



Cultural Facilities Grant | FY2025 Application Preview

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

Eligibility

1. Applicant organization name
2. Is the applicant a Vermont nonprofit or municipality/town?
 - Yes
 - No
3. Is the organization incorporated in the state of Vermont?
 - Yes
 - No

If no, answering the following question.

- 3a. In what state is the organization incorporated?
4. Is the facility an existing building that is at least 10 years old?
 - Yes
 - No
5. Is the facility physically located in Vermont?
 - Yes
 - No

5a. Provide the physical address of the building. *Include street address and town.*

If you answer no to any of the above questions, you are not eligible to apply for this grant.

Additional Considerations (for eligibility)

6. Is the facility legally owned by the nonprofit or municipal applicant?
For example, the applicant (e.g., historical society, local community theater group, etc.) may be the organization responsible for the care and maintenance of the building, but the building itself may be owned by the town. If this is the case, you are still eligible to apply.

6a. If no, who is the legal owner of the building?

6b. If no, upload PDF documentation (no larger than 5MB) of the long-term lease or rental/use agreement. *Facilities that are privately owned are not eligible for funding. On a case-by-case basis, nonprofit organizations that operate from a privately owned facility that can demonstrate a long-term lease or rental agreement (e.g., 15 years) with the property owner and provide ongoing cultural activities to the public may be considered for funding. Speak to [Michele Bailey](#) before continuing.*

7. Did your facility receive a FY24 Cultural Facilities grant?
*If yes, you are **not** eligible to apply for a FY25 grant.*

Additional Considerations (continued)

8. Did your facility receive a FY23 Cultural Facilities grant?

*If the grant amount in FY23 was \$14,999 or less, then you may apply for this FY25 grant. If it was \$15,000 or more, then you are **not** eligible to apply for this round. You will have to wait until the FY26 funding cycle.*

9. Will the specific work funded through this grant begin on or after September 1, 2024?

*Any work on the facility funded by this grant that happens before September 1 is **not** eligible for funding.*

10. Does the applicant have a Unique Entity ID (UEI)?

All organizations applying for funding are required to have a UEI. The process can take a couple of weeks. You may apply before obtaining a UEI, but an award cannot be made until the UEI is established. [Click here to learn how to request your free UEI.](#)

11. Did you have a conversation with the program manager to determine if the proposed activity is eligible for funding?

If no, contact Michele at 802.402.4614 or [get in touch with her by email](#) before starting your application.

Applicant Profile

1. Organization name

2. Street address

3. City

4. State *Only enter the two-letter abbreviation.*

5. ZIP code

6. Organization email address

7. Organization phone number

8. Organization website (optional)

9. Social media (optional)

If your organization has any social media channels to share, provide the handle (e.g., @vtartscouncil) or link in the respective field.

Instagram handle

X handle

Facebook link

TikTok handle

10. Tax ID

11. Unique Entity ID (UEI)

12. Organization type *(A drop-down list will provide options.)*

13. Organization status *(A drop-down list will provide options.)*

14. Organization discipline *(A drop-down list will provide options.)*

Organization Information

1. If your organization is led by and/or serves underrepresented groups, please provide further detail about how your work supports these communities. (1,000 characters)

Organizations serving and led by members of communities traditionally under-resourced may 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*

(Please note that this is not an exhaustive list.)

2. Number of full-time paid staff

3. Number of part-time staff

4. Months of the year in which your organization conducts cultural activities

5. Provide the three-year average annual operating budget for the applicant

If the applicant is Magical Theater Company but the town owns the facility, then include the operating budget for the Magical Theater Company. The theater is the organization that is responsible for overseeing the work/project of the facility.

6. Did your organization experience any significant change (deficit/surplus) in your operating budget?

- Yes
- No

6a. If yes, describe the circumstances, the change (deficit/surplus), and how your organization is managing/managed that change. (250 characters)

Project Information

1. Describe your project in one sentence. (100 characters)

Example: Big City Town Hall requests support for the installation of an accessible ramp.

2. Grant request

Grant amounts range from \$1,000 to \$30,000 and must be matched on a 1:1 basis.

3. Project start date

*Projects can begin **no earlier** than September 1, 2024.*

4. Project end date

Projects must be completed by August 31, 2025.

5. What is the population of the town in which the facility is physically located?

Project Information (continued)

Grant Contact

This is the person the Council will correspond with about this application. The Grant Contact is also responsible for completing all required materials, including a final report.

