VI Council on the Arts

"How To Apply"- Online Guide

To apply visit:

Virgin Islands Council on the Arts

Virgin Islands Council on the Arts

Virgin Islands Council on the Arts

APPLICATION DEADLINES

There are two application deadlines:

January 31st – Mini Grants and Technical Assistance Grants
August 31st – Annual Grants

Please note: Individuals and Organizations can both apply under ONE online account.

Discretionary Grants are open year round and awarded at the Director's discretion, to apply please
visit https://www.vicouncilonarts.org/grant-programs-services/discretionary-grant/

Applications with required supporting materials must be received in VICA's St. Thomas/St. Croix office by 5:00 p.m. on deadline date(s).

Please review the **Grant Guidelines**, **How to Apply** and **Funding Categories** BEFORE applying.

❑ Register/login to begin the grant application process.

Apply

Register for an applicant account

Register with

| f | ![twitter] | G |

OR

First name   Last name

Email

Password   👁

Confirm password   👁

By registering for an account, you agree to our terms of service and privacy policy.

[ ] I'm not a robot   reCAPTCHA
                       Privacy - Terms

CREATE ACCOUNT

Dear Test Run,

In order to validate your SurveyMonkey Apply account we require you to verify your email address.
Please click the link below to help us validate that it's really you and your account should be ready to go.

Thanks,
The SurveyMonkey Apply Team

Confirm email address

If the button is not clickable, please copy and paste this URL into your browser's address bar:

https://vica.smapply.io/acc/e/2085047d-9291-4a54-920a-f46fd748738d/

❑   Fill in the required registration information.

❑   Once complete, a verification email will be sent to your email address.

❑   You MUST sign in to your email account and confirm your email address to continue.

Programs

Search programs.. 🔍

VICA ANNUAL GRANT

Accepting applications from Jul 16 2018 08:00 AM (EDT) to Aug 31 2018 11:59 PM (EDT)

MORE ›

VICA MINI GRANT

Accepting applications from Dec 1 2018 08:00 AM (EST) to Jan 31 2019 11:59 PM (EST)

MORE ›

VICA TECHNICAL ASSISTANCE GRANT

Accepting applications from Dec 1 2018 08:00 AM (EST) to Jan 31 2019 11:59 PM (EST)

MORE ›

❑ After registration, you will be able to view all available grants.
❑ Select the grant of your choice.

To get started, fill out your eligibility profile

Fill out eligibility form

❑ After selecting your grant of choice. You will be asked to complete an eligibility quiz.

☐ IF eligible, you will be allowed to begin the application process which consists of completing an application form, uploading your supporting documents and uploading a W-9 form.

VICA ANNUAL GRANT APPLICATION FORM

Forms are in compliance with the National Standard for Arts Information Exchange

0%

APPLYING AS:

○ An organization

● An individual

Clear

APPLICANT - INDIVIDUAL

TEST RUN

MAILING ADDRESS

5070 Norre Gade St 1

PHYSICAL ADDRESS

Island   St Thomas ▾

Zip Code   00802

CONTACT PERSON (NAME)

TEST RUN

CONTACT PERSON (NAME)

TEST RUN

TITLE

CONTACT PERSON ADDRESS (IF OTHER THAN ABOVE)

Street

State   ---   ▾

Island   ---   ▾

Zip Code

DAYTIME PHONE/HOME/CELL PHONE

340-774-5984

E-MAIL ADDRESS

YOUR EMAIL AD.

APPLICANT STATUS (CHECK ONE)

● 01 Individual

○ 02 Non-Profit

○ 05 Government

○ 99 None of the above

Clear

○ 05 Government

○ 99 None of the above

Clear

TAX ID OR SS #

1231231234

PROJECT TITLE

Test Project

CONGRESSIONAL DISTRICT OF APPLICANT

1st District

DETAILED NARRATIVE

Detailed Project Description

AMOUNT OF REQUEST $

$ 5000

Contact Information

❑ These pages collect your contact information and project narrative. Your narrative should explain your project in its entirety.

