



## Cultural Facilities 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](#).

### Eligibility

Potential applicants will need to provide the organization's name and answer yes or no to the following questions.

1. Is the applicant a Vermont nonprofit or municipality/town?
2. Is the organization incorporated in the state of Vermont? *If no, provide the state in which the organization is incorporated.*
3. Is the facility an existing building that is at least 10 years old?
4. Is the facility physically located in Vermont?

Provide the physical address of the building. *Include street address and town.*

**If you answer no to any of the above questions, you are not eligible to apply for this grant.**

### Additional Considerations (for eligibility)

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

5. Is the facility legally owned by the nonprofit or municipal applicant? *If no, provide the name of the legal owner of the building.*

*For example, the applicant (e.g., historical society, local community theater group, etc.) may be the organization responsible for the care and maintenance of the building, but the building itself may be owned by the town. If this is the case, you are still eligible to apply.*

*If the facility is privately owned, you are not eligible to apply. However, on a case-by-case basis, if the facility is privately owned but used by a nonprofit for cultural programming that is open to the public, applications may be considered if there is evidence of a long-term (e.g., 15-20 years) lease or rental agreement. You will need to upload documentation of the long-term lease or rental/use agreement.*

6. Did your facility receive a FY21 Cultural Facilities grant?

*If yes, you are not eligible to apply for a FY22 grant.*

7. Did your facility receive a FY20 Cultural Facilities grant?

*If the grant amount in FY20 was \$14,999 or less, then you may apply for this FY22 grant. If it was \$15,000 or more, then you are not eligible to apply this round.*

## Additional Considerations (continued)

8. Will the specific work funded through this grant begin on or after September 1, 2021?  
*Any work on the facility funded by this grant that happens prior to September 1 is not eligible for funding.*

9. Does the applicant have a Dun and Bradstreet Number?  
*If you don't have one, you can [apply for a DUNS Number here](#).*

10. Did you have a conversation with the program manager to determine if the proposed activity is eligible for funding?  
*If no, contact Michele at 802.402.4614 or [get in touch with her by email](#) before starting your application.*

## Applicant Profile

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

## Organization Information

Provide the number of full-time and part-time staff; months of year in which your organization conducts cultural activities; and the three-year average annual operating budget for the applicant.

*If the applicant is the Magical Theater Company but the facility is owned by the Town of Anytown, then include the operating budget for the Magical Theater Company. The Magical Theater Company is the organization that is responsible for overseeing the work/project at the facility.*

Answer yes or no to the following question:

Did your organization experience any significant changes (deficit/surplus) in your operating budget?

If yes, describe the circumstances, the change (deficit/surplus), and how your organization is managing/managed that change. (250)

## Project Information

Provide a proposal title. *This is the type of facility and the type of request. This is for internal use and we just need a short and simple label. (For example, Museum Accessible Bathroom; Church Lighting; Town Hall HVAC; Library Accessible Ramp, etc.)*

Describe your project in one sentence.

*Example: Big City Town Hall requests support for the installation of an accessible ramp.*

Provide the grant request amount.

*Grant amounts range from \$1,000 - \$30,000 and must be matched on a 1:1 basis.*

Provide the project start and end dates.

*Projects can begin no earlier than September 1, 2021 and must be complete by August 31, 2022.*

Provide the population of the town in which the facility is physically located.

Provide contact information for the grant contact and authorizing official. List your state legislators.

## Project Information (continued)

How would you classify this cultural facility? You will select from the following:

- arts center (multiple arts disciplines)
- church/religious facility
- gallery
- grange hall
- historical society
- library
- multi-arts
- museum
- non-arts
- other (option to provide brief description)
- theater
- town hall

If funded, what would you expect this project to improve? You will select all that apply from the following:

- accessibility (e.g., elevator, lift, assistive listening system, ramp, bathroom)
- collections care (e.g., permanent/exhibit/collection display cases, environment improvements)
- comfort (e.g., fixed theater seating, heating, air conditioning)
- equipment upgrades (e.g., digital projection, sound, theatrical lighting systems)
- hazard mitigation (e.g., flood gates, rain gutters, snow guards, sprinkler systems)
- other (if not included in this list)
- safety (e.g., fire safety, electrical upgrades)

## Project Narrative

1. 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)

*It is important to demonstrate your organizational commitment to cultural activities. You should describe your organization's vision/plan for using the facility for cultural activities in the future. How often do you currently provide cultural activities to the public?*

2. Describe the community your facility serves as well as the need and interest in cultural programming in the community. (1,000)

*This helps the committee to understand the context in which the cultural activities are happening or may happen in the community.*

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

*For the purposes of this grant, a project is defined as the component of your building renovation that is being completed with support of this grant. For example, your organization may have an overall plan for accessibility improvements, but this grant is being requested to fund only the installation of an elevator. Your project narrative and budget should reflect the specifics of the elevator installation and its impact on your community and programming.*

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

*If the space is currently not used for cultural activities, be sure to explain how the proposed project will allow for these activities to happen. We encourage letters of support from community cultural or arts groups to demonstrate the need/demand for the use of the space for cultural activities. (Letters should be uploaded in the Support Materials & Attachment section.)*

5. Describe the facility for which you would like support (e.g., general condition, architectural style, historic features, etc.). (1,000)

