

# VICA Grants

The Vermont Italian Cultural Association (VICA) will award grants once each calendar year in amounts up to \$1,000 to anyone who wishes to explore Italian art, music, language, history, heritage, culture, and the Italian-American experience.

Applications will be accepted on or before April 1. Applicants must be either residents of Vermont or a student attending a Vermont school.

Applicants should address, in sequence, all points and questions that appear below in a **PDF** document and submit it, with a covering email, to: [JUANITAANDREA129@GMAIL.COM](mailto:JUANITAANDREA129@GMAIL.COM). Completed applications may also be mailed, with a covering letter, to: VICA, P.O. BOX 4054, BURLINGTON, VT 05406-4054.

The VICA Grants Committee will review applications and notify each applicant of its decision by May 1.

Within 6 months of project completion, grant recipients are required to share their experience and accomplishment with VICA and the greater Vermont community through **one or more** means. These may include a live presentation, an accessible electronic presentation, and photographs and print in the VICA newsletter and local newspapers or periodicals. VICA is open to other, more innovative methods of communication. It does reserve the right to approve the grantee's method/s of communication and to publicize each awarded grant, including the grantee's name, affiliation (if any), and photo.

**All of the following items and questions must be answered fully.**

## **GRANT APPLICATION**

- Contact Information
  - Full Legal Name
  - Email Address
  - Postal Address
  - Cell Phone
  - Home Phone (if applicable)
- Please provide full details regarding your current affiliation with Vermont. If a student, what is your current student status?
- Please explain in detail why you are applying, namely what your intended project is and the goals that you have set for this project.

- state the inclusive dates or length of time for your project and its location
- Include the name/s of any organizations or institutions with which you will be affiliated during the period of your project,
- State the amount of money you are requesting.
- Please provide an itemized budget, including a spending plan by year (if project spans more than one year)
  - indicate all other funding sources
  - indicate which of these sources are certain and which are only potential.
  - specify how you will measure your progress on the project against the planned expenditures
  - explain if you plan to provide any funding to another person or company to achieve your goals.
- Please describe any experience you have had with the Italian language and culture, including any travel you have had to Italy.
- How will you share your experience with VICA and the larger Vermont community? Please be as specific as possible.
- If you have any additional information in support of your application, please feel free to share it.

## PLEASE PROVIDE TWO LETTERS OF SUPPORT

Letters of support or recommendation must **not** be from close family members.

The letters should be more than character references and must address specifically the purpose of the grant application. The letter should note how the applicant will benefit from this project and the probability of the applicant's successfully completing the project.

**PLEASE NOTE:** An application is not complete until both letters of recommendation have been received. **It is your responsibility to ask the appropriate persons to write these letters and to follow up on their doing so.** VICA will not contact any person in any way.

- Please list the name of each person who is providing a reference and your relationship to her or him.

ALL REFERENCE LETTERS MUST BE RECEIVED NO LATER THAN APRIL 1. REFERENCE

LETTERS SHOULD EITHER BE SENT ELECTRONICALLY TO [JUANITAANDREA129@GMAIL.COM](mailto:JUANITAANDREA129@GMAIL.COM). OR MAILED TO VICA, P.O. BOX 4054, BURLINGTON, VT 05406-4054.

- By typing your full name in CAPITAL LETTERS and dating your application, you certify that all information provided is true and complete.

THANK YOU for applying for a VICA grant.