VICA ANNUAL GRANT APPLICATION FORM

20%

Forms are in compliance with the National Standard for Arts Information Exchange

CATEGORY(check correct one)

- 1. General Operating Support - designed to assist with general operating, artistic, technical, performance and administrative costs and is available to non-profit art organizations only.

- 2. Project Support - designed to assist with art programming.

- 3. Arts in Education - provides technical, financial and project support for education based, in and after school programs.

- 4. Arts in Underserved Communities - provides technical, financial and project support for education based, in and after school programs.

Applicant Institution (check correct item)

- 01. Individual artist
- 02. Individual non-artist
- 03. Performing group
- 04. Performing group-college/university
- 05. Performing group-community
- 06. Performing facility

- 22. School - Middle
- 23. School - Secondary
- 24. School - Vocational/Technical
- 26. College/University
- 27. Library
- 28. Historical Society Organization

APPLICANT DISCIPLINE (CHECK CORRECT ITEM)

- 01. Dance
- 02. Music
- 03. Opera/Music theater
- 04. Theater
- 05. Visual Art
- 06. Design Arts
- 07. Crafts
- 08. Photography

- 09. Media Arts
- 10. Literature
- 11. Interdisciplinary
- 12. Folklife/Traditional Arts
- 13. Humanity
- 14. Multidisciplinary
- 15. Non-Arts/Non-Humanities

Clear

PLEASE SPECIFY THE DATES AND THE SCHEDULED TIMES OF THE PROJECTS/ACTIVITIES

	Specific dates	Start Time (add AM/PM)	End Time (add AM/PM)

LOCATION(S) OF ACTIVITY (BUILDING NAME, STREET ADDRESS)

Demographics

❑ These pages are demographic information questions that are used in our yearly reports.

POPULATION BENEFITED

Provide data for individuals who directly benefited during the period of support. If actual figured or reliable estimates cannot be secured, leave these fields blank or enter a "-1" to indicate that data is not available.

ADULTS AND YOUTH ENGAGED IN "IN-PERSON" ART EXPERIENCES

Enter the number of people who directly engaged with the arts, whether through attendance at arts events or participation in arts learning or other types of activities in which people were directly involved with artists or the arts. Do not count individuals reached through TV, radio or cabe broadcast, the Internet, or other media. Include actual audience numbers based on paid/free admissions or seats filled. Avoid inflated numbes, and do not double count repeat attendees.

A. ADULTS ENGAGED

B. CHILD/YOUTH ENGAGES (0-18 YEARS)

ARTISTS DIRECTLY INVOLVED

National Standard GMS Field #128.

Number of artists directly involved in providing artistic services specifically identified with the award. Including living artists whose work is represented in an exhibition regardless of whether the work was provided by an artist or an institution. If no artists were directly involved in providing artistic services enter 0.

For the next three questions, select all categories that, by your best estimate, made up 25% or more of the population that directly benefited from the award during the period of support. These responses should refer to populations reached directly, rather than through broadcasts or online programming.

POPULATION BENEFITED BY RACE/ETHNICITY

Select all that apply

- ☐ N. American Indian/Alaska Native
- ☐ A. Asian
- ☐ B. Black/ African American
- ☐ H. Hispanic/Latino
- ☐ P. Native Hawaiian/Other Pacific Islander
- ☐ W. White
- ☐ G. No single racial/ethnic group made up more than 25% of the population directly benefited

POPULATION BENEFITED BY AGE

Select all that apply

- ☐ 01. Children/Youth (0-18 years)
- ☐ 02. Young Adults (19-24 years)
- ☐ 03. Adults (25-64 years)
- ☐ 04. Older Adults (65+ years)
- ☐ 09. No single age group made up more than 25% of the population directly benefited

