NARRATIVE STATEMENT

**FY2018 Cycle Two**

**Please upload a document in which you clearly answer the following questions.** You may itemize your answers or write a flowing narrative, but you must answer all applicable questions. Keep in mind the grant and space guidelines when providing your answers. We recommend that you use section headings to break up the narrative for ease of reading.

Two (2) pages maximum, 12 point Calibri or Arial font. **PDF format required**.

1. Briefly describe the company's mission, vision, and core programming, as well as your distinctive offering to the New York theatre community. Do not assume that the panel has prior knowledge of your company’s work.
2. Provide a clear explanation of your intended use of the space that you would like to book, or multiple uses if applicable. How will this program help you further the work of your company and mission? Be sure to describe the programming you are requesting space for in detail, and take the time to relate this programming back to the company’s overall mission. Address why you need A.R.T./New York’s space to accomplish your goals and programming.
3. Discuss the financial impact of receiving free hours through the Creative Space Grant program. Use this space to explain how much you typically pay for rehearsal space, and what the cash value of the requested space would be. How will the company reallocate the funds saved by receiving the grant hours? What impact will the grant have on the company's operations, programs, and mission? Please, connect this savings and reallocation of funds directly to your company's overall budget, especially spending on space costs. If the Creative Space Grant would allow you to create a new resource or launch a new program, please explain that here.
4. Summarize your request by providing a clear and concise breakdown of the number of hours requested, timeframe, and their intended use (i.e., 40 hours to rehearse a specific production in May, 6 for monthly board meetings, etc). *Use of a table is encouraged.*
5. REQUIRED ONLY FOR COMPANIES THAT OWN OR HAVE A LONG TERM LEASE ON REHEARSAL/PERFORMANCE SPACE: If you currently own or have a long-term lease on rehearsal and/or performance space, explain why you are in need of free space through A.R.T./New York, and how your spaces will be put to use at the same time as your requested bookings.