



Native Arts Initiative Application Walk-Through

Our tips for successful applications begin in section **2) Program Information** of the online application

Organizational History

Please provide a brief profile of your organization or tribal program, its mission, history, and programmatic focus.
(125 words or less)

This is your opportunity to demonstrate the value of investing in your organization. Think about what makes your organization stand out within your particular field of service and why you are uniquely qualified to implement this work.

Summarize your organizational story and describe the motivations and considerations that inspire you to engage in this work. Include a summary of organizational accomplishments, especially those that are relevant to the grant's purpose and those that demonstrate your organization's capacity to administer the grant.

TIP: Toot your own horn! Answer from a strengths-based perspective that highlights why your organization is deserving of consideration for funding.

Program Information

Project Overview

Project Summary (75 words or less)

Provide a brief overview of the key points of the project and explain who will be served (a specific community, particular tribe, specific reservation, or age groups, etc.)

The summary should include, but is not limited to: A brief description of grant activities, and a connection to the grant's stated priorities. It should be short and sweet. Please avoid the use of acronyms.

Tip: This should be a snapshot of your project if you were to briefly describe it to someone who has no familiarity with your organization or the proposed work.

History of Serving Native Artists and/or Native Arts Programming



First Nations' priority is to support existing programs and projects targeting Native arts and artists. (300 words or less)

Please answer each of the following about your existing arts programming:

- When your program or project began and how many successive years it has been functioning in your community;
- How your program or project has worked with Native artists in the past;
- Which Native American art forms your programming has supported; and
- How many Native artists did your program or project serve in 2016?

NOTE: we are unable to award grants to brand new programs or programs that haven't served artists in the past. This is due to a restriction of our funder

Previous First Nations Funding (300 words or less)

If your tribal program or nonprofit organization has received funding from First Nations Development Institute in the past, briefly describe the project funded. If the funding was from First Nations' Native Arts Capacity Building Initiative, briefly describe the project objectives under the former grant as well as the impact of that grant on your current activities in working in the field of Native arts and artists in your community.

Include the date and amount(s) of any previous grants from First Nations, as well as summaries of project status and/or outcomes.

Tip: Emphasize how the funding has made a positive impact.

Project Summary, Purpose, and

Summary of Anticipated Project Activities & Description of Implementation (350 words or less)

Provide a summary of anticipated project activities and describe how the activities will be implemented. Be sure the activities you identify are closely tied to your project proposal, project objectives, project budget, and project timeline. You will attach your project timeline using the required timeline form and your budget using the required budget form at the end of the application.

We would like you to provide as much detail and description as possible that creates a comprehensive and logical story of how your project will unfold. Your proposed activities and your plan to implementation them should be feasible and directly associated to the costs proposed in your budget. You should ensure that any activity proposed in your summary description is covered in your budget and costs for the activity are clearly explained in your budget narrative.

Tip: Answer What, Who, Where, When, Why, and How?

Project Purpose

In 50 words or less, please describe the ultimate purpose of your project. Your project can be seen as an asset itself or it can be viewed as an effort to protect, manage, control, originate, maintain or leverage other assets. You must include one or more of these keywords in describing the project purpose.

- **Create** (such as developing, originating or cultivating a new program or asset)
- **Retain** (such as developing a process or program to better keep or protect an asset)
- **Utilize** (such as building capacity to better manage a program or better use an asset)
- **Control** (such as increasing participation in a decision-making process relative to an asset)
- **Increase** (such as increasing scope or participation, adding value or generating a higher return)
- **Leverage** (such as using the project to better leverage other assets or projects)

Sample of Ultimate Purpose statement (50 words):

This project will help retain and keep alive traditional basketmaking for future generations by increasing the number of tribal youth and other community members familiar with this traditional art. This project will increase the relationships between artists and community members by utilizing and expanding on existing programming for Native artists.

This section is for First Nations' use in various reports we file with our funders. The goal is to try to describe your project within First Nations' asset-building framework.

Project Community Engagement

Target Recipients (250 words or less)

Describe the target recipients of your proposed project (e.g. artists in your community; your board of directors; your staff; other community members; etc.), the needs of your proposed project's target recipients and the steps you have taken to understand these needs.

The purpose of this section is to provide you with the opportunity to show First Nations that you have taken the time to understand your target audience. In this section, please detail the steps you have taken as an organization to understand your targeted recipient's needs and how your project will address those needs.

- **Why do the recipients need the funds?**
- **What specific conditions would you like to change?**
- **Include demographics and other identifying information.**



And also include both qualitative and quantitative data, statistics, and anecdotes that tell the story of your organization's work and who you serve.

Tip: Provide highlights of direct feedback from program(s)/project beneficiaries, staff leadership, board members, or outside organizations that describe the impact of the organization's relationship with the targeted recipients and/or community.

Community Engagement Strategies (250 words or less)

Describe the Community Engagement Strategies your project will utilize to ensure that the project's target audience (e.g. artists in your community; your board of directors; your staff; other community members; etc.) is able to participate in your proposed project activities.

In previous years of the Native Arts Initiative, several grantees have proposed different types of trainings for their artists but the artists did not show up at the proposed events. In this section, convince us that you have thought about how you will engage whoever you're proposing to serve under the grant. Tell us what your plans are to engage the community and your target audience in your programming. For example, if you are providing a training to artists on marketing. How do you plan to get the artists to attend the training? Are you providing incentives like a meal? Or transportation to and from the training?

