



Arts Impact Grant | FY2022 Application Preview

This is a list of the questions you will be expected to answer and the materials you will need to prepare. Character limits, when applicable, include spaces and are listed in parentheses. All information must be submitted through the Council's [online granting system](#).

Organization Information

Provide the organization name, address, email, phone number, website (if applicable), FEIN/Tax ID number, DUNS number, organization type, applicant status, and applicant discipline.

Grant Type

You will need to indicate which grant you are applying for—an operating grant or a project grant.

*If your organization is seeking funding for a **specific project** that will occur between September 1, 2021 and August 31, 2022, apply for a project grant.*

*If you are an **arts organization** not seeking funding for a specific project, apply for an operating grant.*

If you are unsure, [send an email](#) to Meredith Bell to discuss which grant type would best fit your needs.

Request Summary

1. Provide a proposal title. *This answer should just be a few words. For **project grant** applicants: provide the type of organization + the type of project. For **operating grant** applicants: provide the type of arts organization.*

2. Provide the grant request.
Grant amounts range from \$1,000 - \$4,000.

If applying for an **operating grant**, you will answer the following question:

3. Estimate how many people your organization annually serves through programming.
This can be people served in-person or online. Provide your best estimate.

If applying for a **project grant**, you will answer the following questions:

3. Describe your project by completing this sentence: "Grant funds will be used to..."

4. Estimate how many people you hope to serve through this project.

5. Provide the project start date. *Projects cannot begin before September 1, 2021.*

6. Provide the project end date. *Projects must end by or before August 31, 2022.*

Narrative

If applying for an **operating grant**, you will answer the following questions:

1. Tell us about your organization, staff, the artistic programming you provide, and how artists are compensated. (3,000)
2. Who do you primarily serve as an organization? (2,000)
How do you engage with the surrounding community? How does your organization work with communities that are traditionally under-resourced in the arts (e.g., low income, New American, at-risk youth, BIPOC, individuals with various disabilities, LGBTQ+, rural, etc.)?
3. Describe how your organization benefits your community and program participants. (2,000)
4. Does your organization collaborate with other arts and non-arts organizations/groups in your community? If so, how do these partnerships enhance the programming and experiences offered? (1,000)
5. This year was challenging, especially for arts organizations. How did your organization adapt? (1,500)
For example, did you have to invest in technology and/or training to shift to online programming? Are you hoping to do that for future programming to be more sustainable? Did you develop hybrid programs (part virtual/part in-person)? Do you think these changes will help your organization? These are just some prompts for consideration.

If applying for a **project grant**, you will answer the following questions:

1. Describe the proposed project. Explain your goals or intended outcomes. Be sure to describe the creative experience of this project. (1,000)
What art forms will be included? What do you hope to achieve through this project? Where will the project take place (virtually, several locations, etc.)?
2. Tell us about the project participants. Who will be involved? Are you focusing on involving communities that are traditionally under-resourced in the arts? If so, how? (1,000)
While your project might engage people from all groups, the Arts Impact program specifically focuses on serving underrepresented groups (e.g., low income, New American, at-risk youth, BIPOC, individuals with various disabilities, LGBTQ+, rural, etc.).
3. How will this project provide a rewarding or positive arts experience for the participants? (1,000)
4. What barriers to participation exist and how will you remove them? (1,000)
Barriers to participating in an event or project can come in several different forms. Does an individual's age, ability, income, race, or geography limit their participation? If so, how can your project or event break down those barriers?
5. Provide an estimated timeline for your project. (500)
Do not worry if aspects of your project are not firmly set. This question is only asking for an estimated timeline to demonstrate the feasibility of the project.
6. Briefly list staff and volunteers, their qualifications, and tell how they are involved in the project. (1,000)
7. List the artist(s) involved and their qualifications. (1,000)

Narrative (continued)

8. How many of these artists will be paid? *Only provide a number.*

9. What community partners are involved and why are they important to this project? (1,000)

Accessibility

All applicants funded by the Vermont Arts Council must comply with access policies and laws. Programs and activities are more welcoming and inclusive when they engage a broad spectrum of people in integrated settings that provide equal, effective, and enjoyable arts experiences for all. This includes participants, visitors, staff, patrons, and artists along with their friends and families. Please [refer to these resources](#) for more guides to accessibility.

You will indicate in the following questions how your organization assists people with various disabilities to have meaningful access to your programs and services. The following is not intended to be a full checklist of accessible accommodations, but simply some initial ideas for consideration.

