Frequently Asked Questions - Vilcek Foundation Grants

2025 Grant Application Cycle

In 2025, the Vilcek Foundation is accepting applications for grants from nonprofit organizations operating under IRC Section 501(c)(3). To be eligible to apply for a grant, an organization must be based within the United States or U.S. territories.

The Vilcek Foundation invites applications for grants to support nonprofit organizations that work with immigrant artists and communities; and that promote varied perspectives in the arts, sciences, education, and humanities; and engage a range of communities and individuals.

The following guide is for all organizations and individuals interested in applying for a grant, with detailed steps for setting up an application, and step-by-step screenshots of how to navigate the Vilcek Foundation Grant Portal.

The deadline to apply for a grant is June 30, 2025. All applications will be reviewed following the June 30 deadline, and all applicants will be notified of a decision and determination by Q4 of 2025. Please review the guide carefully. If you have any questions, please reach out to grants@vilcek.org.

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Frequently Asked Questions

Who is eligible to apply for a grant from the Vilcek Foundation?

- Nonprofit organizations based in the United States or U.S. territories (including Puerto Rico, U.S. Virgin Islands, Guam, American Samoa, Commonwealth of the Northern Mariana Islands) that are exempt from taxation under Internal Revenue Code (IRC) Section 501(c)(3) are eligible to apply for grants from the Vilcek Foundation.
- The Vilcek Foundation does NOT award grants to organizations working with fiscal sponsors.
- The Vilcek Foundation does NOT award grants to individuals.

What is the Vilcek Foundation's grant-making cycle/timeline of grantmaking?

- The Vilcek Foundation awards grants once annually. The application cycle runs from July 1 through June 30.
- All grant applications received between July 1, 2024, and June 30, 2025, will be reviewed following July 1, 2025.
- All applicants will be informed of the status of their application (accepted or declined) following July 1, 2025.
- The next cycle of grant applications will be accepted between July 1, 2025, and June 30, 2026, and awarded in summer of 2026.

How much funding does the Vilcek Foundation offer?

- The Vilcek Foundation typically offers one-time grants of approximately $5,000 to $20,000. Grants are typically awarded for a single-year period, or to support a specific project or initiative.

Does the Vilcek Foundation award grants to individuals?

- The Vilcek Foundation does not award grants to individuals. Organizations may apply for grant funding to support the work on a specific project led by an individual, but the funding will be provided to the organization itself, which will be responsible for meeting the reporting requirements.

Does the Vilcek Foundation award grants to community-based organizations working with a fiscal sponsor?

- No, the Vilcek Foundation does not award grants to community-based organizations working with fiscal sponsors.

What documents do I need to apply for a grant from the Vilcek Foundation?

- To apply for a grant from the Vilcek Foundation, an organization needs to possess, and must provide, the following documents:
    - An organizational or project budget, saved as a .pdf. The budget should include core expense categories, and anticipated expenses and sources of income;
    - A copy of your organization's IRS Letter of Determination;
    - A current W-9 for your organization with a valid signature;
    - A copy of the most recent Form 990 (including Form 990, Form 990-PF, Form 990-EZ, or Form 990-N) filed by your organization with the IRS.
    - Any annual reports or materials documenting your organization's work, saved as a .pdf. This can include but is not limited to blog posts, news items, annual reports or newsletters, or press clippings.

What is the Vilcek Foundation looking for in a grant application?

- The Vilcek Foundation is looking for organizations that have a clear mission and vision, and whose answers to the grant application questions demonstrate that they have a specific idea or project in mind that they are seeking funding for.
- The Vilcek Foundation is looking for organizations that have a unique approach to their work, and whose work provides meaningful support to the communities they serve.

How many applications can an organization submit?

- An organization can submit one grant application per annual grant-making cycle.
- Organizations that are large and may have several departments that fall under the same EIN may set up separate individual applications from different departments in each grant cycle.
    - For example, a university that operates under IRC Section 501(c)(3) where different departments and schools operate under the same EIN may submit different applications within a given year.
        - e.g., "The Hogwarts Museum" and "The Humanities Department at Hogwarts" (so long as Hogwarts is a registered nonprofit operating under IRC Section 501(c)(3)) may each, separately, apply for a grant from the Vilcek Foundation.
        - However: In a case such as the one described above, we ask that no single department or entity within a university apply for more than one grant per cycle.