POPULATION BENEFITED BY DISTINCT GROUPS

Select all that apply

- ☐ D. Individuals with Disabilities
- ☐ I. Individuals in Institutions (include people living in hospitals, hospices, nursing homes, assisted care facilities, correctional facilities, and homeless shelters)
- ☐ P. Individuals below the Poverty Line
- ☐ E. Individuals with Limited English Proficiency
- ☐ M. Military Veterans/Active Duty Personnel
- ☐ Y. Youth at Risk
- ☐ G. No single distinct group made up more than 25% of the population directly benefited

DISCIPLINE: IDENTIFY ART DISCIPLINE IN WHICH PROJECT ACTIVITIES ARE INVOLVED OR DISCIPLINE TO BENEFIT FROM PROJECT (CHECK CORRECT ITEM WHICH APPLIES).

- ○ Dance
- ○ Music
- ○ Opera/Music Theather
- ○ Theatre
- ○ Visual Arts
- ○ Design Arts
- ○ Crafts
- ○ Photography
- ○ Media Arts
- ○ Literature
- ○ Interdisciplinary
- ○ Folklife/Traditional Arts
- ○ Humanities
- ○ Multidisciplinary
- ○ Non-Arts/Non-Humanities

Demographics

Demographics

ACCESSIBILITY CHECKLIST

Federally funded projects must be accessible to people with disabilities. NEA requires applicants to consider physical and programmatic accessibility as an integral part of each project's planning and budgeting process. Applicants may include the cost of access accommodations as part of their project's budget, including sign interpreters, and audio describers. Applicants may also consider conducting programs in accessible venues other than their own organization in order to meet accessibility requirements.

HOW MANY PEOPLE WITH DISABILITIES WILL BE SERVED AT YOUR PROJECTS PHYSICAL ADDRESS THROUGH:

	Number of people
Ground-level entry, ramped access, and/or elevators to the venue	
Signage at inaccessible entrances with directions to accessible entrances	
Integrated and dispersed wheelchair seating in assembly areas	
Wheelchair-accessible box office, stage, and dressing rooms Wheelchair-accessible display cases, exhibit areas, and counters	
Wheelchair-accessible restrooms, including accessible sinks, water fountains, and soap & paper dispensers	
Wheelchair-accessible toilet stall, including a 60" diameter or T- turn clear floor space, free of the door swing	
Accessible emergency exits and audio/visual emergency alarms	

Accessible emergency exits and audio/visual emergency alarms	
Designated accessible parking spaces with adjoining curb cuts, and an accessible route from parking to the venue	
Sign language interpretation	
Scripts and text of verbal presentations	
Assistive listening system	
Open or Closed captioning of audio visuals	
Audio description of visual art, media, performances, or other presentations	
Print materials in alternate formats, including Braille, computer disk, and large print	
Large-print labeling with high contrast	
Accessible Website (including alt tags & captioned audio)	
Tactile tours	
TDD, telephone/typewriter	
Access information/accommodations with appropriate disability symbols are included in all publicity about the project (i.e., press release, program, media, e-mail)	

VICA ANNUAL GRANT APPLICATION FORM

Draft 🗑

Forms are in compliance with the National Standard for Arts Information Exchange

`40%` ▓▓

Type of Activity: describe activity which best describes project (check correct item)

- ◯ 01. Individual artist
- ◯ 02. Individual non-artist
- ◯ 03. Performing group
- ◯ 04. Performing group-college/university
- ◯ 05. Performing group-community
- ◯ 06. Performing facility
- ◯ 08 Museum-art
- ◉ 09. Museu-other
- ◯ 10. Gallery/exhibition space
- ◯ 11.Cinema-theater
- ◯ 12. Independent press (non-commercial)
- ◯ 13. Literary magazine (non-

- ◯ 15. Arts Center
- ◯ 16. Arts Council/Agency
- ◯ 17. Arts Service Organization
- ◯ 19. School District
- ◯ 20. Parent-teacher Organization
- ◯ 21. School - Elementary
- ◯ 22. School - Middle
- ◯ 23. School - Secondary
- ◯ 24. School - Vocational/Technical
- ◯ 26. College/University
- ◯ 27. Library
- ◯ 28. Historical Society

