



Creation Grant | FY2025 Application Preview

The following are the questions and materials for applicants to prepare. **Character limits, when applicable, include spaces, individual letters, and punctuation, and are listed in parentheses.** All information must be submitted through the Council's [online granting system](#).

Applicant Information

1. First name
2. Last name
3. Preferred gender pronoun *You will select from the following options:*
 - he/him/his
 - she/her/hers
 - they/them/theirs
 - other:
4. I am 18 years of age or older.
5. Email address *Notifications will be sent to this address. Be sure it is an accurate and valid email.*
6. Phone number
7. Street address
8. City
9. State *Just enter the two-letter abbreviation (e.g., VT).*
10. ZIP
11. County *(A drop-down list will provide options.)*
12. Website (optional)
Providing a website link is optional and serves as a general resource to the review team. Note that reviewers may not view the entirety of a website if provided.
13. Instagram handle (optional)
If you want to share your Instagram account with us, enter your handle (e.g., @vtartscouncil).
14. X handle (optional)
If you want to share your X account with us, enter your handle (e.g., @vtartscouncil).

Applicant Information (continued)

15. Facebook link (optional)

If you want to share your Facebook account with us, enter the link.

16. Tik Tok handle (optional)

If you want to share your Tik Tok account with us, enter your handle (e.g., @vartscouncil).

17. CreativeGround profile (optional)

If you don't already have a profile, consider using this robust directory to promote your work inside and beyond Vermont—and become visible to those who might hire, support, and collaborate with you. [Click here to view CreativeGround](#). This 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.

18. I am applying as a(n):

- group
- individual

If you are applying on behalf of an artist's group, you will answer the following questions:

18.1. Group's name

18.2. List the other members of the group. (2,000 characters)

Project Information

1. Describe your project in one sentence. "Grant funds will be used to..." (80 characters maximum) *Be brief. This is the language for your contract (if you receive a grant). You'll have a chance to describe the project in detail in the rest of the application. [Click here to see previous grantees](#) for examples. **Be sure to hone your description so that it is as succinct and clear as possible.***

2. Enter the amount of your grant request.
You may apply for any amount up to \$5,000.

3. Project start date

Must begin after September 1, 2024. *If this is a multi-year project, only enter the part of the project timeline that the grant funding will cover.*

4. Project end date

Must end before August 31, 2025. *If this is a multi-year project, only enter the part of the project timeline that the grant funding will cover.*

5. Personal artistic discipline *You'll select from the following list:*

- crafts
- literary arts
- media & design arts
- multidisciplinary arts
- performing arts (includes music)

- visual arts
- other

5.1 If you select other, provide a brief discipline description. (80 characters maximum)

6. Artistic discipline that best describes your project *(A drop-down list will provide options.)*
The project discipline can be different (or the same) from your personal artistic discipline. This answer will help us identify reviewers who have expertise relevant to your proposed project. If your project involves more than one discipline, please select multidisciplinary arts and continue to the next question.

6.1. What discipline is most critical to understanding your project?
You'll select a second discipline, too.

6.2. What other discipline is most critical to understanding your project?

Written Narrative

You may choose to answer the narrative questions by either writing your answers or by recording your answers as audio or video files. If you would like to answer using audio or video files, answer question #7 and move to the next section for Recorded Narrative.

1. Tell us about your project. Include what the resulting work will be. (3,000 characters, including spaces, punctuation, and individual letters)

2. How will your project unfold? Provide an estimated timeline for the project. (2,000 characters, including spaces, punctuation, and individual letters)

These details will help the review team envision and understand how you intend to begin, create, and complete your proposed project.

3. Tell us about the art form and the artistic process. What is the medium and your technique? What experiences have you had, or preparations have you made that will shape the work and/or this project? (3,000 characters, including spaces, punctuation, and individual letters)

4. Describe your goals and/or aspirations for this work and why it is an important project. (3,000 characters, including spaces, punctuation, and individual letters)

Does the proposed work reveal something about the world by communicating unique perspective(s) or by inviting the viewer, reader, or audience to question, discover, and/or explore new ideas? Is the project especially relevant now—and if so, how?

5. How will an audience connect to, or experience, the work? (2,000 characters, including spaces, punctuation, and individual letters)

Who might your audience be and how will you reach them? Include any plans you may have for exhibitions, performances, publications, etc. If you have interest from publishers, curators, presenters, etc. be sure to detail that here as well. Also consider how the work might engage an audience emotionally, intellectually, and/or spiritually.

