

CAPACITY BUILDING

Narrative

Before beginning your Narrative, familiarize yourself with the [Review Criteria](#) for this program. Also review the OAC's [Cultural Participation Policy](#) and [Public Value Policy](#).

Answer all the narrative questions in the boxes provided. Do not send additional text in print format with your Support Materials. Use upper and lower case letters (not all caps). Formatted text is not accepted. You cannot bold, italicize or underline text, nor change the font style/size. Responses are limited to a maximum character count. Note the size of the text box and maximum number of characters before you begin writing (in 10 pt. type, there are approximately 3,333 characters on an 8.5" x 11" page). You will be notified if you have exceeded the character count.

Review your responses and edit them to meet the specifications. There is no spell check feature. It is recommended you prepare your responses in a word processing program, spell-check and count characters, then copy and paste the text into the appropriate text box in OLGA. If you use a word processing program, be sure to save a copy for future reference. Please review your entire Narrative before submitting your application (use the Preview button at the bottom of this page to open the application in PDF format).

SUMMARY

Provide a one-paragraph synopsis of your organization's activities during the grant period. Focus on major programming, highlights, key personnel, educational/outreach activities and locations.

Limit response to 750 characters. This includes spaces and punctuation.

1. Describe the planning process or needs assessment that led your organization to undertake a capacity building activity at this time. What are your goals for this activity?

Limit response to 2,222 characters. This includes spaces and punctuation.

2. Describe your organization's readiness to undertake this capacity building activity. What are the internal strengths, external opportunities and any other resources or conditions that will enable your organization to effectively complete this activity?

Limit response to 2,222 characters. This includes spaces and punctuation.

3. Describe the capacity building activity that your organization plans to undertake during the grant period. Provide a brief overview and timeline of who will be involved, what will occur and when and where the activities will take place.

Limit response to 3,333 characters. This includes spaces and punctuation.

4. What evaluation strategies will you use to determine if you have met your goals and to gauge the impact of your outcomes?

Limit response to 2,222 characters. This includes spaces and punctuation.

5. In what ways will the proposed activity enable your organization to change its practices and help you provide valuable artistic, educational and cultural activities to your community?

Limit response to 2,222 characters. This includes spaces and punctuation.