## Project Narrative (continued)

6. Summarize your overall plan for the rehabilitation, renovation, or preservation of your facility. List and describe the top five prioritized improvements needed for your facility. (2,000)

*Describe your process for developing this list and how the proposed project fits into the facility priorities. If the funding request is not the first priority in your facility assessment, why are you seeking funding at this time? More details may be provided in a facility improvement priorities plan uploaded in the Support Materials & Attachment section.*

7. List and briefly describe the key people involved in your project. (1,000)

*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, and contractor) and their qualifications relative to the management and success of the project.*

8. Describe why your organization is dependent upon a grant to accomplish the requested improvements/renovations. (1,000)

*Include comments about private fundraising efforts, available funding sources, and general organizational capacity with regard to staffing, activities, and fundraising.*

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

10. 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)

*This includes funds you might have received from Historic Preservation Grants, Historic Barn and Agricultural Grants, Recreational Facilities Grants, Human Services and Educational Facilities Grants, or Regional Economic Development Grants in the last 3 years as well as any direct appropriation from the State Capital Budget. If you have not received such funding, please indicate.*

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

12. 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)

13. List and describe the ways your organization assists people with various disabilities to have more meaningful access to your programs and services. Describe your facility access, the extent of your programmatic access, and your outreach efforts. (1,000)

*All applicants should answer this question to demonstrate their overall commitment to making facilities, programs, and services accessible to people with various disabilities. Facility access includes ramps, elevators, bathrooms, etc. Programmatic access includes large print programs, ASL interpreters, braille, etc. 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?*

## Project Narrative (continued)

14. If your request is to support the purchase and installation of fixed equipment, describe how the equipment will be secured and maintained as well as how any portable components will be secured. (500) *“Fixed equipment” refers to items such as sound systems, multimedia equipment, and assistive listening systems. Equipment must be permanently affixed to the site or the organization must have a plan for and/or policy for securing the equipment for use only within the building. When appropriate, fixed equipment improvements must include features to improve accessibility such as assistive listening devices with a sound system.*

15. Are you applying for a Cultural Facilities Grant to make upgrades to accessibility features in your facility? This includes upgrades to sound systems. yes/no  
*If yes, you will need to answer the questions in the Accessibility Projects section. If no, you may skip to the Project Budget section.*

### Accessibility Projects (if applicable)

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

1. Have you contacted an access consultant? yes/no  
*If yes, please tell us who. (500)*

2. 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 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

3. Have you completed and included the [relevant pages](#) of the [ADA Checklist for Existing Facilities](#) based on 2010 Standards for Accessible Design? *You will be asked to upload a copy of the relevant pages in the Support Materials & Attachments section.*

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

*When describing your facility plan for accessibility, be sure to include information about the accessible path of travel. For example, if your funding request is to install an accessible bathroom, is there already an accessible path of travel into the building and to the bathroom? Be sure to note the path of travel on any architectural plans.*

5. 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)

6. 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

Provide a complete, detailed, and balanced budget. Total income including in-kind contributions = total expenses. 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. Refer to [Building a Budget](#) for more information.

## Budget Narrative

Provide details about how you arrived at the numbers in your budget. The numbers should make direct reference and correlate with the estimate(s) you are submitting. The scope of work outlined in the estimates should match the scope of work outlined in the funding request in the application and budget. Provide details about in-kind support and explain any amounts categorized as "other." (5,000)

## Support Materials and Attachments

All applications require the following support materials:

- **Photographs** (minimum of four images required) – one image of the exterior of the building and three to seven images of the area where the proposed improvements are to take place.
- **Evidence of cultural activities** (maximum three samples) – 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 project request 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. The scope of work included in the estimates should match the scope of work outlined in the funding request in the application. Sound system upgrades should include information on proposed assistive listening devices in estimates.
- **Profit and loss statement** from the most recently completed fiscal year.

Additional support materials and attachments (as applicable) include:

- **Facility improvement priorities plan** (optional) – a report done by an appropriate professional such as a historic preservation consultant, accessibility consultant, architect, etc. It is strongly recommended to contact staff at the Vermont Division for Historic Preservation (802.828.3047) or the Preservation Trust of Vermont (802.917.2994) to discuss renovation priorities and techniques.
- **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 organizations, artists, or other community groups to demonstrate a need for cultural activities in the facility.
- **Schematic drawings** – a visual representation, such as a floor/site plan or elevations, for projects with installations or interior structural changes. For example, a schematic drawing of where the heating system (boiler and ductwork, 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.

## Additional support materials and attachments (continued)

- **Architectural drawings** (required for accessibility projects) – proposed architectural plans including elevation drawings and an overall floor/site plan for the building with the accessible path of travel noted to indicate where/how the public will get to the accessible feature. Note dimensions of accessible features on elevation drawings. For example, a bathroom renovation should include dimensions for the height, width, and depth of accessible features such as the toilet, towel dispenser, doorways, rails, trash receptacles, sink, mirror, etc.
- **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.

## 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 Cultural Facilities Coalition? (*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?
4. As a reimbursement grant program, do you understand that receiving grant funding will create certain final reporting requirements that need to be fulfilled within 30 days of project completion in order to receive all grant funds? (*The Council's final report will include responses to narrative questions, completion of an actual financial report, submission of copies of paid invoices/receipts, photos of the completed project, etc.*)
5. Do you understand that any changes to the project 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?

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 Michele Bailey](#) or call her at 802.402.4614.