



Head Start Arts Integration Grant | FY2023 Application Preview

This is a list of the questions you'll be expected to answer and the materials you will need to provide in the application. **Character limits, when applicable, include spaces and are listed in parentheses.** All information must be submitted through the Council's [online granting system](#).

Contact Information

1. Organization's name
2. Unique Entity ID (UEI)
3. Tax ID
4. Street address
5. City
6. State
7. ZIP code
8. County
9. Organization type
10. Organization status
11. Organization discipline

Grant Contact

12. First name
13. Last name
14. Email address

Authorizing Official

15. First name
16. Last name
17. Email address

Partner

(Head Start or Regional Organization Partner)

18. Name of partner
19. Contact's first name
20. Contact's last name
21. Contact's title

Project Narrative

1. Provide an overview of your proposal. Describe the creative experience(s) at the core of the project and/or how the proposal will nurture relationships with Head Start or other partners and the capacity for providing arts or arts-integrated programming in the future. When possible, include estimates of the number of children, teachers, or classrooms served. If funds support teaching artists, classroom teachers, or administration, please also include estimates on those numbers to be served. (5,000 characters)
2. How will the grant funds be used? (2,500 characters)
3. Who are the key collaborators on the project and what are their roles? Be sure to include teaching artists. (5,000 characters)
4. Upload up to three documents that demonstrate the commitment of the teaching artists to an artform, to arts education, and early childhood education (e.g., links to artwork, photos of the artist in the classroom, CVs, artist bios, etc.).
Uploads must be either .JPG or .PDF and no larger than 5 MB. You may also include URLs.
5. Provide a brief timeline of the project. (2,500 characters)
6. Describe the expected impact and outcomes of the project and how that progress will be tracked. (2,500 characters)
7. Describe your plan around accessibility and equity for this project. (2,500 characters)

Project Budget and Budget Narrative

You will use the budget table in the online application to show the expenses and income related to the proposed project. You may use the line items provided in the expense table (Administration, Artist Fees, and Materials) or enter your own line-item descriptions in the blank fields provided. The grant request is required and can be up to \$6,000.

1. Provide details about how you arrived at the numbers in your budget. Include whether the income is pending, proposed, or secured funding. Explain any amount categorized as "other." (2,500 characters)

Support Materials

Include up to three PDFs (no larger than 5 MB) of materials that may strengthen your application or that you want the panel to see (include any partnership agreements, teaching artist agreements, letters of support, etc.).

Additional Information

1. How did you hear about this grant opportunity?
 - Other
 - Vermont Arts Council e-newsletter
 - Vermont Arts Council social media
 - Vermont Arts Council website
 - Word of mouth

Additional Information (continued)

2. Do you have a profile on [CreativeGround](#)?

CreativeGround is a project of the New England Foundation for the Arts (NEFA) and is a dynamic regional directory that celebrates and reflects the vital work of New England's artists, creatives, culture bearers, creative organizations, and businesses.

- I didn't know about this—I'll check it out
- no
- yes

Agreements

1. I understand that failure to respond to any of the requested application items might seriously hinder its consideration.

2. 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.

3. If funded, I understand and agree to use the grant funds for the purposes set herein.

4. If funded, I understand that any changes to the grant must be submitted in writing and are subject to approval of the executive director of the Vermont Arts Council.

5. 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 and no later than September 30, 2024.

6. I certify that the information contained in this application, including attachments and support materials, is true and complete to the best of my knowledge.

7. I agree that I represent the person authorized to commit the applicant to abide by the legal and other requirements as printed in the Council's grant guidelines.

8. I acknowledge that I am neither disbarred, suspended, declared ineligible, nor voluntarily excluded from participating or entering into contracts or receiving other monies from either the federal government or the State of Vermont.

Questions?

Send an [email to Troy Hickman](#) or call him at 802.402.4496.