



**KNIGHT  
FOUNDATION**



**Community  
Foundation**  
FOR SOUTHEAST MICHIGAN

## Staging Change Detroit: Building the Capacity to Innovate and Adapt Grant Application Checklist

Begin your application by visiting [cfsem.org/emcart/app](http://cfsem.org/emcart/app). Once you log in, you will be asked to provide the following information:

### 1. General Information

- Organizational information including name and contact information.

### 2. Proposal Narrative

This document will be requested as an upload to the application. It should be a maximum of 3 pages total, 11-point font. The narrative should answer the following questions:

- What are the core activities of your organization and whom do you serve? **(around 200 words)**
- What is your vision for success for your organization? **(around 200 words)**
- Complex challenges: **(around 300 words)**
  - Please describe any complex challenge(s) your organization is currently facing and the responses you are considering or have attempted in the past. EmcArts defines challenge as complex if...
  - The challenge does not have any standard or established solution.
  - We have not yet developed a response to this challenge, or our current responses aren't proving effective.
  - There is a sense of urgency to address this challenge.
  - If we successfully tackle it, it is likely to have significant impact on our ability to work together AND advance our missions.
- Learning from previous attempts at innovation: **(around 300 words)**
  - Describe a recent attempt to innovate. Who was involved, and what obstacles did you overcome? Describe failures as well as successes, focusing on what you learned in each situation.
- Assets and barriers in supporting innovation and adaptive work: **(around 500 words)**
  - In which areas is your organization innovative or flexible? Which areas are more rigid and allow for less flexibility? Why?
  - Please describe the critical priorities of your organization over the next 6 months. Are any of these likely to reduce your ability to participate in the program?
  - Why do you think your organization is well-suited to take part in these workshops? How might your organization benefit?

### 3. Declaration of Intent to Participate

Because identifying and addressing complex challenges demands alignment across stakeholders and among organizational leaders, participation in the *Staging Change Detroit: Building the Capacity to Innovate and Adapt* Workshops requires consistent attendance from a

team of at least three individuals from your organization, representing Executive, Artistic, and Board leadership. As such, you will be asked to upload the following item:

- A letter that identifies and confirms these three participants in all workshops.

#### **4. Required Financial and Supporting Materials**

Last, you will be asked to upload the following documents, to provide us general financial and legal information about your organization:

- Copy of most recent certified financial audit or financial review
- Organization's operating budget for the current fiscal year
- Copy of most recent Internal Revenue Service 501c3 federal tax-exemption letter, if applicable
- List of current board of directors with individual's affiliations

For questions about your application, call or email Victoria Fulton, Program Manager: [vfulton@emcart.org](mailto:vfulton@emcart.org) (336) 377-4212 ext. 701. Victoria is an employee of EmcArts, who is the key organization conducting the application reviews, in partnership with the Knight Foundation and Community Foundation.