- ◯ 29. Humanities Council/Agency
- ◯ 30. Foundation
- ◯ 31. Corporation/Business
- ◯ 32. Community Services Organization
- ◯ 35. Religious Organization
- ◯ 36. Senior's Center
- ◯ 37. Parks and Recreation
- ◯ 38. Government
- ◯ 47. Cultural Series Organization
- ◯ 48. School of the Arts
- ◯ 49. Arts camp/Institute
- ◯ 99. None of the above

ARTS IN EDUCATION

- ◯ 01. 50% or more of this project's activities are arts education directed to:

  A. K-12 students

  B. Higher education students

  C. Pre-kindergarten children

  D. Adult-learners (including teachers and artists)

- ◯ 02. Less than 50% of this project's activities are arts education directed to:

  A. K-12 students

  B. Higher education students

  C. Pre-kindergarten children

  D. Adult-learners (including teachers and artists)

- ◯ 99. None of this project involves arts education.

PROJECT DESCRIPTORS (MARK ALL THAT APPLY)

- ☐ P. Presenting/Touring
- ☐ Y. Youth at Risk
- ☐ A. Accessibility
- ☐ T. Technology
- ☐ I. International

INDIVIDUAL OR ORGANIZATIONS

Organizations - select one which best describes your staff, board or membership.

Individuals - select one or any combination of codes.

- ☐ N. 50% or more American Indian/Alaska Native
- ☐ A. 50% or more Asian
- ☐ P. 50% or more Native Hawaiian/Pacific Islander
- ☐ B. 50% or more Black/African American
- ☐ H. 50% or more Hispanic/Latino
- ☐ W. 50% or more White
- ☐ 99. No single group listed along compromises 50% or more of staff or board or membershp (organizations only)

PROJECT RACE: PROJECT CLEARLY EMPHASIZES THE TRADITION OR CULTURE OF ONE PARTICULAR RACE:

- ☐ N. American Indian/Alaska Native
- ☐ A. Asian
- ☐ P. Native Hawaiian/Pacific Islander
- ☐ B. Black. non-Hispanic
- ☐ H. Hispanic
- ☐ W. White, not Hispanic
- ☐ 99. No single group

* RACIAL IDENTIFICATION INFORMATION IS BEING USED FOR COMPLIANCE WITH THE CIVIL RIGHTS ACT ONLY.

Demographics

Budget

VICA ANNUAL GRANT APPLICATION FORM

60%

Forms are in compliance with the National Standard for Arts Information Exchange

VIRGIN ISLANDS COUNCIL ON THE ARTS SUMMARY BUDGET FORM

PART I - ACTUAL CASH

EXPENSES

	Dollar Amount	Paid by Whom:
1. Personnel - Administrative		
2. Personnel - Artistic		
3. Space Rental (gallery, rehearsal space) 4. Travel (for personnel specifically identified w/ project)		
4. Travel (for personnel specifically identified w/ project)		
5. Marketing (all promotion, publications, advertising)		
6. Remaining Operating Expenses (materials, supplies, hauling, shipping, etc.)		
Total	0	

Expenses

❑ List your projects *complete* overall costs and *who* is expected to fund these costs i.e., VICA, self, an organization, etc.

❑ You will be asked to breakdown these dollar amount of each expense on the next page.

ANTICIPATED INCOME

	Dollar Amount
1. Admission (ticket sales, memberships)	
2. Dues (membership fees, registration, etc.)	
3. Other Revenue (catalogue sales, advertising, etc.)	
4. Corporate Support (funds from businesses, corporations)	
5. Foundation Support	
6a. Other Support - Government	
6b. Other Support - Federal	
6c. Other Support - Local/Regional	
TOTAL ANTICIPATED INCOME	0

Anticipated Income

❑ Will you make a profit from your project? List the dollar amount.

