



Proposal Writing Tips

Disclaimer: Following these tips is not a guarantee of funding. Various grants and programs of the Arts and Education Council have specific requirements and review criteria. These tips are simply to be used as an aid in writing your proposal.

While completing your proposal, remember these tips:

1. Keep your login information to the online portal somewhere you will be able to access it.
2. Do not hesitate to ask questions of the A&E Grants and Programs staff.
3. Be brief, clear, and direct – focusing on the specific question asked.
4. Reviewers will be instructed to take a holistic approach to reviewing your proposal, so, take a holistic approach in writing it. Every section matters! Do not skip any questions!
5. Reviewers may have little or no knowledge of your organization, therefore do not assume the following:
 - a. They have extensive knowledge of particular artistic disciplines,
 - b. They know your jargon or the meaning of acronyms; or
 - c. They understand the characteristics of your community or audience.
6. Prepare your responses offline, then copy and paste your responses into the appropriate sections of the online application.
7. Limit the use of bullets and other formatting in text fields.
8. Use the ***“Grant Terminology Glossary”*** as a resource. The definitions of key terms should help guide your responses.
9. Add Cynthia-D@keeparthappening.org and Jessiree-J@keeparthappening.org to your safe senders list to ensure you receive all communications from the online grantmaking system.

To assist your organization in addressing the related Arts and Education Council’s ***Elements of a Vibrant Community*** more accurately, use the following guide:

- 1.) ***Build Bridges Between Cultures*** by promoting cross-cultural understanding through increased availability to and access of arts experiences that include and represent all races and ethnicities.
Does your organization or program - ,
 - a. Present works of art created by artists of diverse races, ethnicities, cultures and/or genders?
 - b. Create and/or present art that tells the story(ies) of diverse races, cultures, ethnicities and/or genders?
 - c. Identify and establish partnerships and collaborations that support equitable access to arts and healing experiences that promote diversity?

- d. Involve, at all levels of program decision-making, people who reflect racial, ethnic, cultural and gender diversity?
- e. Develop cross-cultural arts and healing partnerships and collaborations?
- f. Leverage assets and capacities with other arts and healing programs to expand impact, access and sustainability?

2.) Energize Communities and Forge Connections by showing your commitment to improving a person or community's well-being through the arts, particularly those that are underserved and/or revitalizing.

Does your organization or program -

- g. Establish partnerships and collaborations within the neighborhood in which the programs are physically located?
- h. Create an environment where all members of the programs' surrounding neighborhood feel welcome?
- i. Increase the variety and frequency of arts and healing experiences embedded in or accessible to neighborhoods throughout our region?
- j. Enliven indoor and outdoor public spaces throughout the region with artistic experiences?
- k. Optimize the use of resources already present in neighborhoods throughout the region to support equitable access to arts and healing experiences?
- l. Employ digital capabilities and use of social media to reach and engage neighborhoods?

3.) Enrich Lives by widening participation in arts experiences that deepen feelings of joy, engagement, and connection to the community.

Does your organization or program -

- m. Create arts and healing experiences that are participatory, social, recurring and encourages personal enjoyment and fun?
- n. Create arts experiences that enrich lives through the pleasure of life, in-person artistic expression that sparks joy and fun?