What questions are included in a grant application for the Vilcek Foundation?

- We include a list of all questions in the Vilcek Foundation's grant application below. We encourage you to save or print this document for reference when applying for a grant from the Vilcek Foundation.
- Organizations completing applications for grants are encouraged to prepare their answers to the application questions in a document editor, and may copy and paste their answers into the grant application on the grants application portal.
- Approximate answer length and character limits are provided for all narrative questions in the grant application.

Who makes the decisions on grant applications for the Vilcek Foundation?

- Grant applications are reviewed by the Vilcek Foundation's Grants Officer, by Vilcek Foundation President Rick Kinsel.
- Grants are awarded on the basis of alignment with the Vilcek Foundation's mission and strategic vision, and determinations made regarding the organization's capacity to be successful in completing the projects as proposed.
- All decisions regarding grant awards are reviewed and confirmed by the Vilcek Foundation Board of Directors.
- Applicants should reach out to grants@vilcek.org with any questions.

When will I know if my grant application has been received?

- Once an organization has submitted an application for a grant through the application portal, the applicant will receive an email confirmation that the grant application has been received.
- If you believe you have submitted an application but cannot find a confirmation email, please reach out to grants@vilcek.org to confirm receipt of your application.

When will I know if my grant application has been accepted?

- Grants are awarded once annually. Applications received through June 30, 2025, will be reviewed in July and August of 2025, and all applicants will be notified of a grantmaking decision by Q4 of 2025.
- If your grant application has been accepted, a representative from the Vilcek Foundation will be in touch to set up an appropriate grant agreement outlining the terms and parameters of the grant award.

What are the terms of grant agreements?

- All grant awards are dependent on the grant recipient agreeing to and signing a grant agreement drafted by the Vilcek Foundation.
- All grant recipients must abide by all laws and regulations governing nonprofit organizations under IRC Section 501(c)(3).
- Grant funds may NOT be used for any of the following:
    - To participate in any political campaign on behalf of or in opposition to any candidate for public office, to carry on propaganda, or otherwise to influence the outcome of any specific public election as described in Section 4945(d)(2) of the Internal Revenue Service Code;
    - To influence any actions or decisions of any government official, or otherwise in violation of the Foreign Corrupt Practices Act or similar law;

- To provide material support to any person or entity that engages in violent terrorist activities; or
- To undertake any activity for any purpose other than the charitable purposes specified in Section 501(c)(3) of the Code.