PART II - IN-KIND SERVICES - DONATIONS OF GOOD, SERVICES OR TIME - INSTEAD OF CASH.

In-Kind services must be attributed to the project and/or activity with which they are associated. Accurate documentation of In-Kind services by name of persons, type of service, hours, dollar value of contribution provided; failure to do so will result in disallowing credit for In-Kind.

IN-KIND

	Dollar Amount
In-Kind Personnel - Administrative	
In-Kind Personnel - Artistic	
In-Kind Space Rental	
In-Kind Travel In-Kind Marketing	
In-Kind - Other Operating Expenses	
TOTAL IN-KIND SERVICES	0

PART II - BUDGET BREAKDOWN

EXPENSES TO APPLICANT

1. PERSONNEL (If more than one category applies, list under category in which the majority of times allocated).

	Funded by VICA	Funded by other Sources
Administrative - (for this project).		
Executive & Supervisory Staff		
Program Directors		

In-Kind Services

❑ Grants are funded on a 1 to 1 match; which means that VICA will not solely fund your projects cost.

❑ Your match **must** be shown through a cash match **and** in-kind services.

Budget Breakdown

❑ Breakdown the dollar amount of each project expense. The subtotal of each category **should** match the dollar amount that you entered on the previous page.

❑ Once complete, your total project expenses funded by VICA **should** match your request amount.

PART II - BUDGET BREAKDOWN

EXPENSES TO APPLICANT

1. PERSONNEL (If more than one category applies, list under category in which the majority of times allocated).

	Funded by VICA	Funded by other Sources
Administrative - (for this project).		
Executive & Supervisory Staff		
Program Directors		
Managing Directors		
Clerical Staff		
Bookkeeper		
Maintenance & Security Staff		
Other		
Subtotal	0	0

IF OTHER EXPENSES, PLEASE IDENTIFY THE EXPENSE TYPE.

2. PERSONNEL - ARTISTIC (for this project)

	Funded by VICA	Funded by other Sources
Directors		
Musicians		
Actors		
Dancers		
Other		
Subtotal	0	0

IF OTHER EXPENSES, PLEASE IDENTIFY THE EXPENSE TYPE.

3. SPACE RENTAL - EXPENSES (for this project)

	Funded by VICA	Funded by other Sources
Performance Hall		
Theatre		
Rehearsal Space		
Gallery		
Other		
Subtotal	0	0

IF OTHER EXPENSES, PLEASE IDENTIFY THE EXPENSE TYPE.

4. TRAVEL COSTS (directly identified with this project)

	Funded by VICA	Funded by other Sources
Hotel		
Ground Transportation (gas, bus, personal car)		
Air Transportation Ferry Boat Transportation		
Other		
Subtotal	0	0

IF OTHER EXPENSES, PLEASE IDENTIFY THE EXPENSE TYPE.

5. MARKETING COSTS (directly identified with this project)

	Funded by VICA	Funded by other Sources
Newspaper		
Radio/TV		
Mailing		
Printing-Brochures, flyers, books, etc.		
Publicity, Advertising		
Website Design		
Other		
Subtotal	0	0

6. REMAINING OPERATING EXPENSES (directly identified with this project)

	Funded by VICA	Funded by other Sources
Scripts, scores		
Set Construction		
Set & Props		
Equipment Rental		
Pressing of CDs		
Registration Fee (conferences, etc.)		
Shipping & Hauling		
Other		
Subtotal	0	0

IF OTHER EXPENSES, PLEASE IDENTIFY THE EXPENSE TYPE.

Total Project Expenses Funded by VICA:

$0

Total Funded by other Sources:

$0

Submitting Your Application

❑ Sign your application: left click on the signature line and use your mouse to draw out your signature

❑ Upload any supporting documents that can help us better understand your funding request.

❑ Upload a completed W9 form.

❑ **Mark your application complete.**

❑ Review your application.

