Digital Capacity Grant | FY2022 Application Preview

This is not the application for the Digital Capacity Grant, but a list of the questions you will be expected to answer and the materials you will need to provide in the online grant portal. Character limits, when applicable, include spaces and are listed in parentheses.

Organization Information
Approved grant applicants must have the following required information before receiving grant funds:

- Federal Tax ID (or EIN)
- Unique Entity ID (UEI)

The federal government is transitioning from the use of DUNS Numbers to a new Unique Entity ID (UEI). Beginning April 4, 2022, all organizations applying for funding will be required to have a UEI. Click here to learn how to request your free UEI.

1. Organization name
2. Organization email address
3. Tax ID/EIN
4. Unique Entity ID (UEI)
5. Organization type
6. Organization status
7. Organization discipline
8. Does your organization have nonprofit status?
   8a. If no, please upload a completed fiscal agent form.

Organization Address
9. Street
10. City
11. State
12. ZIP
**Grant Contact**
This individual is the primary contact for all grant communications and is responsible for completing all required materials, including a final report.

13. First name
14. Last name
15. Email address
16. Phone number

**Organization Summary**
1. Please provide a brief summary of your programming and mission. (2,500)
2. Who does your organization primarily serve and how? (2,500)
3. If your organization is led by and/or serves underrepresented groups, please provide further detail about how your work supports these communities. (2,500)
   *These groups include people of color or indigenous people; people who identify as LGBTQ+; people with disabilities; people who identify as immigrants or refugees; people whose first (or only) language is not English, etc.*
4. Please provide a Profit & Lost Statement and a Balance Sheet for your most recently completed fiscal year.
   *The Profit & Loss Statement (also known as an income statement) should be for a full year. The Balance Sheet should be the last day of your most recently completed fiscal year.*

**Grant Request**
1. Select the type of funding you are applying for:
   - Organization Grant ($5,000 – $30,000)
   - Collaborative Grant (up to 3 years; total grant $60,000-$150,000)

   Collaborative Grant applicants must meet with project manager Amy Cunningham before submitting a proposal.
2. How much are you requesting?
   *See grant ranges in question #1 above.*
3. Briefly describe your request by completing this sentence: “Grant funds will be used to...” (250)
Grant Period
Funded activities for Organization Grants must be completed between July 1, 2022 and June 30, 2023. Collaborative Grants may be multi-year to June 30, 2025.

4. Start date
5. End date

6. Please fully describe the purpose(s) of your request. What are you requesting funds to do? (5,000)

7. Please describe how this project/these expenses will help to increase the digital capacity of your organization. How will you know that this grant had the intended impact? (5,000)

8. How do you currently strive to make your digital programs, services, and communications accessible to people with various disabilities? How will that be improved or continued with this funding? (5,000)

Include specific information about accessibility considerations related to this project. For example, what steps are you taking to ensure that a website redesign or new e-commerce platform is following web content accessibility guidelines (WCAG) and other accessibility best practices? How will you communicate about and provide accommodations for participants with various disabilities attending your virtual programming? Also, in addition to the audience, address how digital programming access works for artists, staff, volunteers, board members, etc. Please note that expenses related to accessibility and accommodations (captioning and transcript services, ASL or other interpreters, etc.) are allowable expenses for this grant.

9. Provide an estimated timeline for your project. (5,000)
An estimated timeline will help demonstrate the feasibility of the project. We understand that the timing may not be fully confirmed.

10. Please explain who you will be working with and what equipment you may be purchasing. How did you (or how will you) make these selections? (5,000)
If the vendor or equipment is not yet confirmed, please provide your process for selection and any research you have conducted thus far. We encourage the use of Vermont vendors and contractors when possible. You may provide samples or estimates in the Support Materials section of the application.

11. We are interested to know more about your organization’s response to the pandemic. This has been an extremely challenging time for cultural organizations and we invite your candor. How did your organization adapt and cope? What did you learn? What would you do differently? How have these changes and learnings influenced your plans for future programming and services? (5,000)

12. As your organization looks ahead toward recovery, what do you think that will look like in the coming year? (5,000)

13. If there is any information we have not requested, but which you feel is important in evaluating your application, please provide it here. (5,000)

Budget & Budget Narrative
You will use a fillable budget table in the online application. Provide a balanced budget: total expenses = total income. List the expenses related to your request. List any additional income sources besides the grant request and indicate if those funds are pending, proposed, or secured. Please refer to the
guidelines for complete information about what this grant can fund.

Budget Narrative

1. Explain how you arrived at the amounts in the project budget. Be sure to explain any amount categorized as “other.” (5,000)

Support Materials

All applicants may use this section to provide additional documentation to help illustrate your proposed project or work. We especially encourage the inclusion of estimates or work samples for equipment that you may be purchasing and/or vendors you may be working with. Please provide context and an explanation for all support materials in the description boxes provided. Reviewers should be able to understand clearly how the documentation relates to your request. Please avoid unnecessary or unrelated support materials.

All uploads must be in PDF or JPG format. You may also include up to four URLs of websites or links that will help the panel understand the organization or proposed project.

Collaborative Grant applicants are required to submit letters of commitment from collaborating partners.

Agreements

1. I certify that the information contained in this application, including attachments, is true and complete to the best of my knowledge and that I represent the person authorized to commit the applicant to abide by the legal and other requirements.

2. I am indicating that my application is complete and understand that it will be reviewed as is.

3. I am indicating that I understand that any funds granted as a result of this application are to be used for the purposes set herein.

4. I am indicating that 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.

5. If funded, I agree to publicize in all communications that the activity is funded, in part, by the Vermont Arts Council with funds from the Vermont State Legislature. Doing so helps broaden awareness of how public funding benefits grantees and/or their communities.

6. By submitting this grant proposal, I am providing the applicable certifications regarding debarment, suspension, and compliance with the nondiscrimination status.

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
Questions?
The Council welcomes conversations in advance of your application. Our role is to help you prepare the strongest application possible and support your process. Applicants for Collaborative Grant proposals are required to meet with Amy Cunningham before applying.

Inquiries about Digital Capacity Grants should be made by sending an email to Amy Cunningham.

For questions about using the online granting system, please send an email to Meredith Bell or call her at 802.402.4478.