



Arts Project Grant | FY2025 Application Preview

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

If you require an alternate format or assistance to access the application, please [send an email to Michele Bailey](#) well in advance of the deadline.

New users must first [register in the grant portal](#). New user accounts for organizations must be reviewed and approved by Council staff before grant applications can be accessed. **Please register early as approval can take 1-2 business days to occur.**

Organization Information

1. Organization name
2. Street address
3. City
4. State

Only enter the two-letter abbreviation (VT).

5. ZIP code
6. County *(A drop-down list will provide options.)*
7. Organization email
8. Organization phone number
9. Organization website (optional)
10. Social media (optional) *If your organization has any social media channels to share, provide the link or handle (e.g., @vtartscouncil) in the respective field.*

Instagram handle

X handle

Facebook link

TikTok handle

11. FEIN/Tax ID
12. Unique Entity ID (UEI)

All organizations applying for funding need to have a [Unique Entity ID \(UEI\)](#). 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.](#)

13. Organization type *(A drop-down list will provide options.)*
14. Organization status *(A drop-down list will provide options.)*
15. Organization discipline *(A drop-down list will provide options.)*

Request

1. Amount of grant request

Grant amounts range from \$1,000 to \$4,000.

2. Briefly describe your project by completing this sentence: “Grant funds will be used to...” (up to 200 characters)

3. Estimate how many people you hope to serve through this project.

4. Project start date

Projects cannot begin before September 1, 2024.

5. Project end date

Projects must end by or before August 31, 2025.

Narrative Questions

We understand that certain details may still be in the works, not confirmed at the time of submission, and/or may depend solely on grant funding. That’s okay—we want you to demonstrate high potential for meeting the grant criteria through your responses to these questions.

1. Describe the proposed art project/creative experience including where the activities will take place, the artists involved, their qualifications, and how/why they were selected or identified. (up to 3,000 characters)

Are you proposing single or multiple performances, workshops, exhibits, a festival, a mix of activities, or other? Where the activities take place should include the physical location and indicate if it is being held virtually, outdoors/indoors, in a specific venue, or in several locations (like a festival). Include the specific artists (either confirmed or proposed) and the artists’ qualifications (brief bio or link to a website). If you have multiple artists, list the names here and you can upload a separate document with their qualifications in the Artistic Support Materials section. If the artists have not been selected or identified yet, you can share a list of artists from a similar past event to demonstrate the level of artistic quality from past activities. You can list potential artists that you are exploring for the event but have not yet been confirmed.

2. Describe your organization and the community in which your activities will take place. (up to 2,000 characters)

What is the mission of the organization and the community in which the activities will happen? It’s helpful to include [descriptive data of the demographics](#) of the community as well. This helps panelists to understand the context in which the arts experiences are happening in the community.

3. Describe your goals for this art project and your plans to provide a rewarding and/or positive arts experience for those you plan to serve. (up to 2,000 characters)

Tell us in a few sentences what your overall goals are for this project. What do you hope to achieve? How do you hope the audience/participants/populations you plan to serve will be different or better off because of this arts experience?

Narrative Questions (continued)

4. List any confirmed or potential cross-sector partners and describe their roles in helping to meet your goals. How will these partnerships strengthen your project? (up to 2,000 characters)

Cross-sector partners can increase the impact of the project by enhancing arts-centered projects and help reach new communities/audiences/participants. For example, a theater partnering with a local community transportation organization and senior center to provide rides for seniors to matinee performances or a local community development association partnering with a local art museum and environmental organization to install temporary environmental artworks along a local walk/bike path.

5. Describe any barriers you are striving to remove or reduce to increase participation in your project or experience. (up to 2,000 characters)

Barriers to participating in an activity can come in several different forms. Does an individual's age, ability, income, race, or geography limit their participation? Barriers can also be experienced by under-resourced groups or populations such as people of color; Indigenous people; people who identify as LGBTQ+; people with disabilities; people who identify as immigrants or refugees; people whose first (or only) language is not English; at-risk youth; rural communities, etc. How can those barriers be broken down? Examples of barrier removal may include providing accessibility accommodations, transportation, lowered admission fees, adjusting the time of the event, etc.

6. Describe your planning process and the timeline. Include the dates of the arts activities and experiences. (up to 2,000 characters)

When will the project take place and how was or will it be planned? Outlining the timeline, including the specific dates of the arts event or creative experience, will help demonstrate the project's feasibility. We understand that some activities may not be fully confirmed.

7. Describe the leadership and/or volunteers in place to carry out the project. (up to 2,000 characters)

Include the names, titles, and roles of 1-3 key staff and/or volunteers you anticipate being involved in the project management. Their qualifications can be included as a short 1-2 sentence bio. Include their experience with project management, fundraising, and/or relevant experiences.

8. What is your outreach plan? How will you promote your activities to the potential participants and/or surrounding community? (up to 2,000 characters)

How will you let people know about your activities? How will you take an active role in reaching out to the populations you hope to reach and serve? Will you utilize local newspapers, social media, local television, posters, flyers, newsletters, or word of mouth? Can you reach out to partners to engage with targeted participants and community members? Are there community groups, existing events, or communication systems that you could utilize to broaden your reach?

Accessibility

All applicants funded by the Vermont Arts Council must comply with access policies and laws. Programs and activities are more welcoming and inclusive when they engage a broad spectrum of people in integrated settings that provide equal, effective, and enjoyable arts experiences for all. This includes participants, visitors, staff, patrons, and artists along with their friends and family. Please [refer to these resources](#) for more guides to accessibility. You can also submit ADA questions confidentially through the [New England ADA Call Center](#).