6. Grant contact's first name
7. Grant contact's last name
8. Grant contact's email
9. Grant contact's phone

Authorizing Official

This is the individual in your organization responsible for financial and project management. Typically, this is the Executive Director or Board Chair.

10. Authorizing official's first name
11. Authorizing official's last name
12. Authorizing official's job title
13. Authorizing official's email
14. Authorizing official's phone

State Legislators

We ask that you keep your legislators informed about your project as funds for these grants come from the State of Vermont. You can [find your representatives here](#) under "Find Officials."

15. List your state legislators (500 characters)

Facility and Usage

16. How would you classify this cultural facility? *You will select from the following:*

- arts center (multiple arts disciplines)
- church/religious facility
- gallery
- grange hall
- historical society
- library
- multi-arts
- museum
- non-arts
- other
- theater
- town hall

16a. If you selected other, briefly describe the facility.

17. If funded, what would you expect this project to improve? *It's okay if your proposal only addresses one of the improvements listed. You should select all that apply from the following:*

- accessibility (e.g., elevator, lift, assistive listening system, ramp, bathroom)
- collections care (e.g., permanent display cases, environment improvements)
- comfort (e.g., fixed theater seating, heating, air conditioning)
- energy efficiency (e.g., insulation, heat pumps, renewable energy systems, LED lighting)
- fixed equipment (e.g., digital projection, sound, theatrical lighting systems)
- hazard mitigation (e.g., flood gates, rain gutters, sump pumps, sprinkler systems)
- safety (e.g., fire safety, electrical upgrades)
- other (if not included in this list)

Project Narrative

1. Describe your organization and its commitment to ongoing cultural programming or activities that happen, or have the potential to happen, in the facility. (1,000 characters)

It is important to demonstrate your organizational commitment to cultural activities. You should describe your organization's vision/plan for using the facility for cultural activities in the future. How often do you currently provide cultural activities to the public?

2. Describe the community your facility serves and the need and interest in cultural programming. (1,000 characters)

This helps the committee to understand the context in which the cultural activities are happening or may happen in the community. It's helpful to include [descriptive data of the demographics](#) in the community.

3. Tell us about the project for which you are seeking a Cultural Facilities Grant. How will the grant funding be used? (500 characters)

For this grant's purposes, a project is defined as the component of your building renovation being completed with support of this grant. For example, your organization may have an overall plan for accessibility improvements, but this grant is being requested to fund only the installation of an elevator. Your project narrative and budget should reflect the specifics of the elevator installation and its impact on your community and programming.

4. How will the proposed project expand or improve your organization's ability to meet the needs of the community for cultural activities? (1,000 characters)

If the space is not currently used for cultural activities, explain how the proposed project will allow these activities to happen. We encourage letters of support from community cultural or arts groups to demonstrate the need/demand for the use of the space for cultural activities. (Letters should be uploaded in the Support Materials & Attachment section.)

5. Describe the facility for which you would like support (e.g., general condition, architectural style, historic features, etc.). (1,000 characters)

6. Summarize your overall plan for the rehabilitation, renovation, or preservation of your facility. List and describe the top five prioritized improvements needed for your facility. (2,000 characters)

Describe your process for developing this list and how the proposed project fits into the facility priorities. If the funding request is not the first priority in your facility assessment, why are you seeking funding at this time? More details may be provided in a facility improvement priorities plan uploaded in the Support Materials & Attachment section.

7. List and briefly describe the key people involved in managing your project. (1,000 characters)

Include their names, title/role, and website (if applicable). Include their role in the project (artist/artist group, consultant, collaborator, partner, project manager, personnel, architect, contractor) and their qualifications relative to the management and success of the project.

8. Describe why your organization is dependent upon a grant to accomplish the requested improvements/renovations. (1,000 characters)

Include comments about private fundraising efforts, available funding sources, and general organizational capacity regarding staffing, activities, and fundraising.

Project Narrative (continued)

9. If you have a reserve fund and/or endowment, indicate the amount. Are there restrictions on your endowment? If so, please describe. (1,000 characters)

10. If you have received funding from the State Capital Appropriation Budget within the last three years, indicate how much and for what purpose. (1,000 characters)

This includes funds you might have received from Historic Preservation Grants, Historic Barn and Agricultural Grants, Recreational Facilities Grants, Human Services and Educational Facilities Grants, or Regional Economic Development Grants in the last 3 years as well as any direct appropriation from the State Capital Budget. If you have not received such funding, please indicate.

