

# Concert Artists Fund - 2023

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## *Vermont Community Foundation*

### *Concert Artists Guidelines*

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The Concert Artists Fund awards two-year grants. Grants awarded each year will be for two years of funding distributed in two equal annual payments. The first payment to successful applicants will be distributed in late June of the same year applied. The second payment will be distributed in July of the following year, conditional on receipt of a successful first year report and confirmed plans to continue presenting qualified work in the coming year.

**The Concert Artists Fund accepts applications from Vermont arts organizations seeking support for public performances of classical music in Chittenden County only.** The fund appreciates opportunities to support collaborations or unique partnerships resulting in excellent programming.

You may view the full program guidelines online [here](#).

Applications will be evaluated using the following criteria:

- Artistic quality, as demonstrated in work samples
- Capacity of the organization to present the performance(s) for which funds are requested
- Clear plan to ensure that the performance(s) will be open to the public and attended by a broad audience, including underserved populations
- Reasonable and appropriate budget and demonstrated ability to raise the funds needed for the performances

Helpful hints for completing this application:

- Character limits include spaces.
- The size of text boxes can be adjusted by dragging on the lower right corner.
- Scroll down to the bottom of the page to access the "Save" and "Submit" buttons.
- The Online Grants Manager will log out after 90 minutes of inactivity so save often.
- Create a PDF version of your application, including attachments, via the "Application Packet" button at the top of the page.

**All applications must be submitted electronically to the Vermont Community Foundation through the application form in the Online Grants Manager.** If you are viewing a PDF version of the application questions, please note that you must log on to your online account to access the online form at [www.vermontcf.org/OGM](http://www.vermontcf.org/OGM). Applications will not be accepted by mail or email.

If you have questions about the Online Grants Manager, please contact [jmulcahy@vermontcf.org](mailto:jmulcahy@vermontcf.org) or 802-828-7760.

Please view the VCF website for the most current deadline information.

## *Organizational Questions Part I*

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**Please share the mission of the organization.\***

*Character Limit: 500*

**Issues your organization works to address (words not sentences).\***

Ex. homelessness, food insecurity, carbon emissions, forest fragmentation, childcare, substance misuse.

*Character Limit: 500*

**What is your organization's annual operating budget?\***

*Character Limit: 20*

**Did you receive a grant from the Community Foundation in either 2021 or 2022?\***

**Choices**

Yes

No

Unsure

**Financial Statements - Completed Fiscal Year\***

Please upload a copy of your organization's profit/loss statement and balance sheet from its most recently completed fiscal year. Sample documents can be downloaded from the Community Foundation's website - visit our Online Grants Center FAQ for more details.

*File Size Limit: 3 MB*

**Financial Statements - Current Fiscal Year\***

Upload a copy of your organization's budget to actual, including both revenue and expenses, from its current fiscal year. Sample documents can be downloaded from the Community Foundation's website - visit our Online Grants Center FAQ for more details.

*File Size Limit: 3 MB*

**What status best describes the applicant?\***

Our grants must be paid to a registered 501(c)(3) nonprofit, place of worship/religious group, or town/municipal agency. If your organization or group does not fall into one of these categories, you will need to use a fiscal sponsor. If you have questions, please contact 802-388-3355 ext. 222. We are happy to talk through your options.

**Choices**

Municipal entity (i.e., town, public school, or other municipal department or agency)  
Registered 501(c)(3) nonprofit  
Place of worship or religious group  
Other - Please provide details in your answer to the next question.

**Use this space to provide additional information about the applicant's status. (If Applicable)**

If you have a fiscal sponsor—or if you operate under the umbrella of a larger registered nonprofit—provide their name below.

*Character Limit: 200*

**Fiscal Sponsor Agreement Form (If Applicable)**

Download a blank Fiscal Sponsor Agreement Form ([click here to download the form](#)) and forward it to your fiscal sponsor to print, fill out, and sign. The form must be filled out completely and you must use the official VCF form. Please call 802-388-3355 if you have questions.

**Upload the form here.**

*File Size Limit: 3 MB*

**Which areas of the state does the organization serve?\***

*Choose all that apply.*

**Choices**

Statewide  
Addison County  
Bennington County  
Caledonia County  
Chittenden County  
Essex County  
Franklin County  
Grand Isle County  
Lamoille County  
Orange County  
Orleans County  
Rutland County  
Washington County  
Windham County  
Windsor County

## Which of the following strategic focus area(s) aligns best with the work of your organization?\*

Choose all that apply.

### Choices

Economic Equity  
Climate & Environment  
Health & Wellbeing  
Education & Training  
Democracy, Trust, & Community Leadership

## Concert Artists Fund Application Questions

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**Important Note regarding the two-year grant cycle:** We understand that you may not know what work you will be presenting in the second year of the cycle. Please answer the following questions as though you were writing for the first year of the cycle. There is an optional question where you can share any information you may already have about year two, but it is not required that you have your presenting plan in place for year two at this time. If awarded a grant, you will be asked to report on year two plans next summer in advance of receiving the second payment.

### Project Name\*

Character Limit: 100

### Project/Performance Description\*

Please provide a one to two sentence description of your performance(s) taking place in year one.

Character Limit: 300

### Total Amount Requested\*

Character Limit: 20

**Maximum \$10,000 per year (up to \$20,000 over the course of two years)**

### Geographic Area\*

Grants from the Concert Artists Fund are required to support performances in Chittenden County. Please confirm below that your project meets this geographic criteria.

