



Cultural Facilities Grant Application Preview | FY2021

This is a list of the questions you'll 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

brief project description, physical address, town population, legal owner of building, municipality or nonprofit status, state in which organization is incorporated, number of staff (part-time and full-time), months in which activities are held, average three-year operating budget summary

General Information

project dates, grant contact, authorizing official contact, state legislators, facility classification and usage

Project Narrative

Describe your organization and its commitment to ongoing cultural programming or activities that happen, or have the potential to happen, in the facility. (1,000)

Describe the community your facility serves. What is the community need and interest in cultural programming? How often do you currently provide cultural activities to the public? (1,000)

Tell us about the project for which you are seeking a Cultural Facilities Grant. How will the grant funding be used? (500)

How will the proposed project expand or improve your organization's ability to meet the needs of the community for cultural activities? (1,000)

Describe the facility for which you would like support (e.g., general condition, architectural style, historic features, etc.) Summarize the overall plan for the rehabilitation, renovation, or preservation of your facility and how the proposed project fits into the facility priorities. If this is not the first priority in your needs assessment, why are you seeking funding at this time? (1,000)

List and describe the key people involved in your project. Include their names, title/role, and website (if applicable). Include their role in the project (artist/artist group, consultant, collaborator, partner, project manager, personnel, architect, contractor) and their qualifications relative to the management and success of the project. (1,000)

Describe why your organization is dependent upon a grant to accomplish the requested improvements/renovations. Include comments about private fundraising efforts, available funding sources, and general organizational capacity with regard to staffing, activities, and fundraising. (1,000)

If you have a reserve fund and/or endowment indicate the amount. Are there restrictions on your endowment? If so, please describe. (1,000)

If you have received funding from the State Capital Appropriation Budget within the last three years, indicate how much and for what purpose. (1,000)

If you have received a Cultural Facilities Grant (or grants) in the past, please indicate the date(s), amount(s), and purpose. (500)

After the proposed work is completed, what do you estimate the first year of operating costs to be and how will you support them? (1,000)

List and describe the ways your organization assists people with various disabilities to have more meaningful access to your programs and services. List and describe information about your facility access (e.g., ramps, elevators, bathrooms, etc.), the extent of your programmatic access (e.g., large print, ASL interpreters, Braille, etc.), and your outreach efforts. How do you let people know about the accessibility of your facilities and programs? Is that information included in your outreach? Do you include symbols in promotional materials? (1,000)

Fixed Equipment Projects (if applicable)

If your request is to support the purchase and installation of fixed equipment such as projection or sound systems, describe how the equipment will be secured and maintained as well as how any portable components will be secured. (500)

If you are applying for funds to install or replace a sound system, you must include an assistive listening system with your request. Please provide the following information (1,000):

- seating capacity of the facility
- types of activities held in the space where amplified sound is provided
- type of system being purchased (e.g., infrared, FM, induction loop, hard wired, etc.) and why
- who will be responsible for maintenance, cleaning, storage, staff training, etc.
- plan to ensure equipment does not get stolen
- plan for staff training

Accessibility Projects (if applicable)

These questions apply if you are seeking funding for accessibility improvements (e.g., ramps, elevators, lifts, bathrooms, etc.).

Have you completed and included the [relevant pages](#) of the [ADA Checklist for Existing Facilities](#) based on 2010 Standards for Accessible Design?

If your project involves access improvements, have you contacted an access consultant? If so, please tell us who. (500)

How does this project fit with your overall plans for making your facility accessible to individuals with various disabilities? (1,000)

If your project includes building a ramp, have you considered an earthen solution? Please explain why you have selected the option for which you are applying. (500)

Please provide specific information about the materials, dimensions, and color of any new construction necessary for access projects and how the new construction will connect to the existing building. (1,000)

Project Budget and Budget Narrative

A complete and detailed budget for the project must be included. Grant funds must be matched on a 1:1 basis with at least 50% of the match in cash. A value should be placed on any in-kind contributions such as donated labor and materials.

A balanced budget should be presented: total income + total in-kind support = total expenses.

In the budget narrative, provide details about how you arrived at the amounts in the budget. Those numbers should make direct reference and correlate with the estimate(s) you are submitting. Provide details about in-kind support and explain any amounts categorized as "other." (5,000)

See "[Building a Budget.](#)"

Support Materials and Attachments

All applications require the following support materials:

- photographs – one image of the exterior of the building and three to seven images of the area where the proposed improvements are to take place (minimum of four images required)
- evidence of cultural activities – brochures, newspaper articles, photos, promotional materials, or a proposed list of cultural programs that will be provided
- estimates – All applicants must submit at least one estimate. If the total expenses for the project budget are \$10,001 or more, you must submit at least two written estimates. Projects with multiple components should include separate estimates for each component. For example, applicants with a request for a project expected to cost \$12,000 (installation of insulation at \$7,000 and an electrical upgrade at \$5,000) must submit two estimates for both the insulation and electrical work
- profit and loss statement from the most recently completed fiscal year
- facility improvement priorities plan – a report done by an appropriate professional such as a historic preservation consultant, accessibility consultant, architect, etc. Contact with the Vermont Division for Historic Preservation (802.828.3213 or 802.828.3047) or the Preservation Trust of Vermont (802.658.6647) to discuss renovation priorities and techniques is strongly recommended

Additional support materials and attachments (as applicable) include:

- letter of support from building owner – include if applicant does not own building. For example, the local nonprofit community theater organization is responsible for the building maintenance and building restoration/renovations but the town is the legal owner of the building
- letters of support – if no cultural activities are currently happening in the space, include no more than two letters from local cultural organization or artists to demonstrate a need for cultural activities in the facility
- schematic drawings – a visual representation, such as a floorplan or elevations, for projects with installations or interior structural changes. For example, a schematic drawing of where the heating system (boiler and duct work, etc.) will be installed
- accessibility checklist – required for projects related to accessibility improvements (e.g., bathrooms, lifts, elevators, assistive listening devices, etc.). Submit a copy of the relevant completed sections of the ADA Checklist for Existing Buildings based on 2010 Standards for Accessible Design. Fixed equipment improvements must include features to improve accessibility such as assistive listening devices with a sound system
- architectural drawings required for accessibility projects – proposed architectural plans including an overall floor plan for the building and a noted path of travel to indicate where/how public will get to the accessible feature. All dimensions of accessible features must be noted on drawings.
- sound system upgrades – include estimates and information on proposed assistive listening devices
- collections care – include a prioritized plan for care and conservation of collections

After the deadline has passed, Arts Council staff will make a preliminary review of the materials included in your application and may contact you for further information.

Questions?

Send an [email to Michele Bailey](#) or call her at 802.828.3294.