11. If you have received a Cultural Facilities Grant (or grants) in the past, please indicate the date(s), amount(s), and purpose. (500 characters)

Council staff can help you look up your funding history from this program.

12. After the proposed work is completed, what do you estimate the first year of operating costs to be and how will you support them? (1,000 characters)

13. List and describe the ways your organization assists people with various disabilities to have more meaningful access to your programs and services. Describe your facility access, the extent of your programmatic access, and your outreach efforts. (1,000 characters)

All applicants should answer this question to demonstrate their overall commitment to making facilities, programs, and services accessible to people with various disabilities. Facility access includes ramps, elevators, bathrooms, etc. Programmatic access includes large print programs, ASL interpreters, braille, etc. How do you let people know about the accessibility of your facilities and programs? Is that information included in your outreach? Do you include symbols in promotional materials?

14. If your request is to support the purchase and installation of fixed equipment, describe how the equipment will be secured and maintained as well as how any portable components will be secured. (500 characters)

Generally, "fixed equipment" refers to items such as theatrical lighting and/or sound systems, multimedia equipment, and assistive listening systems that are permanently affixed to the building. Equipment may include portable elements, such as microphones for a sound system, or transmitters/receivers as part of an assistive listening system but the organization must have a plan and policy in place for securing the equipment for use only within the building and not subject to transfer outside of the facility. The equipment may not be for personal office or administrative spaces.

15. Are you applying for a Cultural Facilities Grant to make upgrades to accessibility features in your facility? This includes upgrades to sound systems.

If yes, you will need to answer the questions in the Accessibility Projects section. If no, you may skip to the Project Budget section.

Accessibility Projects (if applicable)

These questions apply if you are seeking funding for accessibility improvements (e.g., ramps, elevators, lifts, bathrooms, sound systems, etc.).

1. Have you contacted an access consultant?

- Yes
- No

1a. If yes, who is the access consultant? (500 characters)

2. Are you applying for funds to install or replace a sound system? If no, skip to question 3. If yes, you must include an assistive listening system with your request. Please provide the following information (1,000 characters):

- seating capacity of the facility
- types of activities held in space where amplified sound is provided
- type of system being purchased (e.g., infrared, FM, induction loop, hard wired, etc.) and why
- who will be responsible for maintenance, cleaning, storage, staff training, etc.
- plan to ensure equipment does not get stolen
- plan for staff training

3. Have you completed the [relevant pages](#) of the [ADA Checklist for Existing Facilities](#) based on 2010 Standards for Accessible Design? (optional)

If you have completed the checklist, you may upload a copy of the relevant pages in the Support Materials & Attachments section. This is optional. We encourage applicants to complete the entire checklist, but you should only submit the pages that are relevant to the funding request. For example, if you are applying for support of an accessible restroom, you would complete and upload only the section "Priority 3 – Toilet Rooms".

4. How does this project fit with your overall plans for making your facility accessible to individuals with various disabilities? (1,000 characters)

When describing your facility plan for accessibility, be sure to include information about the accessible path of travel. For example, if your funding request is to install an accessible bathroom, is there already an accessible path of travel into the building and to the bathroom? Be sure to note the path of travel on any architectural plans.

5. If your project includes building a ramp, have you considered an earthen solution? Please explain why you have selected the option for which you are applying. (500 characters)

6. Please provide specific information about the materials, dimensions, and color of any new construction necessary for access projects and how the new construction will connect to the existing building. (1,000 characters)

Project Budget

Provide a complete, detailed, and balanced budget. **Total income + in-kind contributions = total expenses.** Grant funds must be matched on a 1:1 basis with at least 50% of the match in cash. A value should be placed on any in-kind contributions such as donated labor and materials. If you are doing a large building renovation, we suggest you **submit a budget relevant and pro-rated to the part of the project** for which you are requesting Cultural Facilities funding. For example, if you are doing a major renovation to the second floor of your facility that might be estimated to cost \$300,000, but you are only asking for funding to support the electrical upgrades, which are estimated at \$50,000, then your budget in the application should reflect the \$50,000 in expenses and you can request a \$25,000 grant.

Refer to [Building a Budget](#) for more information.

