



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

Begin your application by visiting cfsem.org/emcarts. 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 (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.