#### Choices

Yes, my project serves Chittenden County  
No, my project does not serve Chittenden County

*If you selected "No" above, please contact the grants and community impact staff to discuss other funding resources for your performance.*

### Performance Overview\*

Give us a brief overview of the performance(s) in year 1 that you are requesting funding for.

*Character Limit: 1800*

### **Explain your marketing plan for the performances.\***

Please be specific about your goals, strategy, timeline, and action plan.

*Character Limit: 1200*

### **How do you plan to ensure diverse attendance at and awareness of the performance(s)?\***

How will you reach out to and include underserved populations and people who are rarely exposed to live performances of classical music?

*Character Limit: 1200*

### **What are your current presenting plans for year two? (Optional)**

We understand that you may not yet know much about your plans for year two of the grant period, but please do tell us what you know. If funded this year, you will have an opportunity to tell us more about year two plans next summer as part of your interim report.

*Character Limit: 1200*

### **Project Budget for Year One\***

Attach a copy of your itemized project budget showing both expenses and revenue, with a narrative description for each expense line included in the budget document. Sample documents can be downloaded from the Community Foundation's website - visit our [Online Grants Center FAQ](#) for more details.

*File Size Limit: 3 MB*

### **Have you secured other funding for this project in year one?\***

Besides this grant request, are other funding sources currently under consideration? If YES, please describe and indicate whether these funds are pending or secured.

*Character Limit: 600*

### **Grant History\***

Has your organization received funding from the Concert Artists Fund in the past five years?

#### **Choices**

Yes

No

### **If yes, how much and in which years?**

*Character Limit: 300*

### **Grant Report (Required if Applicable)**

If you received a grant from the Concert Artists Fund in a previous year, please upload a copy of your most recent grant report. Your Grant Report Form is assigned in your online account as a Follow-up form connected to your application and can be accessed from your account

dashboard. From the report form, please select the option at the top of the page to create a "Follow-Up Packet" of your final submitted report and upload the pdf here.

If you are not finished with your project, you must submit an interim report with your new application. You may fill out the Follow-up form as much as you are able, save it, then follow the steps above. Please call 802-828-7760 if you have any questions.

*Character Limit: 1000 | File Size Limit: 2 MB*

### **Tell us a story about a performance you presented and how it made a difference to a community.\***

This is an opportunity to make your work personal or tell a story about how your work resonates in your community. Stories should reflect the impact you have because you are creating or presenting this work and demonstrate how you are expanding arts opportunities for people in the region.

*Character Limit: 900*

### **Work Samples**

At least ONE work sample for year one **must be attached**. You are allowed to upload up to TWO work samples. Due to system limits, your two work sample attachments may not exceed more than 5MB and 6MB in size, respectively.

Please present your work in the following format(s):

- Audio Recordings - mp3 format only
- Video Recordings - mp4 and mov formats only

If you have questions about these guidelines, please contact [jmulcahy@vermontcf.org](mailto:jmulcahy@vermontcf.org) or 802-828-7760.

### **Work Sample - Upload\***

*File Size Limit: 5 MB*

### **Work Sample - Upload**

*File Size Limit: 6 MB*

### **Provide web link(s) for video(s) hosted on YouTube or Vimeo in the spaces below.**

*If your video is password protected, be sure to provide the password here.*

*Character Limit: 500*

*Character Limit: 2000*

*Character Limit: 2000*

*Character Limit: 2000*

## Organizational Questions Part II

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**Which of the following populations does your organization serve? Please check all that apply.\***

### Choices

- Children and youth
- Families
- Older Vermonters (age 65+)
- Small, rural communities
- Low-income or those living in poverty
- Black, Brown, or other People of Color
- Indigenous People
- LGBTQ+
- People with disabilities or special needs
- No special populations
- Unsure
- Other, describe:

### Other:

*Character Limit: 500*

**Approximately how many people do you serve on a regular basis during the course of a year?\***

*If your service level varies from year to year, you can use an estimate of the number you served in the last year.*

### Choices

- Fewer than 100
- 100-499
- 500-999
- 1,000-4,999
- 5,000-24,999
- 25,000-50,000
- More than 50,000
- Unsure

**How many years has your organization existed?\***

### Choices

- Less than 5 years
- 5-10 years
- 11-20 years
- 21-50 years
- More than 50 years
- Unsure

**How many paid full-time employees or the equivalent does your organization have?\***

### Choices

- no paid employees
- 1-2 full-time employees (or equivalent)
- 3-10 full-time employees (or equivalent)
- 11-20 full-time employees (or equivalent)
- 21-30 full-time employees (or equivalent)
- 31-50 full-time employees (or equivalent)
- 51-100 full-time employees (or equivalent)
- More than 100 full-time employees (or equivalent)
- Unsure

### What are the demographics of your organization's leadership? Please check all that apply.\*

#### Choices

- BIPOC led organization (Executive or Assistant Director, CEO, etc.)
- BIPOC members on the Board of Directors
- LGBTQ+ led organization (Executive or Assistant Director, CEO, etc.)
- LGBTQ+ members on the Board of Directors
- People with disabilities lead the organization (Executive or Assistant Director, CEO, etc.)
- People with disabilities are members of the Board of Directors
- None of the above
- Unknown or prefer not to say
- Other, describe:

#### Other:

*Character Limit: 500*

## Save and Submit

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**Applications must be submitted online by 5:00 p.m. on Tuesday, May 16, 2023 to be considered.**

*By submitting your application to the Vermont Community Foundation, you give us permission to share your application and information about your project with other potential funders, both individuals and foundations.*