Budget Narrative

1. Provide details about how you arrived at the numbers in your budget. The numbers should make direct reference and correlate with the estimate(s) you are submitting. The scope of work outlined in the estimates should match the scope of work outlined in the funding request in the application and budget. Provide details about in-kind support and explain any amounts categorized as “other.” (5,000 characters)

Support Materials & Attachments

All applications require the following support materials:

- **Photographs (5 MB or less .jpg)** (minimum of four images required) – one image of the exterior of the building and three to seven images of the area where the proposed improvements are to take place. Submit photos that help demonstrate the need.
- **Evidence of cultural activities (5 MB or less .jpg or .pdf)** (maximum three samples) – brochures, newspaper articles, photos, promotional materials, or a proposed list of cultural programs that will be provided.
- **Estimates (5 MB or less .pdf)** – all applicants must submit at least one estimate. If the total expenses for the project budget are \$10,001 or more, you must submit at least two written estimates. Projects with multiple components should include separate estimates for each component. For example, applicants with a project request expected to cost \$12,000 (installation of insulation at \$7,000 and an electrical upgrade at \$5,000) must submit two estimates for the insulation and two estimates for the electrical work. The scope of work included in the estimates should match the scope of work outlined in the funding request in the application. Sound system upgrades should include information on proposed assistive listening devices in estimates. Applicants are encouraged to hire local Vermont based vendors/businesses when possible.
- **Profit and loss statement (5 MB or less .pdf)** from the most recently completed fiscal year.

Additional support materials and attachments (as applicable) include:

- **Facility improvement priorities plan (5 MB or less .pdf)** (optional) – a report done by an appropriate professional such as a historic preservation consultant, accessibility consultant, architect, etc. It is strongly recommended to contact staff at the Vermont Division for Historic Preservation (802.828.3047) or the Preservation Trust of Vermont (802.917.2994) to discuss renovation priorities and techniques.
- **Letter of support from building owner (5 MB or less .pdf)** – include if applicant does not own building. For example, the local nonprofit community theater organization is responsible for the building maintenance and building restoration/renovations, but the town is the legal owner of the building.

- **Letters of support (5 MB or less .pdf)** – if no cultural activities are currently happening in space, include no more than two letters from local cultural organizations, artists, or other community groups to demonstrate a need for cultural activities in the facility.
- **Schematic drawings (5 MB or less .jpg or .pdf)** – a visual representation, such as a floor/site plan or elevations, for projects with installations or interior structural changes. For example, a schematic drawing of where the heating system (boiler and ductwork, etc.) will be installed.
- **Accessibility checklist (5 MB or less .pdf)** – (optional) projects related to accessibility improvements (e.g., bathrooms, lifts, elevators, assistive listening devices, etc.). We recommend completing the [ADA checklist for Existing Facilities](#) based on 2010 Standards for Accessible Design as you are planning your project. If you have completed it, you may submit a copy of the relevant completed sections of the checklist. Fixed equipment improvements must include features to improve accessibility such as assistive listening devices with a sound system.
- **Architectural drawings (5 MB or less .jpg or .pdf)** (required for accessibility projects) – proposed architectural plans including elevation drawings and an overall floor/site plan for the building with the accessible path of travel noted to indicate where/how the public will get to the accessible feature. Note dimensions of accessible features on elevation drawings. For example, a bathroom renovation should include dimensions for the height, width, and depth of accessible features such as the toilet, towel dispenser, doorways, rails, trash receptacles, sink, mirror, etc.
- **Collections care (5 MB or less .pdf)** – include a prioritized plan for care and conservation of collections.

After the deadline has passed, Arts Council staff will make a preliminary review of the materials included in your application and may contact you for further information.

Agreements

1. Do you understand that failure to respond to any of the requested application items might seriously hinder its consideration?
2. If funded, do you agree to publicize in all communications that the activity is funded, in part, by the Vermont Arts Council and the Cultural Facilities Coalition? *(Doing so helps broaden awareness of how public funding benefits grantees and/or their communities.)*
3. If funded, do you understand and agree to use grant funds for the purposes set herein?
4. As a reimbursement grant program, do you understand that receiving grant funding will create certain final reporting requirements that should be fulfilled within 30 days of project completion to receive all grant funds? *(The Council's final report will include responses to narrative questions, completion of an actual financial report, submission of copies of paid invoices/receipts, photos of the completed project, etc.)*
5. Do you understand that any changes to the project must be submitted in writing and are subject to approval of the Executive Director of the Vermont Arts Council?
6. Do you certify that the information contained in this application, including attachments and support materials, is true and complete to the best of your knowledge?
7. Do you agree that you represent the person authorized to commit the applicant to abide by the legal and other requirements as printed in the Council's grant guidelines?

Additional Information

1. How did you hear about this grant opportunity? You will select from the following choices:

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

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

Questions?

Send an [email to Michele Bailey](#) or call her at 802.402.4614.

PREVIEW