Arts and Culture Resources (250 words or less)

Please describe the arts and culture resources available for artists and others in your community and how your program or organization interacts with these resources. For example, what are some organizations or tribal programs that serve the field of Native arts and Native artists in your community, such as a tribal museum or heritage center, and what is your program or organization's relationship with these entities?

First Nations is working to better understand the arts and culture hubs in our applicants' communities. Describe the partnerships and collaborations in your community that contribute to your organization's work. How do these partnerships help you serve the field of Native arts and Native artists in your community?

Project Objectives

Each grantee is required to have AT LEAST **four** specific and measurable objectives for their program/project. Objectives should state what will be improved or developed, how so, and when? One of the four objectives must be specific to the evaluation and reporting required for this grant. Objectives should be related to one or more of the overall priorities for First Nations Development Institute's Native Arts Initiative. The Native Arts Initiative priorities are to **1)** strengthen organization infrastructure; **2)** increase access to and awareness of Native American art; **and/or 3)** increase arts programming and the intergenerational transfer of Native artistic and cultural practices in tribal communities.



Definition of an "objective:" An objective should include the measurable intended outcome criteria for success, and when you expect to complete that activity. Intended outcomes are those benefits/impact that you expect will occur for participants during or after their involvement with your project; they may relate to knowledge, skills, attitudes, values, behaviors, condition, or status. By what date or time frame will you complete a particular described activity and how will the impact be measured?

Example 1: By June, 2017, ten Native American artists will have participated in a six-week entrepreneurship training course to strengthen their business skills and help their arts businesses grow.

Example 2: By March 31, 2017, our organization's five-member Board of Directors will have received board training on governing board responsibilities in an effort to strengthen the governance and sustainability of our arts organization.

Example 3: By December 31, 2017, ten youth who are new to regalia making will have learned traditional techniques and skills and will have created two pieces of regalia.

Example 4: Our organization will have completed reporting and evaluation requirements by October 31, 2017 and April 30, 2018.

Each grantee is required to have *AT LEAST* four specific and measurable objectives for their program/project.

One of the four objectives must be specific to the evaluation and reporting required for this grant.

And your objectives need to be related to one or more of the overall priorities for the Native Arts Initiative.

- 1) Strengthening organizational infrastructure**
- 2) Increasing access to and awareness of Native American art; and/or**
- 3) Increase arts programming and the intergenerational transfer of Native artistic and cultural practices in tribal communities.**

Tip: Make sure that your objectives are SMART:

Specific, Measurable, Achievable, Realistic, and Timely

Keep it simple: By (when), (who), (where), will do (what) by (how much).

Objective 1



Objective 2

Objective 3

Objective 4

Objective 5

Objective 6

Proposal

Program/Project Proposal

Enter a full narrative proposal of 1,200 words or less that describes the following:

1. How each project objective will be achieved;
2. How project activities will increase the organizational infrastructure, and/or arts programming to better serve the field of Native American arts and Native American artists in your tribal community; **and**
3. How this project will increase access to and awareness of Native American arts; and
4. How this project will foster the intergenerational transfer of Native artistic and cultural practices in your community?

Please refrain from using complex formatting such as bullets, indents or special characters.

Tip: Use the above questions as your outline and address every question in order. Make sure to answer what, who, how, when, and why in your answer.

Evaluation & Budget Narrative

Evaluation is an important component of the Native Arts Initiative and this grant opportunity. First Nations will provide selected grantees with several trainings on evaluation strategies and best practices as well as several evaluation tracking tools. As described in the Native Arts Initiative Request for Proposals, application budgets must



include an allocation of \$2,000 to be used for evaluation activities under the proposed grant project. Please describe 1) your organization or tribal program's capacity to implement the required evaluation throughout the grant period; and 2) how your organization or tribal program will utilize the \$2,000 evaluation budget to implement your evaluation activities.

To learn more about general program evaluation [click here](#).

Here you will describe your organization or tribal program's staff and/or contractual capacity to implement the evaluation and reporting requirements.

Tip: If allowable and financially feasible, organizations without staff members dedicated to evaluation may want to consider hiring an evaluation consultant.

Budget Narrative

First Nations is looking to award approximately 15 Native Arts grants of up to \$32,000 each. You will be asked to complete and attach an estimated budget for the proposed project with a detailed cost breakdown using the required form (Excel file) at the end of the grant application. Costs included in proposed budgets must be reasonable and directly related to project activities. The proposed budget must also include one or several line items for evaluation activities, totaling at least \$2,000. In this section, please give a brief justification of how the line items proposed in your budget will help to meet the proposed program objectives. For example, "the Salary line item of \$16,000 will cover the cost of staff time needed to implement and complete the project. \$1,500 of the Salary line item will be used for staff time needed to meet evaluation requirements. We anticipate that 10% of the director's time and 50% of the project coordinator's time will be needed for the project implementation." The budget narrative should closely track the cost categories and line items in your proposed budget.

In this section, please give a brief justification of how the line items proposed in your budget will help to meet the proposed program objectives.

- **Always include a clear and comprehensive accounting of how grant funding will be spent for your proposed project.**
- **Be sure to adequately explain costs and why they are necessary to a successful project. Check, check, and double-check your numbers to ensure all math is correct.**
- **Base costs on the most accurate estimates available. Ensure the amount you request in your budget is sufficient to complete the project successfully, but is not unnecessarily excessive.**

You must include one or more line items for evaluation activities, totaling at least \$2,000.



Tip: Include a line item for overhead/administrative costs/salaries that is reasonable. Make sure you can keep the lights on and pay your staff!