Written Narrative (continued)

6. If collaborating with other individuals, list their role here and describe why they are important to your project. (2,000 characters, including spaces, punctuation, and individual letters)

For example: if you are a musician recording an album, you might detail who you want to mix/master and engineer your music and why you have selected them. Also, consider uploading in the Attachments section a letter from key individuals demonstrating their commitment to your project. If you are not collaborating with other individuals, you may skip this question.

7. I have answered all the narrative questions (through either written answers or recorded answers).

- written answers
- recorded answers

Recorded Narrative

You may choose to answer the narrative questions by uploading audio or video recordings of your answers or by answering the questions in writing on the previous page for Written Narrative. If you have already answered these questions on the Written Narrative page, answer question #7 and skip the rest of this section.

See the first question for recording instructions. Each recording should be no longer than three minutes and no larger than 10 MB.

1. Tell us about your project. Include what the resulting work will be.

Recording instructions: *Keep the recordings simple and to the point. Please do not include edits of your work samples or special effects. The production quality of recordings will not be considered in your review. Just make sure we can hear and understand you and keep the editing and postproduction embellishments to a minimum. For videos, a neutral background is suggested.*

2. How will the project unfold? Provide an estimated timeline for the project.

These details will help the review team envision and understand how you intend to begin, create, and complete your proposed project.

3. Tell us about the art form and the artistic process. What is the medium and your technique? What experiences have you had, or preparations have you made that will shape the work and/or this project?

4. Describe your goals and/or aspirations for this work and why it is an important project.

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Recorded Narrative (continued)

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- written answers
- recorded answers

Project Budget

List all the expenses and income related to your project. Make sure your budget is concise, reasonable, and balanced. **Total expenses should equal your total income. (Example: total expenses = \$7,500 and total income = \$7,500).** If you are working with other artists or assistants, consider how you are compensating them, and whether it is equitable compensation for their time.

1. EXPENSES

List all the expenses related to this project. If you need additional rows, click on “+ Add a row” in the online form. Examples of types of expenses include the artist’s time, materials, etc. When listing your time creating the work, identify what this will involve (rather than a breakdown of the actual hours). For example, you might include ideation, research, creating drafts, and making the work.

[Click here to see Building a Budget](#) for more guidance.

Example:

<i>type of expense</i>	<i>expense amount</i>	<i>explanation (optional)</i>
<i>artist’s time</i>	<i>\$5,000</i>	<i>My time creating the work will include researching different locations, conducting interviews, rehearsing, shooting, and editing video.</i>
<i>location fee</i>	<i>\$2,000</i>	
<i>TOTAL</i>	<i>\$7,000</i>	

2. What is the total of your expenses?

Total all the expense amounts you’ve just detailed in question #1 above.

3. INCOME

List how you plan to cover the expenses. In addition to the award amount, sources of income could include personal savings, donations, crowdfunding, other grants, etc. Click on “+ Add a row” in the online form for additional rows. **Be sure to include your grant request on one of the income lines.**

4. (Optional) If you don’t know how you will cover some of your expenses, and/or if some of your income is still pending, explain how you plan to figure this out and/or what your “back up” plan might be. (500 characters, including spaces, punctuation, and individual letters)

Project Budget (continued)

5. What is the total of your income?

Total all the income amounts you've just detailed in question #3 above.

6. The grant will pay for which specific expense(s) in the project budget? (500 characters, including spaces, punctuation, and individual letters)

Grant funds may not be applied to any aspect of the public presentation of the work once the creation is completed. For example, the creation of a book or framed artwork would be eligible for funding, but not the costs associated with a public book reading or art exhibit. The creation of a screenplay or choreography would be eligible for funding, including rehearsals, but not the costs associated with the actual public performances.

[Click here to review eligible expenses for grant funding](#) and note that international travel and childcare are not eligible expenses. If your expense isn't listed, [email Dominique Gustin](#) to verify eligibility.

Attachments & Portfolio

Attachments

1. Résumé (optional)

Providing a résumé can support your project description and help the review team further understand your work, but it is not required. A résumé presents your background and skills and will usually contain information about past presentations, publications, or exhibitions of or about your work. It might also include your educational background if relevant.

2. Letter (optional)

If you are collaborating with other individuals, consider uploading a letter from key individuals demonstrating their commitment to your project.

Portfolio/Work Samples

Artistic excellence makes up the majority (60%) of the weight of this application. We strongly recommend carefully reviewing "Tips for Submitting Work Samples". [Click here to view the tips.](#)

Upload media samples that demonstrate the quality of your work and that help reviewers understand your proposal. After adding samples, under "Continue to Label Media" be sure to utilize the provided fields for media uploads to answer these questions, "Why is this media sample important? How does it relate to your proposed project?" to further explain the media sample to the reviewers. If uploading a literary sample, detail which page, section, or passage is important to understanding your work or the proposed work and why. Do the same for music/video files.