1. List and describe the features of your organization's facilities that make programming and activities physically accessible. (up to 3,000 characters)

If your project is taking place in a physical location, can everyone participate equally? If someone uses a mobility device, can they easily park, or get into the building/performance/exhibit area, or outdoor space? Is there ground-level/no-step entry, ramped access, and/or elevators? Is the route stable, firm, and slip-resistant? Are benches and seating available? Is there integrated and dispersed wheelchair seating in assembly areas? Are there accessible bathrooms? Are performance and/or exhibit areas, such as stages, accessible to artists?

2. List and describe accommodations your organization offers to make your programs, services, and activities more welcoming and accessible. (up to 3,000 characters)

Name your designated accessibility coordinator for requesting accommodations. Is your website accessible? Do you offer print materials in alternative formats, such as large-print brochures/labels/programs, braille, and electronic/digital formats? Are there accommodations for performances, tours, and lectures such as audio description, tactile opportunities, sign language interpretation, and real-time captioning? Do you have assistive listening devices? For online events (live or recorded), is there closed or open captioning? Audio description? ASL or other interpreters? Do you include accessibility symbols in your promotional materials to indicate accessibility features and accommodations that are available?

Budget

Using the fillable form in the online application (see below for an example), provide a balanced project budget: **total income (+ optional in-kind) = total expenses**. No match is required. A clear budget will demonstrate the feasibility of the project to the panel and indicate how much it will cost and how you intend to pay for it. **Budgets should reflect appropriate compensation for artists and creatives.**

Panelists will also look for realistic costs for accessibility services and needs when budgeting for projects. This short list only provides a few samples of potential costs and very rough estimates for different accessibility services. Costs will vary depending on the event, service, and provider. The [Accessibility Resources](#) on our website provide some contact information for specific services.

- **Captioning Services (remote):** \$150/hour
- **ASL interpreters:** \$100-\$150/hour per interpreter (they typically work in teams of two)
- **Assistive listening device rental:** \$250-\$500/day
- **Audio describer:** \$50-\$100/hour depending on the type of event. In-person performance events typically cost more. Make sure to include prep time so they can take in the materials they'll be describing ahead of time.
- **Print materials in braille:** \$1/braille page + \$15/hour for admin time (the cost depends on the size of the document)

In-kind contributions are optional and can include donations of time, materials, etc. There are blank

fields to use for other expenses, in-kind contributions, and additional earned income. For income sources, you will indicate whether the funds are secured, pending, or proposed. You will further explain the budget line items in the budget narrative question.

Budget Narrative

1. Explain how you arrived at the amounts in the project budget. Be sure to explain any amount categorized as “other” and any in-kind contributions. (up to 5,000 characters)

If numbers in a particular line item represent multiple sources (e.g., multiple staff, multiple artists, multiple sponsors), list separate amounts and break down those numbers in this narrative box. How do you plan to raise funds to implement the project if the expenses are expected to be more than the grant amount?

Budget Example

EXPENSES

EXPENSE	AMOUNT
Personnel Expenses	
Administrative	
Artistic	
Technical/Production	
Accessibility (ex. Interpreter, consultant, etc.)	
Non-Personnel Expenses	
Space Rental	
Technical Production	
Marketing & Advertising	
Travel & Lodging	
Accessibility (ex. large-print brochures, assistive listening devices, etc.)	
Materials/Supplies	
Other Expenses	
<i>[You'll enter a brief description here.]</i>	
TOTAL EXPENSES	\$

IN-KIND CONTRIBUTIONS (OPTIONAL)

IN-KIND	AMOUNT
<i>[You'll enter a brief description here.]</i>	
TOTAL IN-KIND CONTRIBUTIONS	\$

Budget Example (continued)

INCOME

INCOME	AMOUNT	STATUS
Earned		
Admissions		secured
Other		
Other		
Contributions		
Corporate/Business		pending
Foundation		
Individual		
Other		
Government		
Local		proposed
Regional/State		
Federal		
Grantee & Council		
Applicant Cash		
Grant Request*		proposed
In-Kind (optional)		
In-Kind Total <i>[This carries over from the In-Kind table.]</i>		
TOTAL INCOME (optional In-Kind + Income)	\$	

PREVIEW

Artistic Support Materials

Include support materials that demonstrate the artistic quality of this project. These materials should also help panelists understand the feasibility and quality of the proposed project. For example, you can provide samples of past or current work of the artist(s) or organizations involved; photos or programs from past or current performances/festivals; plans and sketches for the project, etc. Highlight your project with these materials.

Accepted File Types and Sizes

Images: Must be .jpg with a maximum file size of 5 MB

Documents: Must be .pdf with a maximum file size of 5 MB

Audio/video: Provide URL links. Samples must be no longer than 5 minutes.

Provide up to **five** (5) total support materials (images, PDFs, and/or audio/video links). Please have any audio/video clips queued to the segment you want panelists to list to and/or view. Use the description fields to explain how the support materials relate to your project.

Contact Information

Grant Contact

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

1. Grant contact's first name
2. Grant contact's last name
3. Grant contact's title
4. Grant contact's email address *The grant award notification will be sent to this email address.*
5. Grant contact's phone number

Authorizing Official

This is the individual in your organization responsible for financial and project management, such as the executive director or board chair.

1. Authorizing official's first name
2. Authorizing official's last name
3. Authorizing official's title
4. Authorizing official's email address
5. Authorizing official's phone number

Nonprofit Status

1. Does your organization have 501(c)(3) status?
 - Yes
 - No
2. If no, upload a completed [fiscal agent form](#).

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, the Vermont Community Foundation Arts Endowment Fund, 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 grant end date.
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.

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.