

Arts Endowment Fund (2019)

Vermont Community Foundation

Guidelines

The Vermont Arts Endowment Fund provides grants to support the creation and presentation of new work by Vermont artists and arts organizations.

Applications will be evaluated using the following criteria:

- Quality of the artist's or organization's work (as demonstrated in work samples)
- Capacity of the artist or organization to carry out the project for which funds are requested
- Clear plan to ensure that the work will be seen, read, or heard by a broad range of Vermont audiences
- Reasonable and appropriate budget and demonstrated ability to raise the funds needed for the project

For full details about this grant program, visit the Vermont Arts Endowment Fund page on our website by [clicking here](#).

Helpful hints for completing this application:

- Character limits include spaces and all punctuation.
- 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 pdf-compatible 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 these application questions, you must log in to your online account to access the online form at www.vermontcf.org/OGM. Applications will not be accepted by mail or email.

If you have questions about the Online Grants Manager, please contact grants@vermontcf.org or 802-388-3355 ext. 222.

Applications are due at 5:00 p.m. on Friday, April 12, 2019.

Request Summary

Project Title*

Character Limit: 100

Project Description*

Please provide a one to two sentence description of your project.

Character Limit: 300

Amount Requested*

Maximum \$5,000

Character Limit: 20

Geographic Area*

Does your project have a regional or statewide focus?

Choose either "Statewide" or the individual counties your project will serve from the list below.

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

Project Details

Give us a brief overview of your project and how it meets the criteria for this grant round.*

Please review the grant program guidelines online by [clicking here](#).

Character Limit: 1800

What is the timeline for your project?*

Please briefly list your timeline for the creation and presentation of this work. If dates are uncertain, providing a general timeframe is acceptable. The grant term begins July 1, 2019.

Character Limit: 300

Explain how you intend to present this project in your community.*

Please include information on how you will reach out to people who don't normally have the opportunity to participate in or experience your work. Please tell us your specific plans for sharing your work.

Character Limit: 1800

Tell us a story about the art you create or present and how it makes a difference in your 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. Example responses to this question are available in our Online Grants FAQ by **clicking here**.

Character Limit: 900

Project Budget*

Please list your total expenses, an itemized project budget will be required in the attachments section

Character Limit: 20

Have you secured other funding for this project?*

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

Budget Narrative

Use this space to provide additional information to help us understand your project budget and sources of income.

Character Limit: 600

About the Applicant

What category best describes the applicant's status?*

Choices

Individual Artist

Individual Artist working with a Fiscal Sponsor

Municipal entity (i.e., town, public school, or other municipal department or agency)

Registered 501(c)(3) nonprofit
 Church 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: 300

Fiscal Sponsorship (If Applicable)

Grants to individual artists can be paid directly to the artist or can be paid to a fiscal sponsor, which must be a registered 501(c)(3) nonprofit, church/religious group, or municipal/state agency. Any grant income received by an individual artist will be reported on a 1099 form, which will be sent to the artist in January of the year following the award.

If you are using a Fiscal Sponsor, please download a blank Fiscal Sponsor Agreement form (click on the blue words for the download link) and forward it to your fiscal sponsor to print, fill out, and sign. If you have questions, please contact 802-388-3355 ext. 222.

Upload a scanned copy of your signed Fiscal Sponsor Agreement below.

You must use the official VCF Fiscal Sponsor Form

File Size Limit: 1 MB

Give us a brief description of your organization's work and accomplishments to date.*

If you are an individual artist, you may provide your biography or personal statement here.

Character Limit: 1200

What is the primary artistic media that you work in or present?*

If you support or work in a variety of artistic media, please answer this question as it relates to the project described in this application.

Choices

Creative Writing
 Dance/Choreography
 Film
 Mixed-Media Visual Art
 Music Composition/Performance
 Painting
 Photography
 Sculpture
 Theater
 Other (please explain below)

Other - please explain:

Character Limit: 100

Organizational Budget*

What is your organization's operating budget (expenses) for the current fiscal year? If you are an Individual Artist, please enter one zero.

Character Limit: 20

Have you received funding from the Vermont Arts Endowment Fund in the past five years?*

If YES, how much and in what year(s)?

Character Limit: 300

Work Samples

Please read these guidelines carefully.

At least ONE work sample must be attached. You are allowed to submit up to THREE work samples.

Due to system limits, your three work sample attachments may not exceed more than 8MB, 6MB, and 3MB in size, respectively.

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

- Writing samples - MS Word or PDF format, no longer than 2 pages;
- Visual Arts - jpg format only;
- Music or spoken word - mp3 format only;
- Film and other performing arts samples hosted on other sites - attach a word or pdf document titled Video Links and include the web link(s) for your video(s) hosted on YouTube or Vimeo. (If your video is password protected, be sure to provide the password.)

If you have questions about these guidelines, please contact 802-388-3355 ext. 222.

Work Sample #1 (maximum size: 8MB) - required*

File Size Limit: 8 MB

Work Sample #2 (maximum size: 6MB)

File Size Limit: 6 MB

Work Sample #3 (maximum size: 3MB)

File Size Limit: 3 MB

Use this space to provide explanatory information about your attached Work Samples.

You may also include links to webpages with examples of your work that were not included here.

Character Limit: 1000

Attachments

We require all budget attachments be saved in PDF file format. Sample budget documents can be downloaded from the Community Foundation's website -- visit our **Online Grants Center FAQ** for more details. If you have questions, please contact 802-388-3355 ext. 222.

Project Budget - Itemized (REQUIRED)*

Upload a PDF copy of your project budget. Include both expenses and revenue, and indicate whether revenue is pending or secured.

File Size Limit: 1 MB

Organizational Budget - Current Fiscal Year

The Organizational Budget is required for all organizations. Upload a PDF copy of your organization's operating budget for the current fiscal year. Include both expenses and revenue, and indicate whether revenue is pending or secured. If you are working with a fiscal sponsor, you may upload their organizational budget instead. If you are an Individual Artist you may skip this question.

File Size Limit: 1 MB

Organizational Profit/Loss and Balance Sheet

The Organizational Profit/Loss and Balance Sheet is required for all organizations. This should be for the most recently completed fiscal year. If you are working with a fiscal sponsor, you may upload their organizational budget instead. If you are an Individual Artist you may skip this question.

File Size Limit: 1 MB

Grant Report (REQUIRED IF APPLICABLE)

If you received a grant from the Vermont Arts Endowment 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. If you have questions, or your report files size is too large, please call 802-388-3355 ext. 222

File Size Limit: 2 MB

Attach a Photograph (OPTIONAL)

With your grant application, we strongly encourage you to submit a photograph from your organization (good photographs are an integral part of your application and help tell your story to donors and friends - please submit a photograph that will help to communicate what you do.) ("Your Photograph").

Please attach Your Photograph in a .jpg file that is a minimum of 100KB and a maximum of 2MB.

File Size Limit: 2 MB

Photo Caption or Credit (IF APPLICABLE)

Character Limit: 100

Photograph License and Release (IF APPLICABLE)

If you are attaching a photograph, please indicate your acceptance of the terms below:

You hereby grant to the Vermont Community Foundation (VCF) an unrestricted license to use and publish Your Photograph in VCF communications material in any and all manner and media. You hereby represent that you have permission to grant these rights (please make sure you have a signed photo release on file for any identifiable subjects in the photograph you submit). You hereby release the VCF and its employees from any and all claims and/or liability related to Your Photograph.

Choices

I agree

I do not agree

Save and Submit

Applications must be submitted online by 5:00pm on Friday, April 12, 2019.

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