



Technical Assistance Grant Guidelines | FY 2017

Technical Assistance Grants help to build organizational capacity by funding professional development opportunities for organization staff and/or trustees and technology improvements that enhance an organization's capacity to serve its constituents.

Eligible activities include but are not limited to:

- professional development opportunities (workshops, conferences, etc.)
- training programs that are not a part of a matriculated degree program for which college credit is given
- hiring consultants to assist activities such as staff training, board development, strategic planning, technology improvements and skills training, and accessibility training

For examples of previously funded projects, look at our list of [recent grantees](#).

Who May Apply

Technical Assistance Grants are available to Vermont registered 501(c)(3) arts organizations only, and may be awarded in addition to other Council grants. In addition, organizations must:

- have been in operation for a minimum of one year prior to submitting an application
- have a [Dun and Bradstreet number](#)
- have submitted all required reports on any prior Council grants
- comply with our access and non-discrimination policy

What We Do Not Fund

We do not fund academic tuition, international travel, the purchase of permanent equipment, lobbying expenses, food and drink, fundraising events, deficits and debts incurred from past activities, events that present faculty on the campus of their own institution, events that are predominantly religious or sectarian, and events that do not meet with our access and nondiscrimination policy.

Grant Amounts and Matching Requirements

Grant amounts range from \$250-\$1500. (Grant amounts are dependent upon federal and state funding and subject to change.) A 1:1 cash match is required. 75% of the grant amount is paid on receipt of a signed contract; 25% is paid on receipt of the final report.

Application Deadline

There is no fixed deadline; grants are reviewed on a rolling basis. Funded activities must fall within the Council's grant year (September 1, 2016 – August 31, 2017). Projects cannot be funded retroactively.

Criteria

Applications are evaluated based on these criteria:

- The proposed activity is likely to have a significant impact on the organization's capacity to deliver programs and services
- The benefits of the proposed activity are well articulated and the budget clearly presented
- The applicant has provided all necessary supporting documentation including proof of costs
- The applicant is in compliance with the Requirements of the Americans with Disabilities Act (ADA), Section 504 of Rehabilitation Act of 1973, and the 2010 Standards for Accessible Design

Preparing Your Application

In the online application you'll be asked to provide:

- a description of the proposed project and answers to narrative questions
- bios/resumes of the key people involved (i.e. instructor, consultant, project collaborator, etc.)
- estimated impact numbers
- a project budget and budget narrative

Support materials to include are (where applicable):

- published descriptions of the conference/workshop you wish to attend
- a copy of the contract or letter of agreement between collaborators or with the consultant you intent to hire
- estimates or proof of costs

Process

Applications are evaluated based on the criteria listed and are reviewed by an internal panel. Funding recommendations are submitted to the Vermont Arts Council's executive director for approval.

Access and nondiscrimination policy

The Vermont Arts Council is committed to supporting entities that maintain an environment free from discrimination on the basis of race, religion, color, creed, national origin, age, sex, marital status, sexual orientation, gender identity or expression, genetic bias, disability, citizenship, veteran status, or other category protected by applicable state or federal law.

Arts Council grant recipients who receive federal or state funds must be in compliance with the requirements of Section 504 of Rehabilitation Act of 1973 (504), the Americans with Disabilities Act of 1990 (ADA), the ADA Amendment Act of 2008 (P.L. 110-325) which became effective on January 1, 2009.

Questions?

Inquiries about the Technical Assistance Grant program should be made by [email to Sarah Mutrux](#), or by calling 802.828.5425.

Inquiries about using the online application system should be made by [email to Troy Hickman](#) or by calling 802.828.3292.