How to Apply for a Grant from the Vilcek Foundation

- To apply for a grant, all potential applicants must register for the Vilcek Foundation Grant Portal. All applications will be available through the portal.
- To ensure best experience using the Grant Portal and applying for a grant from the Vilcek Foundation, we encourage you to:
    - Add "@vilcek.org" as an allowed domain/email sender in your email client or email server (e.g., gmail.com), and add info@vilcek.org and grants@vilcek.org as contacts.
    - Use a desktop computer to access the Vilcek Foundation grant portal.
    - If using MacOS, we encourage you to use the most up-to-date version of the Safari Browser with cookies and pop-ups enabled, or the most up-to-date version of the Google Chrome Browser with cookies and pop-ups enabled.
    - If using WindowsOS, we encourage you to use the most up-to-date version of the Google Chrome Browser with cookies and pop-ups enabled.
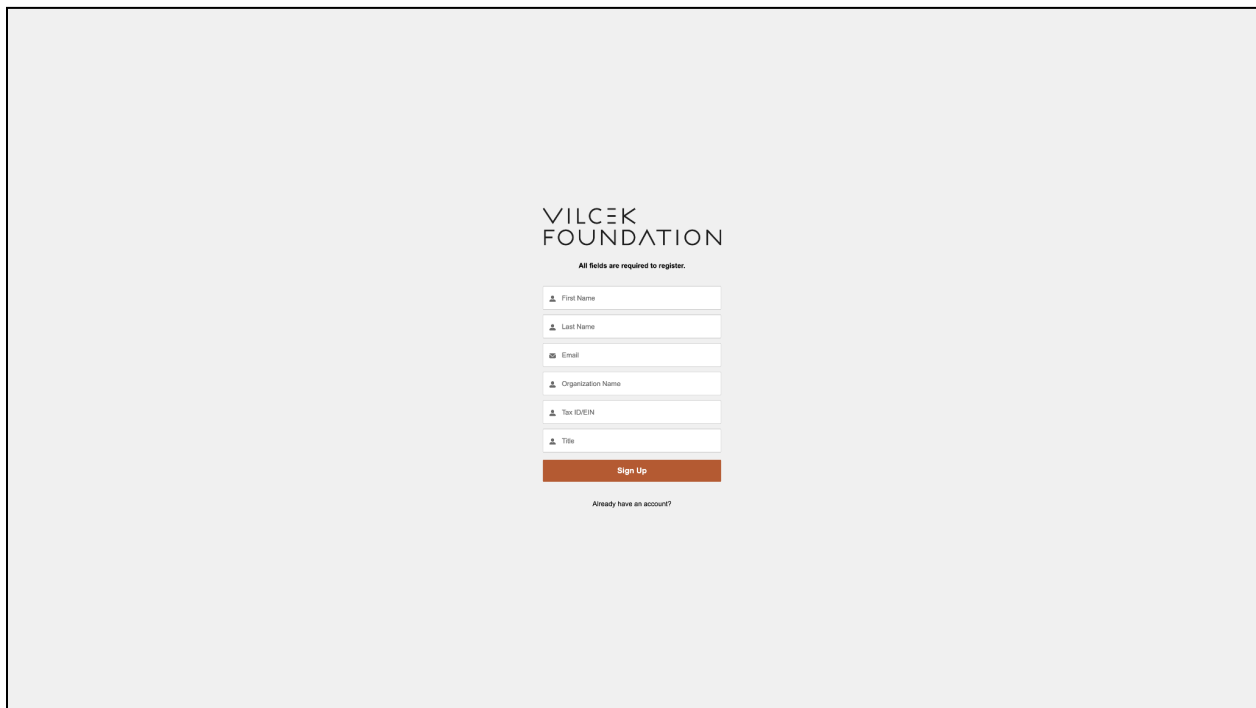
The Vilcek Foundation Grant Portal

