Arts Impact Grant | FY2023 Application Preview

This is not the application for Arts Impact, but a list of the questions you will be expected to answer and the materials you will need to provide. **Character limits, when applicable, include spaces and are listed in parentheses.** All information must be submitted through the Council’s online granting system. If you require an alternate format or assistance to access the application, please send an email to Meredith Bell well in advance of the deadline.

In the online application, certain questions will only appear depending on the grant type selected.

- **Project Grant** applicants must answer questions under Project Grant Request, Project Grant Narrative, and Project Grant Budget.
- **Operating Grant** applicants must answer questions under Operating Grant Request, Operating Grant Narrative, and Operating Grant Budget.
- **All applicants** must answer questions under Organization Information, Grant Type, Accessibility, Support Materials, Contact Information, and Agreements.

### Organization Information

As of April 4, 2022, the federal government transitioned from the use of DUNS Numbers to a new Unique Entity ID (UEI). All organizations applying for funding need to have a UEI. [Click here to learn how to request your free UEI.](#)

1. Organization name
2. Organization address
3. City
4. State
   *Only enter the two-letter abbreviation.*
5. ZIP code
6. Organization email
7. Organization website (optional)
8. Tax ID
9. Unique Entity ID (UEI)
10. Organization type
   *You will select from a drop-down menu.*
11. Organization status
   *You will select from a drop-down menu.*
12. Organization discipline
   *You will select from a drop-down menu.*
Grant Type
1. Which type of grant are you applying for? You will select either project grant or operating grant.

If your organization is seeking funding for a specific project that will occur between September 1, 2022 and August 31, 2023, then 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 would best fit your needs.

Project Grant Request
1. Amount of grant request
Grant amounts range from $1,000 to $4,000.

2. Briefly describe your project by completing this sentence: “Grant funds will be used to...” (100)

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

4. Project start date
Projects cannot begin before September 1, 2022.

5. Project end date
Projects must end by or before August 31, 2023.

Operating Grant Request
1. Amount of grant request
Grant amounts range from $1,000 to $4,000.

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

Project Grant Narrative
We understand that certain details may still be in the works at the time of submission and may depend solely on grant funding. That’s okay—we want you to demonstrate the potential for this project through these questions.

1. Describe the proposed project. Explain your goals or intended outcomes. Be sure to describe the creative experience of this project. (2,000)

What art forms will be included? What do you hope to achieve through this project? Where will the project take place (virtually, outdoors/indoors, a specific venue, 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? (2,000)

While your project might engage people from all groups, the Arts Impact program specifically focuses on serving underrepresented groups.

3. What is your outreach plan? How will you let potential participants know about this project? If the surrounding community will be involved, how will you reach out them? (2,000)
Project Grant Narrative (continued)

4. How will this project provide a rewarding or positive arts experience for the participants? (2,000)

5. What potential barriers to participation exist and how do you plan to remove them? (2,000)
   *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 those barriers be broken down?*

6. Provide an estimated timeline for your project. If changes arise, how would you adapt to carry out this project? (2,000)
   *An estimated timeline will help demonstrate the feasibility of the project. We understand that the timing may not be fully confirmed.*

7. Briefly list the potential staff and/or volunteers you anticipate to be involved in the project. Share their qualifications and their role in the project. (2,000)

8. What artist(s) are you hoping to work with? How will they be involved with the project? How many of these artists will be paid? (2,000)
   *Be sure to include artist compensation in your project budget.*

9. Have you identified community partners to collaborate with? If so, how will these partnerships strengthen your project? If not, are there any potential community partners you would like to collaborate with on this project? (2,000)

Operating Grant Narrative

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? (3,000)
   *Who participates in your programming or attends your events? How do you engage with the surrounding community? How does your organization work with communities that are traditionally under-resourced in the arts? These groups can include people of color; indigenous people; people who identify as LGBTQ+; people with various disabilities; people who identify as immigrants or refugees; people whose first (or only) language is not English, 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? (2,000)

5. If there is any information we have not requested, but that you feel is important in evaluating your application, please share it here. (3,000)
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 can also submit ADA questions confidentially through the New England ADA Call Center.

