**BOARD OF REGENTS SUPPORT FUND**

**Awards to Louisiana Artists and Scholars Subprogram (ATLAS)**

Please feel free to use this narrative template as a guide for responding to the Board of Regents RFP for the ATLAS Subprogram. However, as it only addresses the narrative portion of the submission, **this template should not be used as a substitution for reading and responding to the RFP in full**. Complete BoR RFPs can be found [here](https://web.laregents.org/downloads_page/rfps-policies-forms/).

**GENERAL**

All margins are 1-inch

Single-spaced

Type size of 12 point or greater

Pages must be numbered

* Follow the format outlined in the RFP carefully!

**PROPOSAL NARRATIVE**

The following narrative sections of the proposal should be uploaded to LOGAN in a single PDF document:

**Project Summary**

Succinctly describe exactly what is being requested and what creative project the request will support.

**Narrative Account of Career**

Describe in narrative format relevant professional accomplishments, including prizes, honors, and significant grants or fellowships held. Provide grantor agencies and inclusive dates for each award or fellowship. *This section should not exceed two (2) pages in length*.

**Context for Project and Work Plan**

Describe the scholarly or artistic context for the planned work, the audience(s) for whom it is intended, and the project’s potential significance both within its field of study or art practice and to broader lay audiences. Provide a detailed, but concise, account of the current stage of the project, additional work needed to bring it to completion, and a schedule of work for the award period requested. If the project was previously submitted to ATLAS but not funded, indicate how the project has progressed and changed since the previous submission. Applicants should also provide explanations if little or no progress was made between submissions. Indicate plans for publicly presenting project results: a book, journal articles, a CD/DVD, performances, gallery shows, online presentation, etc. *This section should not exceed three (3) pages in length*. Any works cited in this section should be referenced in footnotes, which must contain full bibliographic citations.

**Project Goals and Evaluation**

1. Goals and Objectives: Provide a brief statement indicating the goal(s) of your project. (A reminder: Goal – is what you want to pursue and achieve. Objectives - are the steps you will take; how you will pursue your goals. Your goals should motivate your objectives.)
2. Performance Measures: Indicate how the Board of Regents or another entity can determine whether your project has been a success and the degree to which it has achieved its goals.

**List of Productions and/or Publications**

A list of completed works should be provided, as appropriate to the applicant’s discipline. There is no page limit, but the list should be concise and relevant to the project. All entries should be listed chronologically, beginning with the most recent. The following information should be included for each entry, depending on the type of materials referenced:

* Publications (scholars, scientists, creative writers): full bibliographic references
* Exhibitions (installation artists): title (if applicable), dates, venue(s), and a list of works
* Performances (performance artists): title, date and venue first performed, list of performers at debut, and video/audio recording(s)
* Compositions (composers, arrangers): title, date(s) published and/or first performed, lists of performers at debut, and recording(s)
* Films or videos (filmmakers, performance artists): titles, dates of completion and dates of major public showings

**PROSPECTUS AND EXAMPLE OF WORK** (uploaded separately)

Applicant must submit a substantial example of the work in progress for which funding is sought, as well as a prospectus and/or chapter list describing the completed work as planned. The example of work should be representative of the applicant’s proposed project. Examples of work must be uploaded to LOGAN, except in unusual circumstances.

**SCORING INFORMATION**

\*\* Refer to full RFP for scoring criteria provided in Appendix A. \*\*