- A link to the Vilcek Foundation Grant Portal can be accessed at the following URL: http://portal.vilcek.org/grantportal
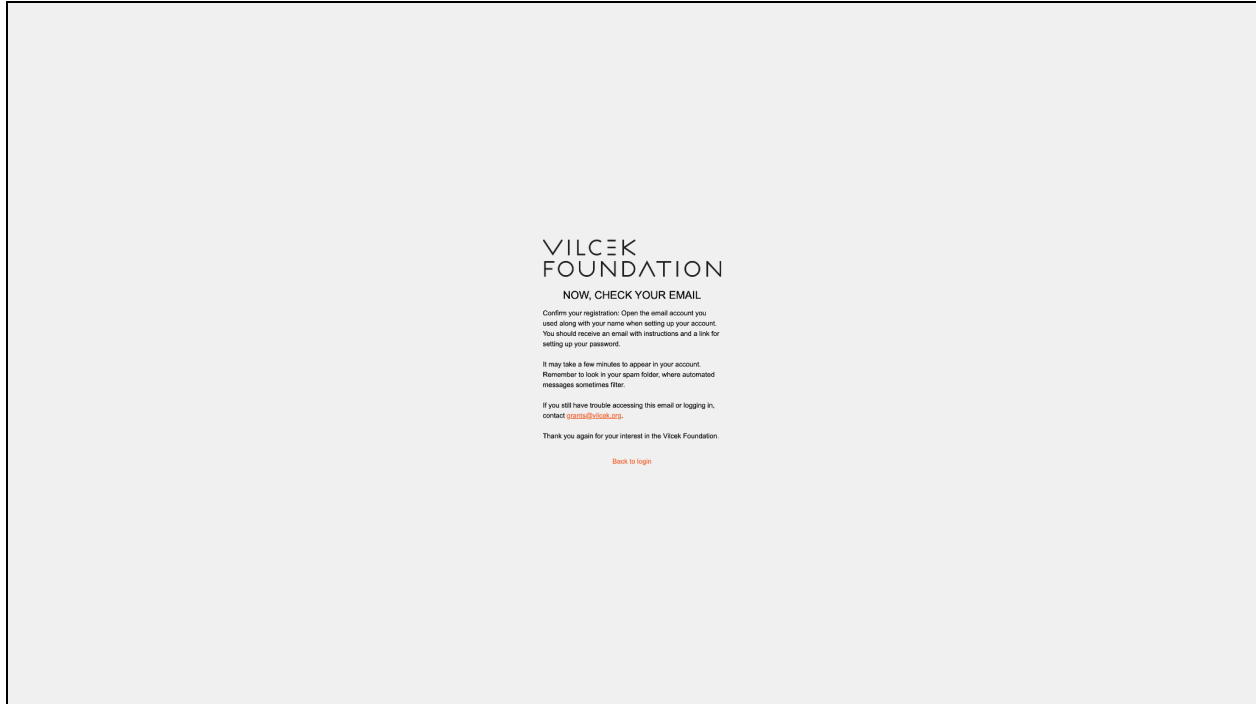- A screenshot of the Grant Portal login page appears below.
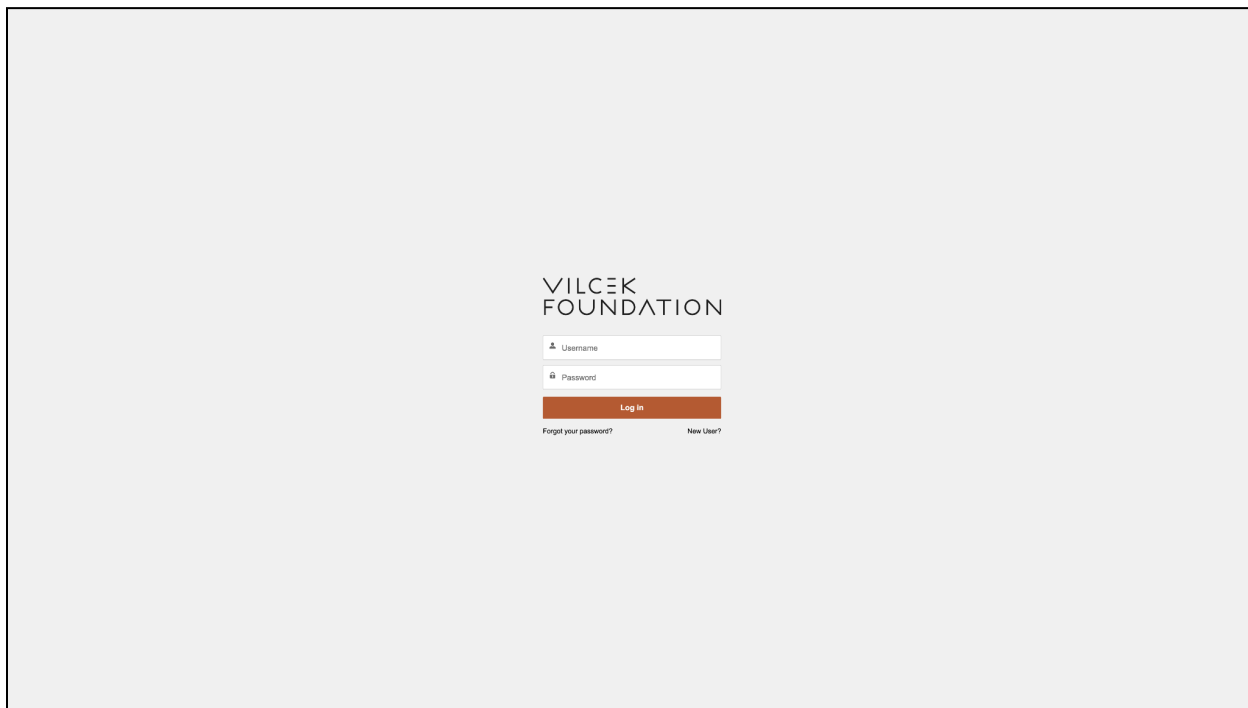
New Users - First Time Registration