1. List and describe the features of your organization's facilities that make programming and activities physically accessible. (3,000)

Here are some initial questions for consideration. If your project is taking place in a physical location, can everyone participate equally? If someone uses a mobility device, can they easily park, get into the building/performance/exhibit area, or outdoor space? Is there ground-level/no-step entry, ramped access, and/or elevators? Is the route stable, firm, and slip-resistant? Are benches and seating available? Is there integrated and dispersed wheelchair seating in assembly areas? Are there accessible bathrooms? Are performance and/or exhibit areas, such as stages, accessible to artists?

2. List and describe other accommodations your organization offers to facilitate participation in events and programming. (3,000)

Here are some initial questions for consideration. Are your programs, services, and activities accessible? Do you have public contact information and a designated accessibility coordinator for requesting accommodations? Is your website accessible? Do you offer print materials in alternative formats, such as large-print brochures/labels/programs, Braille, and electronic/digital formats? Are there accommodations for performances, tours, and lectures such as audio description, tactile opportunities, sign language interpretation, and real-time captioning? Do you have assistive listening devices? For online events (live or recorded), is there closed or open captioning? Audio description? ASL or other interpreters?

Project Budget

If you are applying for a **project grant**, then you must complete the budget table and budget narrative. Applicants applying for an operating grant will not complete this section.

Provide a balanced budget: total income = total expenses. In-kind contributions are optional and can include donations of time, materials, etc. There are blank fields in the pre-built budget table that you may use for other expenses, in-kind contributions, or additional earned income. You will need to explain these line items in your budget narrative. For income sources, indicate whether the funds are secured, pending, or proposed.

Project Budget Narrative

1. Explain how you arrived at the amounts in the project budget. Be sure to explain any amount categorized as "other" and any in-kind contributions. (5,000)

Operating Budget

If you are applying for an **operating grant**, you will need to upload your board-approved operating budget for the current fiscal year.

Support Materials

For **project grants**: Include support materials that demonstrate the high artistic quality of this project. These materials should help panelists understand what they are looking at and why it is important to the proposed project. You can provide potential or past work of the artist(s) or organizations involved; photos from past performances/festivals; plans and sketches for the project, etc. Highlight your project with these materials.

For **operating grants**: Include support materials that demonstrate the high-quality artistic programs and services offered by your organization. This could include photos from past or current exhibitions; recordings from performances; brochures for events, etc.

You will upload no more than five total files: images, audio/video clips, and/or PDFs. Preferred file types for images and documents are JPGs and PDFs. Audio and video uploads can be in any format.

You will also need to provide a PDF list of the uploaded files with brief corresponding descriptions of each file. Briefly tell us how the file relates to your project or organization.

(Optional) You may also include up to four URLs of websites or links that will help the panel understand the organization or proposed project.

Contact Information

Provide the name, email address, and phone number for the grant contact.

The Council will correspond with this person.

Provide the name, title, email address, and phone number for the authorizing official.

This is the individual in your organization responsible for financial and project management, such as the executive director or board chair.

Does your organization have 501(c)(3) status?

If no, you will need to [upload a completed fiscal agent form](#) before submitting your application. [Send an email](#) to Meredith Bell if you have questions about the fiscal agent form.

Agreements

You will need to answer yes or no to the following questions.

1. Do you understand that failure to respond to any of the requested application items might seriously hinder its consideration?

2. If funded, do you agree to publicize in all communications that the activity is funded, in part, by the Vermont Arts Council and the National Endowment for the Arts?

Doing so helps broaden awareness of how public funding benefits grantees and/or their communities.

3. If funded, do you understand and agree to use grant funds for the purposes set herein?

Agreements (continued)

4. Do you understand that receiving grant funding will create certain final reporting requirements and it will be necessary to complete this reporting within 30 days of the project end date?
5. If funded, do you understand that any changes to the grant must be submitted in writing and are subject to approval of the Executive Director of the Vermont Arts Council?
6. Do you certify that the information contained in this application, including attachments and support materials, is true and complete to the best of your knowledge?
7. Do you agree that you represent the person authorized to commit the applicant to abide by the legal and other requirements as printed in the Council's grant guidelines?

Additional Information

1. How did you hear about this grant opportunity? You will select from the following choices:
 - Arts Council social media
 - Email newsletter from the Arts Council
 - Other
 - Vermont Arts Council website
 - Word of mouth

Questions?

Send an [email to Meredith Bell](#) or call her at 802.402.4478.