



## COVID-19 Cultural Recovery Grant | Application Preview

This is not the application for the COVID-19 Cultural Recovery Grant, but a list of the questions you will be expected to answer and materials you will need to provide in the [online grant portal](#). **Character limits, when applicable, include spaces and are listed in parentheses.**

### Organization Information

As required by federal guidelines, approved grant applicants must have the following required information before receiving grant funds:

- Federal Tax ID number (or EIN)
- DUNS number

If you don't already have one, [apply for a DUNS number](#) early as it can take up to two business days to receive.

Provide the following information: organization name, organization email address, Tax ID/EIN, DUNS number, organization type, organization status, organization discipline, and organization address

Answer if your organization has 501(c)(3) status. **If not, you are ineligible to apply.**

Provide the name, email address, and phone number for the primary contact. *This individual will be considered the primary contact for all grant communications and is responsible for completing all required materials, including a final report.*

### Grant Request

Select your organization/groups' annual operating budget for FY2019. This will determine the grant request amount.

- annual operating budget up to \$250,000 (grant: \$5,000)
- annual operating budget between \$250,000 and \$750,000 (grant: \$10,000)
- annual operating budget larger than \$750,000 (grant: \$15,000)

Attach a profit and loss statement from FY2019.

Select the type of funding you are applying for either general operating support or project funding (humanities only). *We can provide general operating support to organizations that are primarily providing arts and/or humanities programs. If you are another type of organization that provides humanities programming as one part of a larger mission, you can apply for project support for that work only.*

## Summary

Definitions:

- An arts organization offers year-round, high-quality arts programs and services.
- A humanities organization offers year-round, high-quality humanities programs and services.

If your organization provides both arts and humanities programming, you will select the option indicating that you provide both.

Are you primarily providing arts programming, humanities programming, or both?

1. Please provide a brief summary of your programming in the arts and/or the humanities. Include information about how artists, humanists, or other presenters are compensated. If you are applying for project support, specifically describe your project. (1,000)

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. (1,000)

*These groups include people of color or indigenous people; people who identify as LGBTQ+; people who live in rural areas; people with disabilities; people who identify as immigrants or refugees; people whose first (or only) language is not English, etc.*

4. How do you increase the accessibility of your programs? (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 (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?*

## Recovery Funding

### Financial Impacts of COVID-19

1. In what ways has your organization been affected by the economic impacts of the coronavirus?

*Select all that apply from the following list:*

- lost revenue
- lost space
- other
- risk of permanent closure
- staff layoff
- use of savings/reserve

### Explanation of conditions:

- **lost revenue:** Significant total projected 2020 and 2021 revenue was lost due to canceled programs between March 1, 2020 and June 15, 2021
- **lost space:** We have or are about to lose our space between March 1, 2020 and June 15, 2021 because we cannot make our monthly rent, mortgage, or utility payments.

- **risk of permanent closure:** We are considering or are planning to permanently close our organization as a result of the financial impacts of COVID-19.
- **staff layoff:** We have or are about to lay off or furlough one or more staff members between March 1, 2020 and June 15, 2021 because we cannot make payroll.
- **use of savings/reserve:** We had savings before COVID-19 and have had to spend some in order to meet expenses.

1a. If needed, please clarify or explain the answer above. (2,000)

2. Describe the financial loss to date for your organization and how your typical sources of funding have been impacted from COVID-19. For example, have you lost money on events, annual fundraising, donations, ticket sales or other sources of revenue? How are those losses mitigated or not by reduction in expenses? Applicants should accurately describe their situation and demonstrate a continued pressing and critical need for recovery support. (2,500)

3. Please estimate a dollar amount for your losses to date. *We recognize this may be an approximation.*

4. How many audience members were not engaged as a direct result of COVID-19? *Please approximate the audience members.*

## Financial Relief

What other sources of financial relief have you already received or applied for? This is for informational purposes only and will not affect your grant application. You will select from the following list and enter the respective amount:

- SBA Loan – Payroll Protection Program
- SBA Loan – Economic Injury Disaster Loan (EIDL)
- SBA Grant – EIDL Emergency Grant
- Vermont Economic Recovery Grant
- Vermont Economic Recovery Grant – Supplemental
- Shuttered Venue Operators Grant
- Vermont Covid-19 Cultural Relief Grant Program
- NEA Direct ARPA Grant
- NEH Direct SHARP Grant
- Other source

## Recovery Plans

1. How is your organization currently staffed, compared to pre-pandemic operations? *Only select one option from the following list.*

- All paid staff have returned.
- Some paid staff have returned, some have been furloughed or laid off.
- All paid staff have been furloughed or laid off.
- We have added paid staff.
- We do not have paid staff.

2. What types of programs and services are you currently offering? *Select all that apply from the following list.*

- in-person
- virtual
- hybrid
- none

3. This year was challenging, especially for cultural organizations. How did your organization adapt? For example, did you have to invest in technology and/or training to shift to online programming? Are you hoping to do that for future programming to be more sustainable? Did you develop hybrid programs (part virtual/part in-person)? Do you think these changes will help your organization? These are just some prompts for consideration. (2,500)

4. As your organization looks ahead towards recovery, what do you think that will look like in the coming year? (2,500)

5. (Optional) If there is any information we have not requested, but which you feel is important in evaluating your application, please provide it here. (2,500)

## **Agreements**

You will check yes or no on the following 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 and the National Endowment for the Arts or Vermont Humanities and the National Endowment for the Humanities. *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.

## **Additional Information**

1. How did you hear about this grant opportunity? *Only select one option.*

- email from Vermont Arts Council
- email from Vermont Humanities
- other
- social media – Vermont Arts Council
- social media – Vermont Humanities
- website – Vermont Arts Council
- website – Vermont Humanities

## **Questions?**

Please [send us an email](#).