- If this is your first time applying for a grant from the Vilcek Foundation using the grantmaking portal, click on **New User?** at the bottom right.
- When you click on **New User?** a new page will open for you to set up a user profile, as in the screenshot below.
- All fields are required to register. You must enter information for all of the fields listed below to be able to register an account.
- Fields required for registration:
    - First Name
    - Last Name
    - Organization Name
    - Email Address
    - Organization EIN (Tax ID #)
    - Title
- Enter the data requested in each of the fields. Check to confirm that the information you have entered is correct. Click on the button at the bottom of the page that reads **Sign Up**.

- Once you have entered all of your data and clicked on **Sign Up** you will be directed to a new page, which will confirm that you should expect to receive an email to confirm your registration, as in the screenshot below.
- Within the next few minutes, you should receive an email from info@vilcek.org or grants@vilcek.org confirming your registration, and providing a link to log in.
- Click on the link. You will be brought to a page where you will be prompted to update your password. Passwords must be at least 8 characters in length, and include at least one letter and at least one number.
- Once you have entered and confirmed your password, you will enter the grantee portal!
- If you do not receive the email within 5-10 minutes, we recommend you check your email's spam filter or junk folder.

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NOW, CHECK YOUR EMAIL

Confirm your registration: Open the email account you
used along with your name when setting up your account.
You should receive an email with instructions and a link for
setting up your password.

It may take a few minutes to appear in your account.
Remember to look in your spam folder, where automated
messages sometimes filter.

If you still have trouble accessing this email or logging in,
contact grants@vilcek.org.

Thank you again for your interest in the Vilcek Foundation.

Back to login

Returning Users

- If you have previously registered to apply for a grant from the Vilcek Foundation, you may log in using your credentials.
  - Your **Username** is your email address.
  - If you have forgotten your password, click on **Forgot Password?** in the lower left corner below the **Log In** button, and you will be directed to a page where you can enter your username to reset your password.
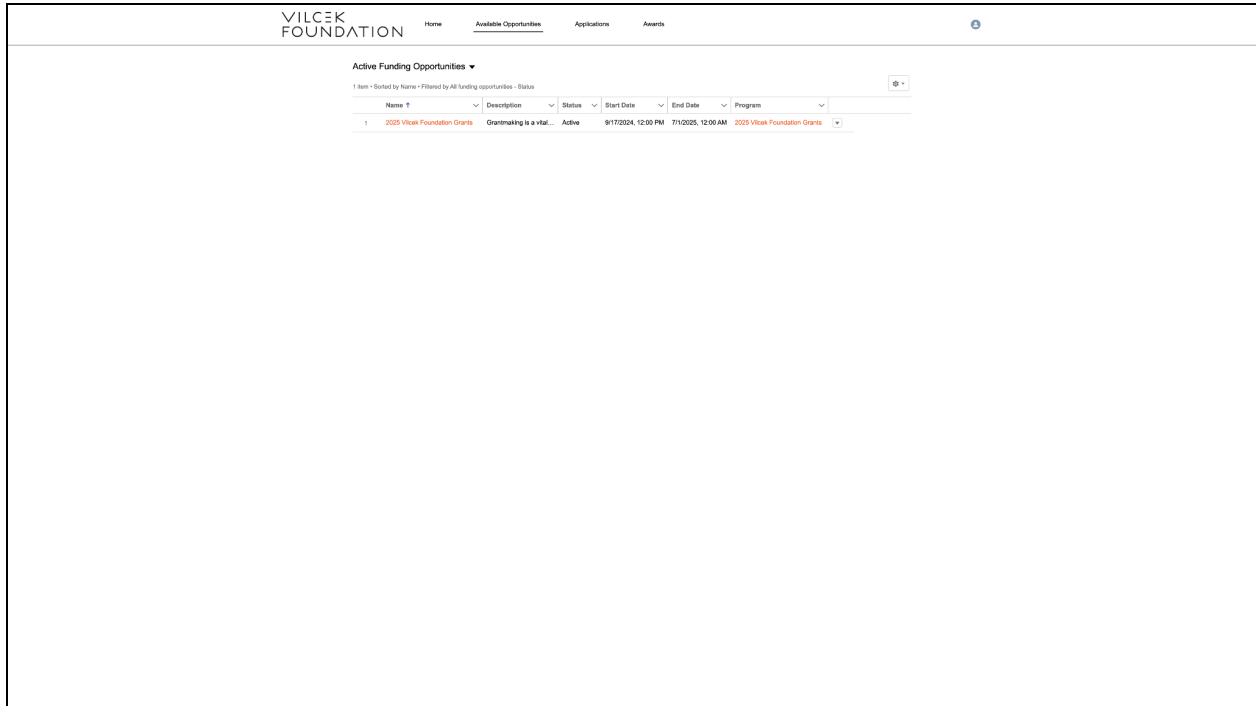
Grants Portal: The Vilcek Foundation

