



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.

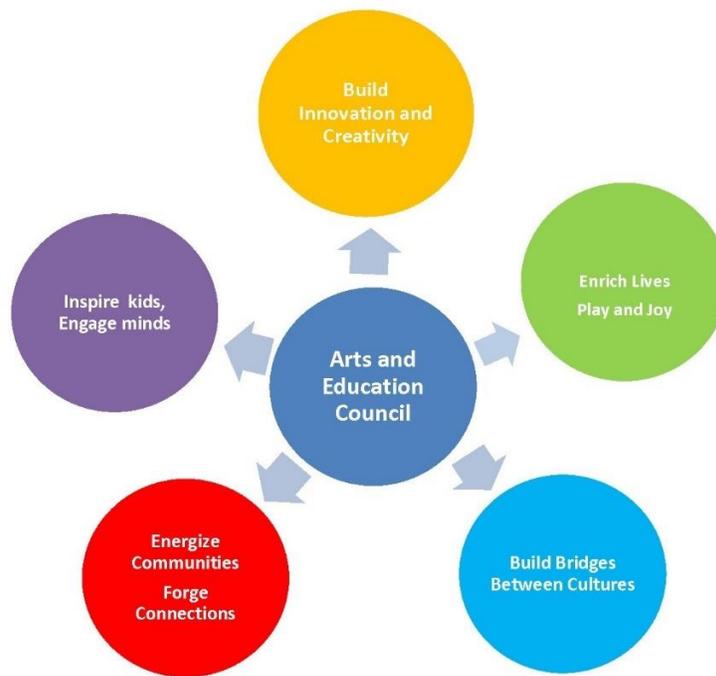
While completing your proposal, remember these tips:

1. Be brief, clear and direct – focusing on what is important.
2. Reviewers will be instructed to take a holistic approach to reviewing your proposal, so, take a holistic approach in writing it. Every section matters!
3. Reviewers may have little or no knowledge of your organization, therefore don't 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.
4. Prepare your responses offline, then copy and paste your responses into the appropriate sections of the online application.
5. Limit the use of bullets and other formatting in text fields.
6. Use the ***"Grant Terminology Glossary"*** as a resource. The definitions of key terms should help guide your responses.
7. 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.

The Arts and Education Council believes that a region rich with arts and cultural experiences is critical to creating and sustaining vibrant communities. We all have a role to play in fostering a vibrant, connected community for all. By supporting a wide variety of art forms and providing strategic leadership for the arts in the broader community, the Arts and Education Council creates an environment where the growing impact and ripple effect of the arts is felt and celebrated by the entire community. The ***Elements of a Vibrant Community*** provide a focus for the Arts and Education Council's community investments and strategic program initiatives.

The ***Elements of a Vibrant Community*** are designed to achieve **four** things:

1. **Align** with broader community goals that the region has identified through the Ferguson Commission Report and others;
2. **Provide** more clarity around the kinds of activities and outcomes the Arts and Education Council desires;
3. **Leverage** more support from our donor community by demonstrating the importance of the arts to our regional community; and
4. **Meet the needs** of our stakeholders who desire supporting, responsive and dynamic grant programs that are proportional, impactful, and measurable, resulting in significant positive community impact.



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

1. ***Build Creativity and Innovation*** by attracting and retaining talent, visitors and businesses to the region. Does your organization or program...
 - a. Design new and unexpected/innovative artistic collaborations?
 - b. Create arts experiences that are active, immersive and social and stretch the boundaries of the art form?
 - c. Improve and employ digital capabilities and the use of social media to reach and properly engage digitally oriented or new audiences?
 - d. Leverage assets and capacities with other arts programs to expand impact, access and sustainability?

2. **Energize Communities and Forge Connections** by widening participation in local arts experiences that deepen feelings of engagement and connection of residents to neighborhoods. Does your organization or program...
 - a. Establish partnerships and collaborations within the neighborhood in which the programs are physically located?
 - b. Create an environment where all members of the programs' surrounding neighborhood feel welcome?
 - c. Increase the variety and frequency of arts experiences embedded in or accessible to neighborhoods throughout our region?
 - d. Enliven indoor and outdoor public spaces throughout the region with artistic experiences?
 - e. Optimize the use of resources already present in neighborhoods throughout the region to support equitable access to arts experiences?
 - f. Employ digital capabilities and use of social media to reach and engage neighborhoods?
3. **Inspire Kids and Engage Minds** through the arts in a way that promotes the development of 21st century skills like creative thinking. Does your organization or program...
 - a. Provide meaningful arts education opportunities for youth at all grade levels?
 - b. Optimize the use of resources already present in school and community settings to increase equitable access for youth to meaningful arts education opportunities and experiences?
 - c. Provide professional development and enrichment opportunities for arts educators?
 - d. Develop curricula, materials and training to support arts integration in all subjects and at all educational levels?
 - e. Leverage assets and capacities with other arts programs to expand impact, access and sustainability?
4. **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 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 artistic partnerships and collaborations?
 - f. Leverage assets and capacities with other arts programs to expand impact, access and sustainability?
5. **Enrich Lives** by widening participation in arts experiences that deepen feelings of joy and connection to the community. Does your organization or program...
 - a. Create arts experiences that are participatory, social, recurring encourages personal enjoyment and fun?
 - b. Create arts experiences that enrich lives through the pleasure of live, in-person artistic expression that sparks joy and fun?