly identify them, their role in the community and their role in the project.
9	<b>Describe Partners</b>	Provide a brief overview of the organizational partner, including its mission, programs, significant accomplishments, and role in the community. Describe the organizations and individuals whom you will enlist as partners to meet your participation goals. Describe how you will build relationships with your potential partners.
9	<b>Collaborations</b>	Describe the collaborations you have with other community and/or cultural groups. Describe how collaborating/working together as partners will impact or strengthen the organization(s), artist(s) and community. What appropriate and supportive collaborations are in place? What are the roles of each collaborator? Describe how the organization will be involved in, or cooperate with, statewide organizations and/or membership organizations
11	<b>Planning</b>	Provide a description of the planning process including the involvement of artists and other partners in planning the activities. Document the planning among community partners, and describe how this project will create or sustain your collaboration(s). Explain the plans to sustain this partnership beyond the program/project.
6	<b>Resources</b>	Describe how your organization has shared resources or developed partnerships with other arts or community organizations this year. Describe the contributions of cash, staff, and in-kind of each collaborating organization, and explain how/why this represents a serious commitment of the contributors.
9	<b>Materials</b>	Please provide letters demonstrating co-sponsorship of or collaboration in the proposed project. These letters should do more than just voice support for the project; they should clearly explain the writer of the letter's responsibility to the project. Please provide the following: letters of support, partner commitment, printed material about the lead partner and collaborating partners.

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**UNDERSERVED (238 Total Questions)**

# of qs	? Content	Sample Questions Asked...
23	<b>Describe Audiences</b>	Describe in your narrative the composition of audiences in terms of race, ethnicity, age, income level, education level, disabilities, etc. as best as you are able. Provide a description of the intended audience and participants and how your proposed activities will engage them. Discuss the organization's efforts to build participation by describing the demographics of your primary audience.
25	<b>Numbers Benefiting or Participating</b>	List underserved populations (e.g. rural, aging, youth, ethnic minorities, low-income, disabled) directly benefited or attach a separate schedule. Provide the number and type of underserved people benefited. Provide the number of artists: who are seniors, with disabilities, of ethnicities. Number of admissions: free, K-12.
19	<b>Accessibility</b>	In the space provided, state or summarize your organizational policy statement regarding accessibility. Please provide one copy of the following: your organization's Americans with Disabilities Act (ADA) access plan. How did you make these programs and services accessible to people with disabilities?
9	<b>Facility</b>	Detail the steps you have taken to promote physical, programmatic and communications access to your organization's facilities and events for people with disabilities. How are these facilities accessible to disabled persons? List and describe the accessibility features of the facilities in which you operate, as well as the features and accommodations you provide programmatically (large print, assistive listening devices, etc.)
7	<b>Diversity</b>	Describe in greater detail the steps your organization is taking or goals it has set to improve the cultural diversification of the organization, its programs and its audiences, as well as its overall impact on and benefit to diverse communities. Describe how the organization will promote diverse arts and culture. Explain your work to broaden and diversify your audience, including those with disabilities.
85	<b>Staff/Board Diversity</b>	Provide a list of your board of directors indicating ethnic make-up and members with disabilities. Of the total number of staff/Board how many are: African American, Asian American Native American, Latino, White.
21	<b>Outreach</b>	What are your outreach activities to expand to the general public adult or all-age audiences that traditionally do not currently participate in your programs? What steps are you taking to be inclusive? Describe the project's ability to serve the needs of the community, including potential public exposure and public benefit, and efforts to reach artists and audiences from culturally diverse groups.
8	<b>Planning</b>	How did you include the public in planning and evaluation of this project? If group planning and producing of this project doesn't reflect the demographics of the community served, please explain why not. Submit your current Cultural Diversity Plan, signed by your Board President.
18	<b>Evaluation</b>	In the space provided, summarize the successes your organization has achieved in providing greater accessibility since you last submitted an access plan to the SAA. Describe your successes and challenges in providing both physical and communications access to people with disabilities who attend/participate in your program(s).

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**ALIGNMENT WITH COMMUNITY NEEDS (109 Total Questions)**

# of ?s	? Content	Sample Questions Asked...
34	<b>Service Area</b>	What county(ies) do you serve? How do you define your community? Describe the primary geographic region served by your program/project.
32	<b>Community Characteristics</b>	Demographic Numbers: Race, income, education levels Describe your target community, its demographics and its artistic environment. Are there any special local features, characteristics, or conditions that have significant impact on the life of your community? If so, please describe. Define the community to be served by the project and describe it including the nature, number and its key demographic or distinguishing features. Support the description with documentation.
9	<b>Defining Needs</b>	What community needs are being addressed and how were these needs assessed? What need or opportunity led to the development of this project? Describe how you determined the interests and needs of your community, and how this performance meets those needs. Describe your understanding of the community's need for the arts, and how your organization will respond to that need. s
7	<b>Organizational Role</b>	Describe the current role of the group in the community. Describe the organization's ability to serve the needs of the community, including potential public exposure and public benefit, and efforts to reach artists and audiences from culturally diverse groups. How will this grant enable your organization to better serve your community?