- Once you have registered for the Vilcek Foundation Grant Portal and logged in, the Landing Page for the Grant Portal should appear as in the screenshot below.
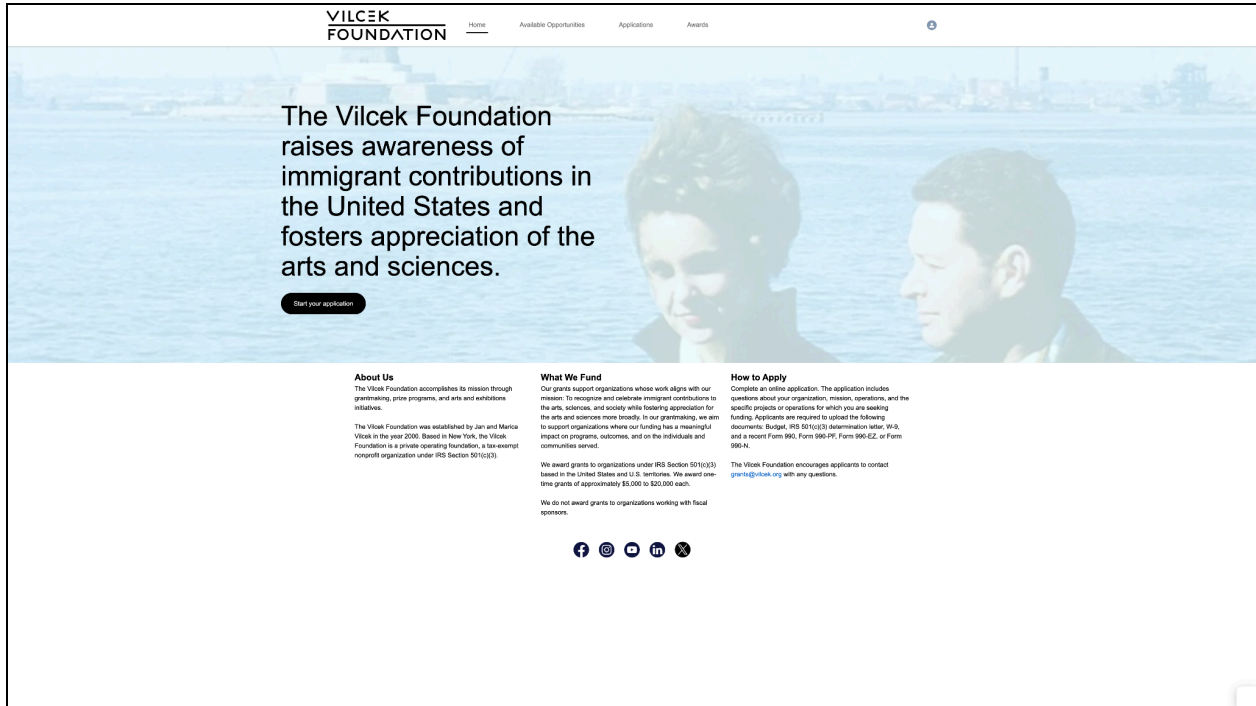
Navigating the Landing Page

