

Concert Artists Fund

Vermont Community Foundation

Guidelines

The Concert Artist 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 July of that same year as 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.

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

For full details about this grant program, visit the Concert Artists Fund page of our website by [**clicking here**](#).

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. 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.

Please view website for the most current deadline information.

Project Details

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 Title*

Character Limit: 100

Project Description*

Please provide a one to two sentence description of your project taking place in year one.

Character Limit: 300

Amount Requested per year*

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

Character Limit: 20

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

Give us a brief overview of the performance(s) in [year 1/year 2] 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 underserved populations and people who are rarely exposed to live performances of classical music?

Character Limit: 900

Optional Question: Thinking ahead, what are your current presenting plans for year two?

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 mid-term report.

Character Limit: 1200

Project Budget for year one*

Character Limit: 20

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

Budget Narrative for year one

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

Character Limit: 600

About the Applicant

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

Character Limit: 1200

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. Example responses to this question are available in our Online Grants FAQ by [clicking here](#).

Character Limit: 900

Organizational Budget*

What is your organization's operating budget for the current fiscal year?

Character Limit: 20

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

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

Character Limit: 300

What category best describes the applicant's status?***Choices**

Registered 501(c)(3) nonprofit

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

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)

Our grants must be paid to a registered 501(c)(3) nonprofit, church/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. Download a blank [Fiscal Sponsor Agreement](#) form 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.

File Size Limit: 1 MB

Work Samples

Please read these guidelines carefully.

At least ONE work sample for year one 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):

- Audio Recordings - mp3 format only;
- Video Recordings - attach a word 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.

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** for more details. If you have questions, please contact 802-388-3355 ext. 222.*

Project Budget for year one - 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 (REQUIRED)*

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 use a fiscal sponsor, you may upload their organizational budget instead.)

File Size Limit: 1 MB

Organizational Profit/Loss and Balance Sheet (REQUIRED)*

This should be for the most recently completed fiscal year for you or your fiscal sponsor.

File Size Limit: 1 MB

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 802-388-3355 ext. 222 if you have any questions.

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

Please view website for the most current deadline information.

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.