

**GRANT APPLICATION FORM**

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

Grant Application - Organization

Applicant - Individual

Mailing Address

Physical Address

Island/State/Zip Code

Contact Person (name)

Title

Address (if other than above)

Daytime Phone/Home/Cell Phone

E-mail Address

**Applicant status** (check one)

- 01 Individual     02 Non-Profit  
 05 Government     99 None of the above

**Tax ID or SS #**

**Project Title**

**Congressional District of Applicant**

**Narrative Description Project:**

**For VICA Staff Use Only**

**Application #** \_\_\_\_\_

**Date Received/Logged** \_\_\_\_\_

**Amount of Request \$**

\_\_\_\_\_  
**Applicant's signature** **Date**

**CATEGORY** (check correct one)

- 1. General Operating Support
- 2. Project Support
- 3. Arts in Education
- 4. Arts in Underserved Communities
- 5. Technical Assistance Grants
- 6. Mini Grants

**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
- 08. Museum-art
- 09. Museum-other
- 10. Gallery/exhibition space
- 11. Cinema-theater
- 12. Independent press (non-commercial)
- 13. Literary magazine (non-commercial)
- 14. Fair/festival
- 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 Organization
- 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

**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

More disciplines in next column

- 09. Media Arts
  - A. Film
  - B. Audio
  - C. Video
  - D. Technology/Experiential
- 10. Literature
- 11. Interdisciplinary
- 12. Folklife/Traditional Arts
- 13. Humanity
- 14. Multidisciplinary
- 15. Non-Arts/Non-Humanities

**Specific dates of projects/activities**

**Scheduled time of activity (hours)**

 am to  pm
 

**Location(s) of activity (building name, street address)**

**Individuals Benefiting**

The total number of individuals who were directly involved in the funded activity as artists, non-artist, project participants or audience members. Avoid inflating your figures.

- A. Youth/children (include student participants and audience members) benefiting from the from this project.
- B. Individuals participating and benefiting from this project.
- C. Artists participating and benefiting from this project.

**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 Theater
- Theater
- Visual Arts
- Design Arts
- Crafts
- Photography
- Media Arts
- Literature
- Interdisciplinary
- Folklife/Traditional Arts
- Humanities
- Multidisciplinary
- Non-Arts/Non-Humanities

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

- 02. Audience services
- 04. Creation of a work of Art
- 05. Concert/Performance/Reading
- 06. Exhibition
- 08. Fair/Festival
- 09. Identification/Documentation
- 11. General Operating Support
- 12. Art instruction: (include lessons, classes, and other means used to teach knowledge of and/or skills in arts.
- 13. Marketing
- 14. Professional support - Administrative
- 15. Professional support - Artistic
- 16. Recording/Filming/Taping
- 17. Publication (e.g., manuals, books, newsletters)
- 19. Research/planning: include program evaluation, strategic planning, and establishing partnerships/collaborations between agencies.
- 20. School residency: artists activities in an evaluation, strategic planning, and establishing partnerships/collaborations between agencies.
- 21. Other Residency: artists primarily in other than an educational institution.
- 22. Seminar/Conference
- 25. Apprenticeship
- 29. Professional development/training: activities which enhance artistic career advancement.
- 30. Student assessment: the measurement of student progress toward learning objectives.
- 31. Curriculum development/Training: includes design, implementation and distribution of instruction material
- 35. Website/internet development
- 36. Broadcasting
- 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

**\* Grantee Race**

**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 membership (organizations only)

**Project Race:** Project clearly emphasizes the tradition or culture of one particular race:

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

\* Racial Identification information is being used for compliance with the Civil Rights Act only.