- The Landing Page includes information **About Us**, **What We Fund**, and **How to Apply**. Please read the copy in these sections carefully.
- In the top menu bar of the Grant Portal Landing Page there are four links: **Home**, **Available Opportunities**, **Applications**, and **Assets**.
- To start a grant application, click on **Available Opportunities.**
- The **Available Opportunities** page will open, as in the screenshot below.
- Any Available and operational grant application opportunities will be visible in a list here. All applicants applying for grants prior to July 1, 2025, should click on the opportunity titled **2025 Vilcek Foundation Grants**.
- As a note: If you have previously started an application in the Vilcek Foundation Grant Portal, you will be able to access your application under the **Applications** tab in the top menu bar.

Grant Opportunity: 2025 Vilcek Foundation Grants

- Clicking on the opportunity **2025 Vilcek Foundation Grants** will open the Funding Opportunity Page for **2025 Vilcek Foundation Grants**. The page appears as in the screenshot, below.
- The page includes a **Description** and **Application Instructions**.
- Please review the **Description** and **Application Instructions** carefully to confirm and assess whether your organization qualifies and is a good candidate to apply for a grant from the Vilcek Foundation. For reference, we include the copy in the **Description** and **Application Instructions** below the screenshot.

Funding Opportunity
2025 Vilcek Foundation Grants

Start Your Application

Funding Opportunity Number	Program	Status
FO24-008	Vilcek Foundation Grants	Active

Name	Status
2025 Vilcek Foundation Grants	Active

Start Date	End Date
9/17/2024, 12:00 PM	7/1/2025, 12:00 AM

∨ Grant Information

Description

Grantmaking is a vital part of how the Vilcek Foundation pursues our mission: to recognize and celebrate immigrant contributions to the arts and sciences, and to foster appreciation for the arts and sciences.

Our grants support organizations whose work aligns with our mission: To recognize and celebrate immigrant contributions to the arts, sciences, and society while fostering appreciation for the arts and sciences more broadly. In our grantmaking, we aim to support organizations where our funding has a meaningful impact on programs, outcomes, and on the individuals and communities served.

The Vilcek Foundation awards grants to organizations under IRC Section 501(c)(3) based in the United States and U.S. territories. Grants are approximately $5,000 to $20,000 each. The foundation does not award grants to organizations with fiscal sponsors.

Grant applications are accepted year-round. The current open call cycle for grant applications extends until June 30, 2025. All applications will be reviewed following June 30, 2025, and the Vilcek Foundation will notify applicants of their application status after June 30, 2025.

For questions, contact grants@vilcek.org.

Application Instructions

Review all question prompts carefully, and answer all questions clearly, concisely, and honestly.

The purpose of these questions is for us to learn more about your organization's mission, vision, and theory of change. What your core outputs are, what outcomes you achieve, and the impact of your work.

You are welcome to use copy you have prepared for other grant applications in developing your answers to these questions.

The application requires you to upload the following documents in a .pdf format:
- W-9 with a valid EIN
- IRC 501(c)(3) letter of certification
- A recent Form 990, Form 990-PF, Form 990-EZ, or Form 990-N
- Budget

If you have any questions about the application, contact grants@vilcek.org.

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- ● Budget

If you have any questions about the application, contact grants@vilcek.org.

