



Arts Partnership Program | Application Preview FY2021

This is not the application for the Arts Partnership Program, but a list of the questions you will be expected to answer when you [complete your application online](#). Character limits, when applicable, include spaces and are listed in parentheses.

Eligibility Requirements

- Have you updated your [applicant profile](#)?
- Has your organization operated continuously for at least five years?
- During the last fiscal year, did you provide year-round programs/services? Will you continue to offer year-round programs/services for the next three fiscal years?
- Have you applied for or been assigned a [D-U-N-S Number](#)?
- Do you currently have at least one half-time (or half-time equivalent) paid staff member who you have maintained over the past fiscal year? Will you retain at least one half-time (or half-time equivalent) paid staff member over the next three fiscal years?
- Are your programs and facilities accessible to people with various disabilities?

Narrative Questions

introductory statement (2,500)

Briefly describe your organization, its history, vision, and programs.

quality of programs and services (5,000)

Explain how the organization's work contributes to the artistic development of the general public, participating artists, and the art form(s). Identify the criteria and processes the organization uses to select the artists, services, or art works the programs feature and how those choices align with your mission. Describe outreach effort to Vermont artists. Summarize arts programming from the past two years and the plans for future programming.

response to community and audience (5,000)

Identify the key arts needs of the communities you serve. Provide specific examples from the past fiscal year of the ways the organization's programs and services addressed those needs (e.g., high-quality programming, experiential learning opportunities, professional development opportunities for artists and art leaders, fiscal agent services, etc.).

Describe specific ways the organization involves or engages with individuals who have limited access to the arts due to physical abilities, economic status, language, location, or other barriers. (This answer should not focus exclusively on giving away tickets or using an ADA-compliant facility.)

List and describe the ways collaborations with civic, arts, and nonarts organizations contribute to the arts and to community life. In what ways does your organization support the local economy?

organizational sustainability and management (5,000)

Describe your organization's ability to sustain itself. Include information about key accomplishments in the organization's history, the skills and capacity of current staff and board, succession planning, development strategies, financial management practices, as well as marketing and communications efforts. For the governing board, explain the method of selection, terms of office, frequency of meetings, and process for recruiting members. (Use this question to explain any significant deficits, surpluses, or discrepancies in your attached financial documents. If the organization has operated at a deficit at any time in the past three fiscal years, please discuss the circumstances and describe plans to address the shortfall.)

evaluation and measurable outcomes (2,500)

What are your organization's key goals and intended outcomes? Describe the systems and key metrics in place for evaluating goals. Describe any other processes or practices employed to help your organization improve. Describe your organization's specific successes (or failures) in meeting key goals.

Accessibility (2,500)

List and describe how your organization assists people with various disabilities to have meaningful access to programs and services. Include specific information about physical access to your facility (parking, ramps, elevators, bathrooms, etc.), the extent of your programmatic access (e.g., large print, ASL interpreters, braille, etc.) and your communication efforts. (How do you let people know about the accessibility of your facilities and programs? Do you provide symbols in promotional materials?)

Summary (2,500)

Describe, as you would to a community member or local official, the benefits your organization provides to your community and the value of investing public dollars in the arts through your organization. Discuss the impact this grant funding would have on your programs and services.

Attachments

Upload the following documents in PDF format:

- brief biographies of key staff
- organizational staffing chart
- list of current board with terms of service
- current long-range plan that covers the grant funding period
- a publication (e.g., poster, brochure, program, etc.) from your organization that demonstrates how you use accessibility symbols
- two samples of public education materials and selected program materials of last year's programming (e.g., reviews, performance schedules, exhibition catalogues, workshop schedules, etc.)
- Provide work samples in PDF format or via URL (optional) that best demonstrate the quality of the organization's artistic activity. This could be a sampling of the work of artists you've hired and worked with; video/audio footage from past events; images showing a gallery space or show; etc.
- board-approved operating budget for current fiscal year
- final budget-to-actual profit and loss statement AND balance sheet from most recently completed fiscal year

Organization Information

grant contact information and authorizing official contact information

Questions?

Send an [email to Amy Cunningham](#) or call her at 802.828.5423.