**VIRGIN ISLANDS COUNCIL ON THE ARTS  
SUMMARY BUDGET FORM**

Detailed Budget for Application Titled:

Date:

Organization/Individual:

**Part I - Actual Cash**

<b>EXPENSES</b>	<b>DOLLAR AMOUNT</b>	<b>SOURCE OF DOLLARS</b>
1. Personnel - Administrative	<input style="width: 150px; height: 20px;" type="text"/>	<input style="width: 150px; height: 20px;" type="text"/>
2. Personnel - Artistic	<input style="width: 150px; height: 20px;" type="text"/>	<input style="width: 150px; height: 20px;" type="text"/>
3. Space Rental (gallery, rehearsal space)	<input style="width: 150px; height: 20px;" type="text"/>	<input style="width: 150px; height: 20px;" type="text"/>
4. Travel (for personnel specifically identified w/ project)	<input style="width: 150px; height: 20px;" type="text"/>	<input style="width: 150px; height: 20px;" type="text"/>
5. Marketing (all promotion, publications, advertising)	<input style="width: 150px; height: 20px;" type="text"/>	<input style="width: 150px; height: 20px;" type="text"/>
6. Remaining Operating Expenses (materials, supplies, hauling, shipping, etc.)	<input style="width: 150px; height: 20px;" type="text"/>	<input style="width: 150px; height: 20px;" type="text"/>
<b>TOTAL PROJECT EXPENSES</b>	<input style="width: 150px; height: 20px;" type="text"/>	
	<input style="width: 150px; height: 20px;" type="text"/>	
	<input style="width: 150px; height: 20px;" type="text"/>	

<b>INCOME</b>		
1. Admission (ticket sales, memberships)	<input style="width: 150px; height: 20px;" type="text"/>	
2. Dues (membership fees, registration, etc.)	<input style="width: 150px; height: 20px;" type="text"/>	
3. Other Revenue (catalogue sales, advertising, etc.)	<input style="width: 150px; height: 20px;" type="text"/>	
4. Corporate Support (funds from businesses, corporations)	<input style="width: 150px; height: 20px;" type="text"/>	
5. Foundation Support	<input style="width: 150px; height: 20px;" type="text"/>	
6. Other Support		
a. Government	<input style="width: 150px; height: 20px;" type="text"/>	
b. Other Federal	<input style="width: 150px; height: 20px;" type="text"/>	
c. Local/Regional	<input style="width: 150px; height: 20px;" type="text"/>	
7. Applicant's Cash (present and/or anticipated revenue, do not include VICA grant request)	<input style="width: 150px; height: 20px;" type="text"/>	
<b>TOTAL INCOME</b>	<input style="width: 150px; height: 20px;" type="text"/>	

**Part II - IN-KIND SERVICES**

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 Personnel - Administrative	<input style="width: 150px; height: 20px;" type="text"/>
In-Kind Personnel - Artistic	<input style="width: 150px; height: 20px;" type="text"/>
In-Kind Space Rental	<input style="width: 150px; height: 20px;" type="text"/>
In-Kind Travel	<input style="width: 150px; height: 20px;" type="text"/>
In-Kind Marketing	<input style="width: 150px; height: 20px;" type="text"/>
In-Kind - Other Operating Expenses	<input style="width: 150px; height: 20px;" type="text"/>
<b>TOTAL IN-KIND SERVICES</b>	<input style="width: 150px; height: 20px;" type="text"/>

**PART I - BUDGET SUMMARY**

**Applicant's Matching Funds...**

1. Admissions	<input type="text"/>
2. Dues, membership fees, etc	<input type="text"/>
3. Other Revenues	<input type="text"/>
a. Catalogue sales	<input type="text"/>
b. Program advertising space	<input type="text"/>
c. Gift shop income	<input type="text"/>
d. Concessions	<input type="text"/>
f. Other	<input type="text"/>
4. Corporate Support	<input type="text"/>
5. Foundation Support	<input type="text"/>

6. Other Support	<input type="text"/>
a. Government Support	<input type="text"/>
b. Other Federal	<input type="text"/>
c. Local/Regional	<input type="text"/>
7. Applicant Cash	<input type="text"/>
8. Amount of VICA request	<input type="text"/>
<b>TOTAL CASH INCOME</b>	<b>\$</b> <input type="text"/>

**PART II - BUDGET BREAKDOWN**

**Expenses to Applicant**

**Funded by VICA**

**Funded by other Sources**

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

Administrative - (for this project).	<input type="text"/>	<input type="text"/>
Executive & Supervisory Staff	<input type="text"/>	<input type="text"/>
Program Directors	<input type="text"/>	<input type="text"/>
Managing Directors	<input type="text"/>	<input type="text"/>
Clerical Staff	<input type="text"/>	<input type="text"/>
Bookkeeper	<input type="text"/>	<input type="text"/>
Maintenance & Security Staff	<input type="text"/>	<input type="text"/>
Other (Identify) <input type="text"/>	<input type="text"/>	<input type="text"/>
<b>SUBTOTAL</b>	<b>\$</b> <input type="text"/>	<b>\$</b> <input type="text"/>

