



Creative Futures Grant | Application Preview | Round Three

This is not the application for the Creative Futures 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. Paragraph or bullet point format responses are acceptable.

Applicant Information

1. Entity name
2. Alternate name (if you are using a dba)
3. Entity email address
4. Entity website
5. Tax ID/EIN
6. Entity type (check one):
 - C Corporation
 - Cooperative Associations
 - S Corporation
 - Limited Liability Corp.
 - Limited Liability Partnership
 - Sole Proprietorship
 - Nonprofit
 - Unincorporated nonprofit using a fiscal agent

6a. If you selected “Unincorporated nonprofit using a fiscal agent form,” please upload a completed [fiscal agent form](#).

7. Business code:

Every business tax return filing is required to provide a “principal business activity code” on the form, which is based on the North American Industry Classification System (NAICS). Please use the code provided on your tax return.

Nonprofits are not required to provide this code on their 990 tax return, but can search here for the appropriate code: <http://www.naics.com/search/>

The primary eligible creative economy [NAICS codes are here](#). Please contact us in advance of submitting if you have any questions about your eligibility in regard to these definitions. We reserve the right to make final judgements on eligibility.

8. Please select the creative sector segment that best describes your business:

- Culture & Heritage
- Design
- Film & Media
- Literary Arts & Publishing
- Performing Arts
- Specialty Foods
- Visual Arts & Crafts

Organization Address

9. Street

10. City

11. State

12. ZIP

13. County

Grant Contact

This individual will be the primary contact for all grant communications and is responsible for completing all required materials, including a final report.

14. First name

15. Last name

16. Email address

17. Phone number

Owners or Principals

This section is **only applicable** to the following entity types: C Corporation, Limited Liability Corporation, Limited Liability Partnership, or S Corporation.

For a business with multiple owners or principals, please provide the following information for each owner of 20% or more:

- name
- title or position with business
- home address
- email address
- ownership percentage

Severity of Covid-19 Pandemic Harm

1. Specify the ways your entity has been affected by the economic impacts of the pandemic. *Select all that apply from the following list:*

- lost or decreased revenue
- lost space
- increased costs
- risk of permanent closure
- challenges meeting payroll or other financial obligations
- staff layoffs
- unplanned use of savings/reserves/endowment
- other

1a. If needed, please clarify or explain the answers above.

2. Operating Revenue

2a: What was your total operating revenue in your 2019 fiscal year?

Awards are based on 2019 operating revenue, or 12 full months of pre-pandemic revenue as documented in your tax return (for example, if your fiscal year begins July 1, then your award size would be based on the revenue from the tax return ending June 30, 2019). VAC will determine appropriate grant awards for applicants with an incomplete or irregular pre-pandemic tax year.

For most entities, operating revenue can be found in these places on your tax return:

- 990: Line 12, “total revenue” minus significant capital campaign or endowment contributions
- 1040, schedule C: Line 1, “Gross receipts or sales”
- 1120: Line 1, “Gross receipts or sales”

2b: Based on this amount, what is the award size that you are applying for? (please refer to the Award table in the [Guidelines](#))

2c: Is there any difference in the total operating revenue listed in 2a and the total revenue/income on your 2019 tax return? If so, please explain. If there are any other special circumstances that impact his figure, please explain here. (1000 characters maximum)

3. Describe the financial impact you have experienced from the pandemic. For example, have you lost money on events, sales, donations, or other sources of revenue? How have those losses been mitigated or not by reductions in expenses? Applicants should accurately describe their financial situation and demonstrate a continued pressing and critical need for recovery support. (2,500 characters maximum)

4. What other sources of financial relief have you previously received or applied for and how much have you received or requested? Relief funding received will be considered when assessing severity of pandemic harm. Select from the following list and enter the respective amount received or under consideration:

Past funding:

4a. SBA Loan – Payroll Protection Program

4b. SBA Loan – Economic Injury Disaster Loan (EIDL)

4c. SBA Grant – EIDL Emergency Grant

4d. Vermont Economic Recovery Grant

4e. Vermont Economic Recovery Grant – Supplemental

4f. Shuttered Venue Operators Grant

4g. Vermont Cultural Relief Grant Program through Vermont Arts Council and Vermont Humanities (2020)

4h. Vermont Cultural Recovery Grant Program through Vermont Arts Council and Vermont Humanities (2021)

4i. NEA Direct ARPA Grant

4j. NEH Direct SHARP Grant

4k. VEDA Forgivable Loan Program

4l. Other (please specify)

Current/Pending

4m. Community Recovery and Revitalization Grant Program from the Vermont Department of Economic Development

4n. Other (please specify)

Applicant Narrative

Character limits include spaces and are listed in parentheses. Paragraph or bullet point format responses are acceptable. Applications will be evaluated based on the selection criteria rather than on a polished application.