❑ Ensure that all tasks are complete and click submit.
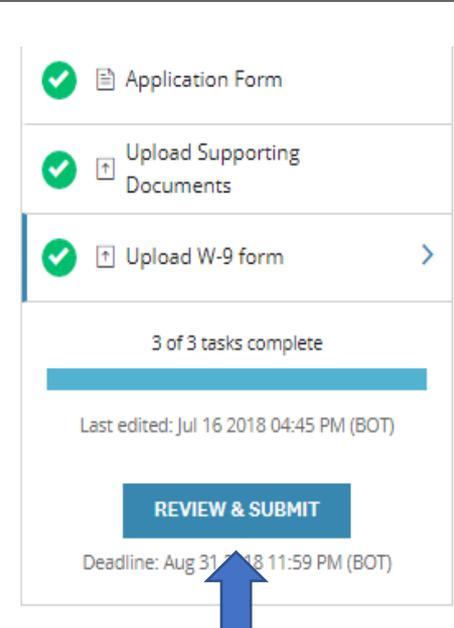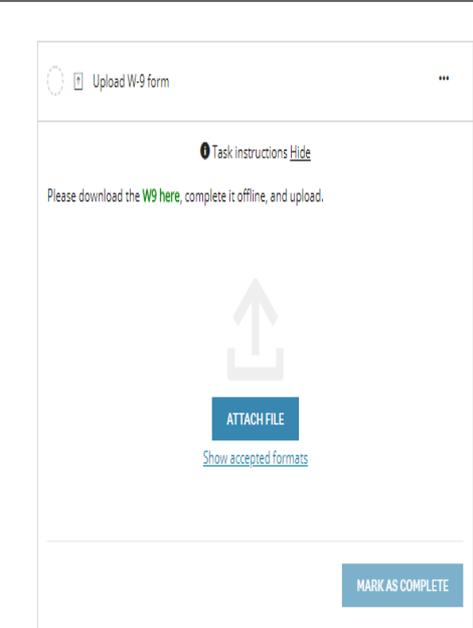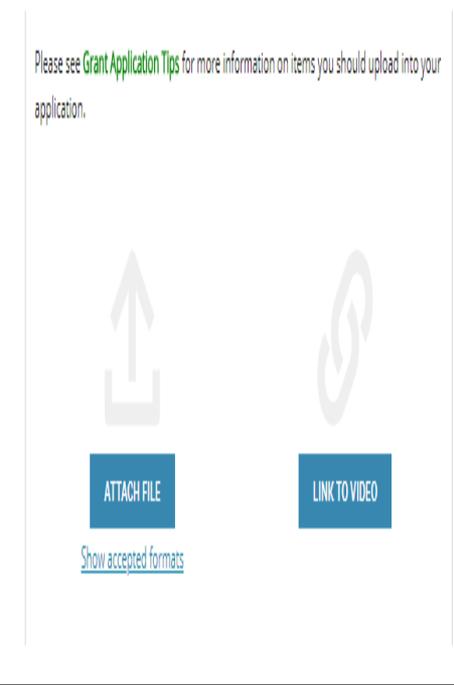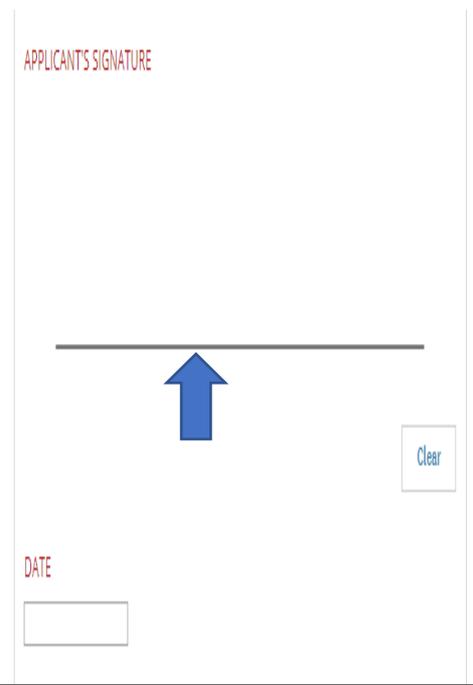
After Submission

Virgin Islands Council on the Arts

Hi Test Run,

Thank you for submitting your application to the Virgin Islands Council on the Arts! We received your proposal. Our esteemed Board of Directors will review your application in September. Should you have any questions or run into any problems, please reach out to us at 340-774-5984 or 340-773-3075.