It’s also important to include accessibility costs when budgeting for projects, programming, and events. This short list only provides a few samples of potential costs for different accessibility services. Costs will vary depending on the event, service, and provider. The resources above provide some contact information for specific services.

- **Captioning Services (remote):** $150/hour
- **ASL interpreters:** $100-$150/hour per interpreter (they typically work in teams of two)
- **Assistive listening device rental:** $250-$500
- **Audio describer:** $50-$100/hour depending on the type of event. In-person performance events typically cost more. Make sure to include prep time so they can take in the materials they’ll be describing ahead of time.
- **Print materials in Braille:** $1.00/Brailled page + $15/hour for admin time (the cost depends on the size of the document)

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 Grant Budget
Using the fillable form in the online application, provide a balanced project budget: total income (+ optional in-kind) = total expenses. No match is required. A clear budget will demonstrate the feasibility of the project to the panel. Panelists will also look for realistic costs for accessibility services and needs, and appropriate compensation.

In-kind contributions are optional and can include donations of time, materials, etc. There will be blank fields to use for other expenses, in-kind contributions, and additional earned income. For income sources, you will indicate whether the funds are secured, pending, or proposed. You will further explain the budget line items in the budget narrative question.

Project Grant 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 Grant Budget
The organizational budget should be clear, reasonable, and understandable. Please provide a version of the budget that is as clear as possible for the panelists (not more than three pages). If there are significant changes in your operating budget (like a deficit or surplus), please explain those changes and how your organization is managing them in the budget narrative question.

1. Upload your board-approved operating budget for the current fiscal year
   *The file must be a PDF and no larger than 10 MB.*

Operating Grant Budget Narrative (optional)
2. Explain any significant changes or provide any additional explanation of the operating budget. (5,000)
   *If you anticipate significant changes in next year's budget (the budget that aligns with the grant period: September 1, 2022 to August 31, 2023), use this question to explain those changes.*

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. For example, you can provide potential or past work of the artist(s) or organizations involved; photos from past or current 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. Highlight your organization and its work with these materials.

Accepted File Types and Sizes
*Images:* Must be .jpg with a maximum file size of 10 MB  
*Documents:* Must be .pdf with a maximum file size of 10 MB  
*Audio/video:* Provide URL links. Samples must be no longer than 5 minutes

Provide up to five total support materials (images, PDFs, and/or audio/video links). Please have any audio/video clips queued to the segment you want panelists to listen to and/or view. Use the description fields to explain how the support materials relates to your project or organization.
Contact Information

Grant Contact
This individual is the primary contact for all grant communications and is responsible for completing all required materials, including a final report.
1. Grant contact first name
2. Grant contact last name
3. Grant contact email
The grant award notification will be sent to this email address.
4. Grant contact phone

Authorizing Official
This is the individual in your organization responsible for financial and project management, such as the executive director or board chair.
1. Authorizing official first name
2. Authorizing official last name
3. Authorizing official title
4. Authorizing official email
5. Authorizing official phone

Nonprofit Status
1. Does your organization have 501(c)(3) status?
2. If no, upload a completed fiscal agent form

Agreements
1. I understand that failure to respond to any of the requested application items might seriously hinder its consideration.

2. If funded, I agree to publicize in all communications that the activity is funded, in part, by the Vermont Arts Council, the Vermont Community Foundation Arts Endowment Fund, and the National Endowment for the Arts.

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

4. If funded, I 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.

5. I 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.

6. I certify that the information contained in this application, including attachments and support materials, is true and complete to the best of my knowledge.

7. I agree that I represent the person authorized to commit the applicant to abide by the legal and other requirements as printed in the Council’s grant guidelines.
Agreements (continued)

Additional Information

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

Questions?
Send an email to Meredith Bell or call her at 802.402.4478.