Note that a mock-up of the proposed work, including a sketch, excerpt, clip, etc. helps reviewers better understand what the resulting work will be.

- **Visual artists:** Upload up to ten (10) images of original work.
- **Performing and media artists:** Upload up to three (3) film or audio clips of original work, each no more than 5 minutes in length. *If you use post-production filters and/or audio tune (for example), consider providing an unproduced media sample so that you might better demonstrate your artistic excellence. Or describe how the produced version helps address artistic excellence in the media notes and/or narrative section of the application.*

- **Multimedia artists:** Upload up to three (3) film and/or audio clips, each no more than five minutes in length. Upload up to six (6) images of original work.
- **Literary artists:** Upload no more than ten (10) pages total. Samples should be double-spaced using no smaller than eleven-point font in Arial, Courier, or Times. For poets, line spacing may be different to accommodate formatting. Include examples of the type of writing you propose to create. Show your plotline; provide examples of dialogue; or whatever is important to understanding and/or demonstrating your writing skill and concept.

Allowed media types and sizes:

- Images (up to 5MB per file)
- Video (up to 250 MB per file)
- Audio (up to 30 MB per file)
- PDFs (up to 10 MB per file)
- Links to YouTube, Vimeo, SoundCloud, and Sketchfab
Note that linked media items must be public (not password protected), and the links should be to individual files rather than sets, playlists, or collections.

(Optional) Artist Spotlight on the Council's Site

We've teamed up with CreativeGround, New England's free online cultural directory, to provide additional exposure for participating artists—and their proposals for new work. To participate, follow the [instructions in this document](#). (We recommend downloading the instructions so you can refer to them easily.) Be sure to check “yes” on question #1. Spotlitged artist proposals will be listed on the Council's website between June—September 2024.

1. Would you like to have your CreativeGround profile and project description shared in our Spotlight?
 - yes
 - no

Agreements

1. I hereby affirm that I, the applicant, am a legal resident of the state of Vermont and have been residing in Vermont for at least one year from the date of this application. I will be able to provide proof of residency if I am contacted by the Vermont Arts Council.
 - Agree

2. I understand that failure to respond to any of the items requested in this application might seriously hinder its consideration. I understand and agree that any funds granted as a result of this application are to be used for the purposes set herein. Any changes to the project will be submitted in writing. Changes are subject to the approval of the executive director of the Vermont Arts Council. I certify that the information contained in this application, including support materials, 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 as printed in the Council's grant guidelines.
 - Agree

3. The Council does its best to ensure fairness and each reviewer and panelist does their best to evaluate artists fairly based on the guiding criteria. Applicants should note that the juried process involves individual points of view, and an award or rejection does not reflect absolute judgment on the

merit of an artist's work.

- I understand

Demographics (Optional)

The following questions are voluntary, and the information will be used by the Council to improve our grantmaking. **Information in this section will not be seen or used by panelists and will not impact the evaluation of your application.** 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

1. Which of the following best describes your race/ethnicity? (Check all that apply.)

- American Indian or Alaska Native or Indigenous or First Nations
- Arab or Middle Eastern or Northern African
- Asian or Asian American
- Black or African American
- Hispanic or Latino/Latina/Latinx or Spanish origin
- Native Hawaiian or Pacific Islander
- White or Caucasian or European American
- I prefer to self-identify

1.1. Self-identify as: (25 characters)

2. Which of the following best describes your gender identity?

- female
- male
- non-binary/third gender
- prefer not to say
- prefer to self-describe

2.1. Gender self-description: (25 characters)

3. Is the applicant a person with a disability?

- yes
- no
- prefer not to say

Additional Information

1. How did you hear about this grant opportunity?

- Vermont Arts Council social media
- Vermont Arts Council e-newsletter
- Vermont Arts Council website
- Word of mouth
- Other:

2. (Optional) The Arts Council strives to make our application process as manageable as possible, and we value your input. Please consider sharing and providing feedback through this short survey.

[Click here to go to the survey.](#)

- Done!

3. (Optional) An advisory panel comprised of knowledgeable and experienced peers reviews most of our grant programs and rosters. To ensure panels include a diverse set of voices and experiences, staff considers many qualities of panelists including artistic discipline, race/ethnicity, gender, regional connections, professional background, and artistic ability. Staff selects panelists from the field, including individuals nominated through our website.

We welcome panelist nominations from all, including self-nomination. [Click here to nominate a panelist using our online form.](#)

- Done!

Questions?

Send an [email to Dominique Gustin](#) or call her at 802.402.4602 (voice and relay calls welcome).