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**IMPACT (79 Total Questions)**

# of Questions	Content	Sample Questions Asked...
14	<b>General</b>	<p>What effect, if any, will this investment of public resources have on the success of your community or region and its citizens?</p> <p>When completed, how will the project impact your community as a whole?</p> <p>Describe how the organization's programs and partnerships will provide public value; meaning positive impact on the community, such as cultural enhancement, community identity, economic development, etc</p> <p>Describe the immediate and long-term impact/benefits the proposed project will have on the community.</p>
13	<b>Goals/Results</b>	<p>What are the outcomes you desire? What is your institutional outcome and what is your community outcome?</p> <p>List the project's goals and objectives. Be specific about if you are addressing cultural tourism, economic development, or both.</p> <p>What do you think will be different within your organization and your community when this program has been completed?</p> <p>List the goals of this project. What do you hope to gain or accomplish? What is the intended impact and/or benefit? Be specific and clear that your goals are realistic and obtainable.</p> <p>What will be the long-term impact of the project on your organization's image and stature within the community?</p>
6	<b>Public Value</b>	<p>What public value or benefits to the community did you provide through SAA funding?</p> <p>Give clear evidence of how the organization's programs and partnerships will provide public value; meaning positive impact on the community, such as cultural enhancement, community identity, economic development, etc.</p> <p>How will changes in &lt;relationships with other organizations, community members, direct participants of your programs and services, or the community-at-large&gt; increase your public value in the community and in the state's nonprofit arts and cultural sector?</p>
8	<b>Economic</b>	<p>How will the project generate economic activity? What kind of activity? How will it grow over time?</p> <p>How will you measure the economic impact of the project?</p> <p>Identify the economic beneficiaries of this project. Describe how they will benefit.</p>
11	<b>Anecdote</b>	<p>Share a short story or anecdote that demonstrates the public benefit of your program and the use of state and federal funds.</p> <p>Based on a first-hand account you have received, give an example of how your programming has made an impact on an individual participant or the community as a whole.</p> <p>If you would like, give one anecdote that we may share in SAA publications and with the press about the impact of your program on your community.</p>
11	<b>Evidence</b>	<p>Explain how you have documented the impact of this project.</p> <p>How will participation and impact be measured?</p> <p>Document and plan what you feel will be valuable to observe, study, benchmark, and monitor based on the project goals.</p> <p>What do you plan to change or transform through your project?</p> <p>Please provide supporting evidence of this impact (i.e. materials created, data gathered, financial records, etc.)</p>
5	<b>Funding</b>	<p>What difference has this money made in your community?</p> <p>Describe the impact of state/federal funding on the project</p> <p>Viewing this grant as an investment, define your expected "Return on Investment" over the long-haul, beyond the grant period, into the future.</p>

**79 Total Questions**

**National Assembly of State Arts Agencies**  
**Inventory of State Arts Agency Grant Questions**  
**Sample Questions Asked on Applications and Final Reports**

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**ADVOCACY (203 Total Questions)**

# of ?s	? Content	Sample Questions Asked...
5	<b>Anecdotes</b>	Provide a brief anecdote conveying how the grant helped your organization/why the arts are essential to be provided to legislators/press or in publications.
36	<b>Crediting</b>	Did you credit the SAA/NEA? Attach samples of materials crediting the SAA and/or the NEA.
17	<b>Contacts</b>	Did you tell your legislators about this grant? Did you invite them to your events? How do you plan to involve your legislators?
16	<b>Letters</b>	Provide copies of the letters you sent to your legislators.
19	<b>Activities</b>	What did your organization do to promote public policy and/or funding that supports the arts during the grant period? Did your organization participate in Arts Day? Who are/were the members of your Board responsible for advocacy? What do/did they do?
13	<b>Publicity</b>	How did you promote/publicize the grant? How was the public informed about the funded activity? How do you plan to bring broader support for the arts through this activity?
83	<b>Districts</b>	What is your U.S. Congressional district? What is your state house district number? What is your state senate district number?

**203 Total Questions**