**2. PERSONNEL - ARTISTIC** (for this project)

Directors	<input type="text"/>	<input type="text"/>
Musicians	<input type="text"/>	<input type="text"/>
Actors	<input type="text"/>	<input type="text"/>
Dancers	<input type="text"/>	<input type="text"/>
Other (Identify) <input type="text"/>	<input type="text"/>	<input type="text"/>
<b>SUBTOTAL</b>	<b>\$</b> <input type="text"/>	<b>\$</b> <input type="text"/>

**3. SPACE RENTAL - EXPENSES** (for this project)

Performance Hall	<input type="text"/>	<input type="text"/>
Theater	<input type="text"/>	<input type="text"/>
Rehearsal Space	<input type="text"/>	<input type="text"/>
Gallery	<input type="text"/>	<input type="text"/>
Other (Identify) <input type="text"/>	<input type="text"/>	<input type="text"/>
<b>SUBTOTAL</b>	<b>\$</b> <input type="text"/>	<b>\$</b> <input type="text"/>

**PART II - BUDGET BREAKDOWN** continued

**4. TRAVEL COSTS** (directly identified with this project)

Hotel	<input type="text"/>	<input type="text"/>
Ground Transportation	<input type="text"/>	<input type="text"/>
Air Transportation	<input type="text"/>	<input type="text"/>
Ferry Boat Transportation	<input type="text"/>	<input type="text"/>
Other (Identify) <input type="text"/>	<input type="text"/>	<input type="text"/>
<b>SUBTOTAL</b>	<b>\$</b> <input type="text"/>	<b>\$</b> <input type="text"/>

**5. MARKETING COSTS** (directly identified with this project)

Newspaper	<input type="text"/>	<input type="text"/>
Radio/TV	<input type="text"/>	<input type="text"/>
Mailing	<input type="text"/>	<input type="text"/>
Printing-Brochures, flyers, books, etc.	<input type="text"/>	<input type="text"/>
Publicity, Advertising	<input type="text"/>	<input type="text"/>
Website Design	<input type="text"/>	<input type="text"/>
Other (Identify) <input type="text"/>	<input type="text"/>	<input type="text"/>
<b>SUBTOTAL</b>	<b>\$</b> <input type="text"/>	<b>\$</b> <input type="text"/>

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

Scripts, scores	<input type="text"/>	<input type="text"/>
Set Construction	<input type="text"/>	<input type="text"/>
Supplies/Materials	<input type="text"/>	<input type="text"/>
Set & Props	<input type="text"/>	<input type="text"/>
Equipment Rental	<input type="text"/>	<input type="text"/>
Pressing of CDs	<input type="text"/>	<input type="text"/>
Registration Fee (conferences, etc.)	<input type="text"/>	<input type="text"/>
Shipping & Hauling	<input type="text"/>	<input type="text"/>
Other (Identify) <input type="text"/>	<input type="text"/>	<input type="text"/>
<b>SUBTOTAL</b>	<b>\$</b> <input type="text"/>	<b>\$</b> <input type="text"/>

<b>TOTAL PROJECT EXPENSES</b>	<b>\$</b> <input type="text"/>	<b>\$</b> <input type="text"/>
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**PROJECT BUDGET SUMMARY PAGE**

**LIST ALL ITEMS PAID BY OTHER SOURCES**

	\$	
	\$	
	\$	
	\$	
	\$	
<b>TOTAL</b>	\$	

**LIST ALL ITEMS AND DOLLAR VALUE OF IN-KIND SERVICES**

	\$	
	\$	
	\$	
	\$	
	\$	
<b>TOTAL</b>	\$	

**LIST ALL ITEMS TO BE PAID BY VICA**

	\$	
	\$	
	\$	
	\$	
	\$	
<b>TOTAL</b>	\$	

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date