



CULTURE

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2018 Cultural Equipment Narrative Questions

Quality and Significance

Establish a clear picture for the panelists of your vision of the project and why it is a priority your organization this year. Your "Project" is the acquisition of this equipment. What is the equipment you need to purchase? Is it part of a larger facilities project? How, when and where will you get it? Will the acquisition of this equipment allow you to do something that you can't do now, and how frequently will it be used? It's great to be concise – this is the who, what, when, where and why of your project.

Project Impact and Public Benefit

Identify your audience. What effect will this project have on the community you serve? How will the successful accomplishment of this project affect your organization internally? Will it save you money that you are spending on rentals, or prevent you from having to cancel a program, or impact your staff workload? How does it align with your mission? Remember that we need you to provide some kind of public benefit in exchange for this funding. Is there a way the equipment can help you increase your public benefit activities?

Experience

Describe who is selecting the equipment. How did they identify the appropriate equipment for this project (reached out to comparable institutions, consult an expert, internal expertise)? How did they determine appropriate sourcing and cost? What makes them qualified? Summarize any relevant expertise of key participants. We do not need complete resumes.

Implementation

What is your project timeline? Is the purchase of this equipment dependent upon other facilities projects or part of a larger plan in progress? Let panelists know your priorities if you are requesting multiple items, and how you would scale down the project if full funding is not received.