1. Briefly describe your entity. What kind of work do you do and who do you serve? If you have a mission statement, please provide it here. [If you opened a creative sector business after March 13,

2020, as a response to pandemic challenges (i.e. job loss, organization closing, etc.) explain the circumstances that led to this change.] (1,000 characters maximum)

2. Cultural and community impact: Describe the significance of your business or organization within your local community's and/or Vermont's creative sector. Include details about the products and services that you offer the public and the community(ies) that you serve or strive to serve with your business or organization. (2,500 characters maximum)

3. If your entity is owned by, led by, and/or serves underrepresented groups, please provide further detail about how your work supports these communities. (2,500 characters maximum)

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. Economic Impact: Describe your business's current role within your community's economic recovery from the Covid-19 pandemic and your business's plan for post-pandemic resilience. In your response, detail how your creative sector business provides a product or service economically benefiting your community. As appropriate, explain your organization's ability to retain jobs or create future jobs. (2,500 characters maximum)

5. If your business or organization was established after 3/13/2020, please explain the pandemic economic changes that led to its creation. (1,500 characters maximum)

*Applicants whose entities were established after 3/13/2020 are only eligible for this funding if the creation of the entity was **in response to pandemic challenges** (i.e. job loss, organization closing, etc.) and you have documented income from that entity.*

6. (Optional) If there is other information that you feel is important to evaluate your application, please provide it here. (1,500 characters maximum)

Attachments:

Financial documentation demonstrating a full year of pre-pandemic revenue:

- Submit either your 2019 tax return **or** 2019 financial documents: a) profit and loss statement (P&L), b) beginning balance sheet
 - Entities earning less than \$50k per year do not need to submit balance sheets

- Sole proprietors or LLCs who file as sole proprietors - submit just the schedule C from your 1040 tax returns and remove or redact social security numbers from all financial documents
- Organizations that filed only a 990EZ postcard must include a profit and loss statement for 2019
- If you were not in business in 2019, upload a document stating when the business opened

Financial documentation for 2020, 2021, and 2022:

- Submit either your 2020, 2021, and 2022 tax returns **or** 2020, 2021, and 2022 - financial documents: a) profit and loss statement (P&L), b) beginning balance sheet
 - Entities earning less than \$50k per year do not need to submit - balance sheets
 - Sole proprietors or LLCs who file as sole proprietors - submit just the schedule C from 1040 tax returns and remove or redact social security numbers from all financial documents
 - Organizations that filed only a 990EZ postcard for 2020, 2021, or 2022 must include profit and loss statement for these years
 - If not in business in 2020, 2021, or 2022, upload a document stating when the business opened

Current year financial documentation:

- Submit for the current fiscal year a) profit and loss statement (P&L), b) beginning balance sheet, and c) ending balance sheet for the P&L period
- Entities earning less than \$50k per year do not need to submit balance sheets

Other financial documentation might include:

- 2018 tax returns or financial records for businesses in order to demonstrate a full year of pre-pandemic revenue
- Financial documents or other information to demonstrate that your entity was legally organized prior to March 13, 2020, but had not yet become fully operational

Agreements

An authorized signatory of the applicant must attest to the following by checking the boxes next to the statement before submitting the application

I attest, under penalty of perjury, that all information provided on this form is true and accurate. I understand that the State of Vermont will rely on this certification as a material representation in making this federal award. Further, I understand that intentional misrepresentation of information is fraud and may subject me or my organization to disqualification from receiving further benefits, administrative penalties, and criminal prosecution.

The following statements will be included in the contract terms for all Creative Futures Awards. Please review and indicate your agreement by checking the box next to the statement.

