

## How to Submit a Proposal to the 5TFOA Community Grants Program

Proposals can be submitted by individuals, groups, organizations or schools. Proposals should be no longer than 2-4 pages in length and must include:

- name, address, phone number, email address and affiliation (school, group, organization or individual) of project leader;
- title and brief description of project being proposed;
- intended outcomes of the project (must be linked to the 5TFOA mission, see below for mission statement);
- target population and estimated number of people to be served by the project;
- indication of whether the proposed project is a new effort or an expansion of or improvement over previous efforts;
- specific action steps and a timeline related to the project;
- an overall project budget and a specific funding request to 5TFOA; include in the budget the amount and source(s) of any other funding for the project (both funding already secured and funding being sought);
- a brief statement about how you will determine whether or not the project has been successful;
- commitment to report back to 5TFOA, using a standard form provided by 5TFOA, on the results of your funding, with pictures of participants if possible (including release forms for students).

INCOMPLETE PROPOSALS WILL NOT BE CONSIDERED.

For consideration in April, submit proposals by April 15.

For consideration in October, submit proposals by October 15,

Nov 15

Mail three copies of your proposal to:

5 Town Friends of the Arts  
Community Grants Program  
25 Main Street  
Bristol, VT 05443

Or email proposal to: [FiveTownFOA@gmail.com](mailto:FiveTownFOA@gmail.com)

Direct any questions about submitting a proposal to:

[FiveTownFOA@gmail.com](mailto:FiveTownFOA@gmail.com)

### 5TFOA Mission Statement:

To further its mission, 5TFOA maintains a Community Grants Program to support fine and performing arts education, fine and performing arts events for the community, and projects or activities designed to promote understanding of and appreciation for our local cultural heritage. 5TFOA allocates well over fifty percent of annual proceeds from fundraising to the Community Grants Program.

### 5TFOA Funding Priorities:

Priority will be given to proposals that serve the maximum number of community members in the five-town area. In any given year, 5TFOA will seek to fund a group of proposals that serves diverse populations and purposes.

*Early Release Program*