❑ Once your application has been submitted you will receive a confirmation email.
❑ Check your email often for updates.

If Awarded

- ❑ If awarded; you will receive an award letter in your email with a link to your online account (you can always sign in to your account for updates).

- ❑ Once you sign in to your account you will find the grant contract and voucher to be completed.

Virgin Islands Council on the Arts

Grant #:

Amount Awarded:

Final Report Due:

Dear Test Run,

On behalf of the Board of Directors of Virgin Islands Council on the Arts (VICA), I am pleased to inform you that you are the recipient of a $ grant for Project Support.

To expeditiously process payment of the grant please complete the following by signing in to https://vica.smapply.io/:

- • Payment VoucherSign and return to VICA immediately
- • Grant Award ContractSign and return to VICA immediately

Please use VICA's logo along with the statement "Funded in part by V.I. Council on the Arts and the National Endowment for the Arts" on all publicity generated for your project.Failure to meet this requirement will jeopardize future funding. The logo can be found on VICA's website at www.vicouncilonarts.org.

Cancelled checks/receipts and other documentation (program booklets, pictures, press releases, flyers, etc.) are to be submitted with along with your Final Report which must be submitted on or before August 1, 2019. In addition, admission tickets for public performances are to be made available to VICA's Board of Directors and staff upon request.

If you have any questions or need additional information, please do not hesitate to contact me at 774-5984.

Grant Contract & Voucher

- ❑ Initial, sign and date to complete.
- ❑ Review and submit when finished.
- ❑ Once received, the Council will begin to process your grant payment.

Final Report Form

Virgin Islands Council on the Arts

Friendly reminder that your final report is due on August 1, 2019. Please log in to https://vica.smapply.io/ to complete your report.

As part of the grant award criteria you are required to submit a Final Report to VICA's office along with your receipts or/and cancelled checks and other documentation of completion of your project (i.e. copies of cds, program/booklets, flyers, press releases, pictures etc.) on or before August 1, 2019. Please contact us at 774-5984 on St. Thomas or 773-3075 on St. Croix for further assistance.

Please be advised that failure to submit your report will jeopardize future funding.

VICA Annual Grant Final Report ⬭ 0%

VIRGIN ISLANDS COUNCIL ON THE ARTS

Final Report Form

DUE:

GRANTEE: TEST RUN   PROJECT #

PROJECT TITLE: GRANT AMOUNT: $

Test Project

EXPENSES (FOR PROJECT)

Fill in only areas applicable to your project.

	Amount ($)
Total Personnel Administrative Expenses	
Total Personnel Artistic Expenses	
Total Space Rental Expenses	
Total Travel Expenses	
Total Marketing Expenses	
Total Remaining Operating Expenses	

⬭ ⬆ Upload Pictures of Final Product *   …

ⓘ Task instructions Hide

*receipts or/and cancelled checks and other documentation of completion of your project (i.e. copies of cds, program/booklets, flyers, press releases, pictures etc.)

If you have a book, please also mail it to the following address:

VICouncil on the Arts

*5070 Norre Gade, Ste. 1

*St. Thomas, VI 00802

⬆

ATTACH FILE

Show accepted formats

MARK AS COMPLETE

❑ **ALL** grantees are required to submit a final report form at the end of your project.

❑ All final reports are due on August 1st. You will receive an email reminder.

❑ Follow the link to complete your report which consists of a financial report and documentation of completion (pictures/receipts/copies of the final product)

❑ Turning in your final report form is the final stage in your grant application process.