- 1. I have the authority to request payment from the State of Vermont. I am requesting payment for costs incurred in connection with section 602 of the Social Security Act, as amended by section 9901 of the American Rescue Plan Act, Public Law No. 117-2 (March 11, 2021) (“section 602”).
- 2. This State Fiscal Recovery funding will only be used for approved economic support or costs incurred prior to December 31, 2024, in response to the COVID-19 public health emergency and its negative economic impacts.
- 3. We (“the Beneficiary”) will report on incurred expenses and/or losses, in a form and at a frequency prescribed by the State of Vermont and will cooperate with the State of Vermont in creating and retaining appropriate documentation to demonstrate that the proposed uses meet the requirements of section 602.
- 4. To the extent that actual expenditures or demonstrated need is less than the total award amount, we agree to return the balance of unspent funds to the State of Vermont. If the United States Department of the Treasury recoups funds from the State of Vermont based on a determination that these award funds were used in a manner not in compliance with section 602, Beneficiary agrees that the State of Vermont may recover funds from Beneficiary by reducing future funding in State budgets.
- 5. I understand that we must repay the award or portion of the award to the Vermont Arts Council if: any funds received were issued in error; are based on incorrect representations made to the Vermont Arts Council; or any costs forming the basis of an award under this program are covered by other federal funds or federally forgiven loans received by Beneficiary. I agree that the final determination of whether there has been a duplication of benefits and the amount to be repaid, if any, will be made by the Vermont Arts Council.
- 6. The entity shall maintain and make available to the State of Vermont and/or United States Department of the Treasury, upon request, all documents and financial records sufficient to establish compliance with section 602. Records and supporting documentation must be maintained for a period of five years after all funds have been expended or returned to Treasury, whichever is later. Records to support compliance with subsection 602 may include, but are not limited to, copies of the following:
 - a. General ledger and subsidiary ledgers used to account for (a) the receipt of SFR payments and (b) the disbursements from such payments to meet eligible expenses related to the public health emergency due to COVID-19;
 - b. Budget records;
 - c. Payroll, time records, human resource records to support costs incurred for payroll expenses related to addressing the public health emergency due to COVID-19;
 - d. Receipts of purchases made related to addressing the public health emergency due to COVID-19;
 - e. Contracts and subcontracts entered into using SFR payments and all documents related to such contracts;
 - f. Grant agreements and grant subaward agreements entered into using SFR payments and all documents related to such awards;

- g. All documentation of reports, audits, and other monitoring of contractors, including subcontractors, and grant recipient and subrecipients;
 - h. All documentation supporting the performance outcomes of contracts, subcontracts, grant awards, and grant recipient subawards;
 - i. All internal and external email/electronic communications related to use of SFR payments; and
 - j. All investigative files and inquiry reports involving SFR payments.
- 7. To the best of my knowledge, neither the entity nor the entity's principals (officers, directors, owners, or partners) are presently debarred, suspended, proposed for debarment, declared ineligible or excluded from participation in Federal programs, or programs supported in whole or in part by Federal funds.
 - 8. The Beneficiary will submit reports as required by the State of Vermont, Agency of Administration, and/or Vermont Arts Council.
 - 9. The Vermont Arts Council may share the information on this federal award with other Vermont state agencies, and other Vermont agencies can share information with Vermont Arts Council for the purpose of verifying Beneficiary's eligibility for this or another award or stimulus payment related to the COVID-19 pandemic.
 - 10. Beneficiary authorizes the State of Vermont to share data relevant to this award with the U.S. Department of Treasury, including but not limited to previously submitted W-9 data that is related to this award.
 - 11. All of Beneficiary's tax returns are completed and filed through the date of application filing.
 - 12. Beneficiary complies with local, state and federal labor laws.
 - 13. Beneficiary is in good standing with the Vermont Secretary of State.
 - 14. Beneficiary has faced economic harm resulting from or exacerbated by the COVID-19 public health emergency. This award will support Beneficiary in addressing the economic harm brought on by the COVID-19 public health emergency.
 - 16. Beneficiary understands that, if Federal guidance on the regulations of the State Fiscal Recovery Fund change, it may change the terms of this award.

Additional Information

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

- email from Vermont Arts Council
- social media – Vermont Arts Council
- website – Vermont Arts Council
- communications from a partner organization
- other

Demographics (optional, for individual business owners)

The following questions are voluntary and the information will be used by the Council to improve our grantmaking. We will use this data to identify and evaluate:

- progress toward our diversity, equity, and inclusion goals
- barriers in the grantmaking process
- impact of funding programs

2. Race/ethnicity:

- Asian
- Black/African American
- Hispanic/Latino
- American Indian/Alaska Native
- Native Hawaiian/Other Pacific Islander
- White
- Prefer to self-describe
- Prefer not to say

3. Gender identity:

- Female
- Male
- Non-binary/third gender
- Prefer to self-describe
- Prefer not to say

4. Is the applicant a person with a disability?

- Yes
- No
- Prefer not to say

Questions?

Please send us an email.