

## POETRY ALIVE GRANT APPLICATION -- 2007-2008

### PROJECT NARRATIVE

In narrative form, address the following questions and attach your narrative to the Summary Cover Page.

**1. Project Name**

**2. Category:** These category may be traditional poetry therapy, multi-disciplinary arts therapy, expressive writing, journal writing, book publication, research, performance or other

**3. Sponsorship Organization:** Please provide the organizational background and a brief history.

**4. Population Served:** Who benefits from your work? Where do they live? Why is your project appropriate for this population? How many people will the project serve? For publications, describe your audience, how the publication will reach them, and how many copies will be printed and/or distributed.

**5. Description of Project:** Please tell us what this project is, how often it will be structured (e.g. if its a workshop, how many sessions, and how long is each session), and how it will be structured.

**6. Project Objectives:** Describe what the purpose or objectives of this project are for the population being served, and if applicable, for the greater community.

**7. Contribution to Poetry Therapy:** Explain how this project will contribute to poetry therapy and/or the poetry therapy community.

**8. Project Assessment:** How will you know the project is successful? (Include promotion, expected results and plans for evaluation.) How will you assess this project at its conclusion? 9. Promotion and Outreach: Describe your plans for promoting this project to your target audience and the wider community. (Include information on planned outreach and publicity activities.)

**10. Key Personnel:** Please detail the qualifications of key artists, editors, facilitators or organizations involved with executing this project. Answers to these questions will be used to score the application. Applications will be considered incomplete without this information.

Poetry Alive grants will be scored on a 100 point system: 50 pts for overall quality for projects that serve a need, build poetry therapy in the world, and help individuals or communities; 15 pts for diversity in regions and populations served; 15 pts for outcomes expected and likelihood of achieving the goals, 10 pts for qualified personnel administering/facilitating, 10 pts contribution to poetry therapy understanding.

You will be asked to send planning/pr materials, complete a final summary and send documentation of grant occurrence at the end of your completed project. Documentation may consist of copies of writing from participants or press clippings. NOTE: All past recipients of Poetry Alive grants should have turned in their grant assessment form before re-applying.

**POETRY ALIVE GRANT APPLICATION 2007-2008**

**SUMMARY COVER PAGE**

APPLICATION NUMBER (FOR NAPTF USE ONLY) \_\_\_\_\_

(Revised 7/2006)

**APPLICANT INFORMATION**

Federal Employee ID #/Social Security # \_\_\_\_\_

Applicant Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_

E-mail Address \_\_\_\_\_

Web Site \_\_\_\_\_

**SPONSORING ORGANIZATION INFORMATION**

Sponsoring Organization \_\_\_\_\_

Contact Person \_\_\_\_\_

Contact Mailing Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Contact Phone Day/Evening \_\_\_\_\_

Contact E-mail Address \_\_\_\_\_

**PROJECT INFORMATION**

Project Title: \_\_\_\_\_

Project Category: (see attached): \_\_\_\_\_

Project Start/End Dates \_\_\_\_\_

(Starting with projects development and promotion and ending with projects assessment.)

Brief Description of Project:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Amount of Request:** \$ \_\_\_\_\_

Authorized Signature: (Specifics Here)

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**\*\*\*\*FOR NAPTF USE ONLY:**

**SUBMITTED BY DEADLINE?** \_\_\_ Yes \_\_\_ No

\$ \_\_\_\_\_  
Amount Approved                      Signature of NAPTF Chair or Authorized NAPTF Member/Title                      Date

# POETRY ALIVE GRANT APPLICATION 2007-2008

## BUDGET CONSIDERATIONS

In addition to funding grants for persons providing poetry therapy to diverse populations, the Foundation desires to utilize the application process as an educational tool, expanding the knowledge and skill base of our applicants through the application process itself. One of the most challenging steps in completing a grant application is completion of a proposed budget. Seemingly daunting, when broken down into component parts, it is easily completed; these tips are being provided as a guide to this process.

### DEVISING A BUDGET

#### What are the benefits of budget planning?

- It can help refine goals that reflect the realistic resource environment.
- It can compel efficient use of available resources.
- It can provide accurate information to adjust, analyze, and evaluate programs and activities.
- It can provide a historical reference for future programming, planning and grant application.

#### Things to Consider...

- What is the time period of this budget (one semester/quarter, entire fiscal year)?
- What is planned for this time period?
- How much will it cost?
- How will service provider(s)/facilitator(s) be paid:  
as hourly contractors (they will pay own taxes)  
or W-2 employees (contract amount needs to include taxes, Medicare, etc.)
- What other stakeholders or natural partners might be approached to provide funding or other necessary resources to complete this project?

#### Steps to Budget Development

1. Establish goals, action plan, and time frames for the budget period.
2. Examine and establish staffing needs, including wages and all employee-related benefits, if applicable
3. Research and collect historical income and expense data, if available, and make projections for the budget time period.
4. Based upon prior experience similar to the kind being proposed in this application, establish and/or review relative accounts and make necessary updates to adjust for prior mismatches between projected expenses, real expenses, and income.
5. Balance by adjusting income and expense projections relative to prioritized goals in this grant proposal

#### Basic Components of a Budget

A statement of goals, objectives and priorities. A specified time period to which the budget applies. Budget components:

- An estimated detailed income breakdown, including all sources of expected income
- An estimated detailed expense breakdown that cover direct and incidental expenses

**Note:** Grants are not expected to cover the entire cost of proposed projects. We encourage applicants to seek support from community partners.

## NAPT FOUNDATION - BUDGET PROPOSAL Poetry Alive 2007

Program Objectives:

- 1.
- 2.
- 3.
- 4.

Budget for the period: \_\_\_\_\_ to \_\_\_\_\_

<b>EXPENSES</b>			<b>INCOME</b>	
Item	Amount	FT/PT/hourly	Source	Amount
Salaries & wages (breakdown by individual position and indicate full, part-time, hourly)	\$ _____ _____ _____ _____	_____ _____ _____ _____	Patient/client payment	\$ _____
			Insurance payment	\$ _____
			Foundations (Specify)	\$ _____
			Corporations	\$ _____
			Religious Institutions	\$ _____
			United Way	\$ _____
Fringe benefits & payroll taxes	\$ _____		Individual contributions	\$ _____
Rent & utilities	\$ _____		In-kind support	\$ _____
Consultants/professional fees	\$ _____		Other income	\$ _____
Travel	\$ _____		Fundraising events	\$ _____
Equipment	\$ _____		Government grants & contracts (specify)	\$ _____
Supplies	\$ _____			
Books/Realia	\$ _____			
Printing & copying	\$ _____			
Telephone & fax	\$ _____			
Postage & delivery	\$ _____		(Other please specify)	
Marketing Expenses	\$ _____		_____	\$ _____
			_____	\$ _____
			<b>Requested grant amount</b>	
			(may not exceed \$1000)	\$ _____
<b>TOTAL EXPENSE</b>	<b>\$ _____</b>		<b>TOTAL INCOME</b>	<b>\$ _____</b>

*(Note: Total expense and income must be equal)*

*Adapted from the Common Grant Application, National Network of Grantmakers.*