



BCA Foundation Grant Artist Grants Program Guidelines

The BCA Foundation's **Artist Grants Program** makes grants and philanthropic funding accessible to Vermont artists or to small arts organizations that may not have 501(c)3 status.

I. Criteria for preapproval:

- A. Proposed project must further the BCA Foundation's mission to support the cultural community of the region.
- B. Projects may provide access to various forms of the arts for the public, create new works of art, support learning through the arts, or integrate arts into community life.
- C. Project shall be completed using three or fewer funding sources.
- D. Project duration shall be no longer than 12 months.

II. Eligibility:

- A. Applicant must be living and/or operating in Vermont for at least 12 months prior to submission.
- B. Primary project activities must be undertaken by an artist or artists.

III. Submission Application:

A. Artists who are interested in seeking such funding through the program may submit a project proposal for preapproval to the BCA Foundation Board of Directors. The BCA Foundation will retain 7% of funds deposited (the "Grant Administration Fee") for each project, which must be accounted for in the project budget. Submitted proposals must include the following:

- 1. Artist Name, Contact information, Demographic information
- 2. Project title
- 3. Project goals
- 4. Description of proposed activities and public benefit
- 5. Project timeline
- 6. Project budget
 - a) Anticipated funding sources
 - b) BCA Foundation Grant Administration Fee, which will be comprised of 7% of anticipated funding sources
 - c) Artist fees
 - d) Other professional services
 - e) Supplies and equipment
 - f) Space rental

g) Other, including compliance reporting required by funding sources, if any

7. Up to 8 examples of past work

IV. Timeline for submission and approval:

A. Submissions are due on the following dates of the calendar year and will be reviewed on a quarterly basis by the Grant Review Committee of the BCAAF Board of Directors:

1. January 10
2. April 10
3. July 10
4. October 10

V. Agreements:

A. Approved projects will require a signed a grant agreement between the artist or entity undertaking the project that sets forth the terms and conditions that apply to the project's use of the grant and relations with funding sources. (SEE SAMPLE GRANT ADMINISTRATION AGREEMENT)

B. Solicited funders will provide a signed gift agreement that details fund accounting procedures and reiterates that the BCA Foundation retains complete control and discretion over the use of all contributions received. (SEE SAMPLE GIFT AGREEMENT)

VI. Grant Disbursement

A. Funding for the project will be deposited in the Artist Grant Program restricted fund.

B. 7% of deposited project funds will be retained by BCA Foundation as a fee for grant administration. Additional amounts will be retained for any special or unusual costs, including banking fees, penalties, losses related to gifts of stock, late fees or stop-payment charges or similar fees resulting from contributions, or the cost of any reports or other compliance measures required by funding sources. All such amounts retained as described in this subsection will be accounted for as reductions in arriving at the fundraising goal for the project budget.

C. Upon meeting the fundraising goal for the project, 75% of the project budget or 75% of the funds deposited for the project, whichever amount is less, will be distributed.

D. The remaining 25% of the project budget will be distributed upon BCA Foundation's receipt of a final report that outlines the outcomes of the project in relationship to the original proposal, including artwork(s) created and/or details about the audience engaged, and actual expenditures.