Starting an Application
- ● If you are eligible to apply for a grant and you have the materials necessary to complete an application, you are encouraged to start an application.
- ● To start your application, click on the button **Start Your Application**, located in the upper right corner of the page.
- ● A pop-up will appear to remind you to review and confirm that you do not already have an application in progress. A screenshot illustrating this pop-up appears below.
- ● If you do already have an application in progress, **X** out of the pop-up using the **X** in the top right corner of the pop-up text. At this point, navigate to the **Applications** tab in the top bar to access and work on your application.
- ● If you do not have an application in progress, you are ready to proceed. Click **Confirmed!** in the lower right corner of the pop-up and you will be brought to the next page to start your application.
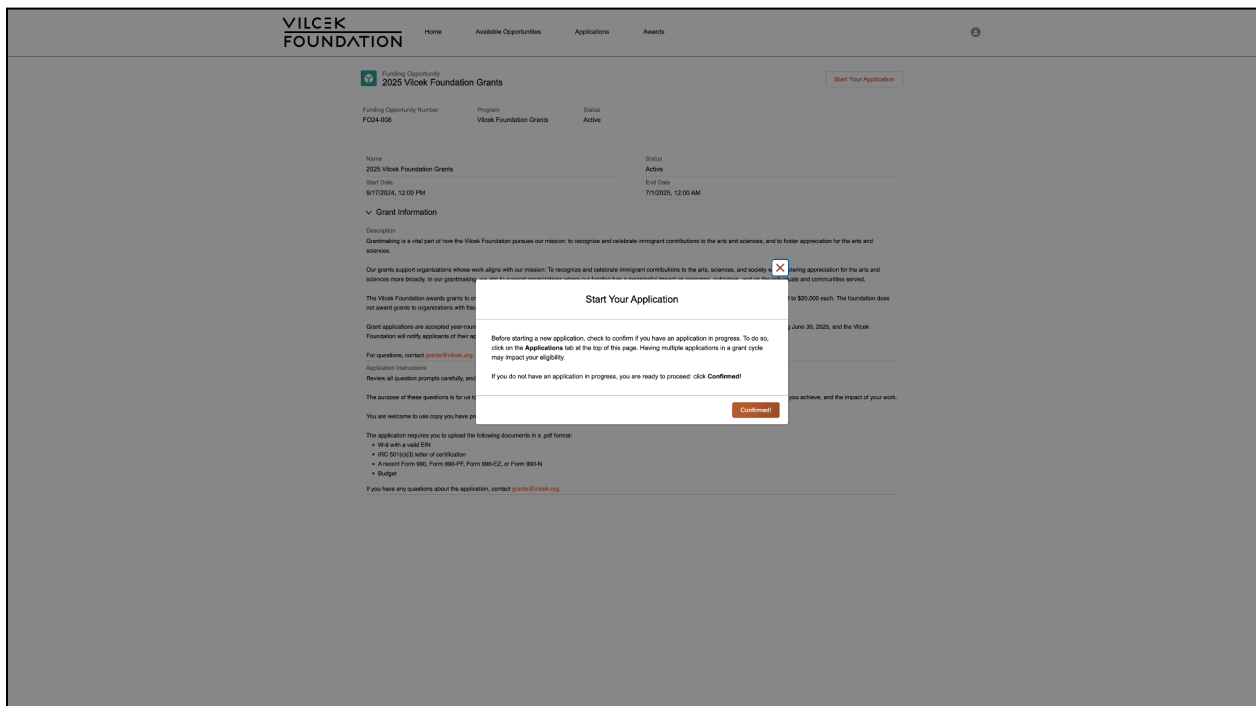
The Application: Sections and Questions

- The Grant Application has four short sections: **Organization Contact Information**, **Request Information**, **Organization History and Narrative**, and **File Uploads**. A screenshot of the Grant Application can be found below.
- Descriptions of each section and its specific questions are discussed further below the screenshot.

Organization Contact Information

- The purpose of the questions and fields in this section are to confirm accurate contact information for your organization and the key point person applying for a grant on behalf of the organization. Please answer all questions clearly, accurately, and honestly. Questions in this field are as follows:
    - Organization Name (This field will populate with the data you included in your portal registration.)
    - Tax ID (This field will populate with the data you included in your portal registration.)
    - Website
    - Primary Phone
    - Primary Address
        - Street
        - City
        - State/Province
        - Zip/Postal Code
        - Country
    - Are you the Primary Contact at your organization?

Request Information

- The purpose of the questions and fields in this section are for the Vilcek Foundation to understand how much funding you are seeking, and whether your organization has previously applied for a grant. We also ask for data on operating support or project support, and an alignment with a project initiative in the areas of work that the Vilcek Foundation has supported.
- Please answer all questions clearly, accurately, and honestly.
- Questions in this field are as follows:
    - How much funding are you requesting? (Enter a numeric value. The Vilcek Foundation's grants are typically between $5,000 and $20,000.)
    - Have you previously applied for a grant from the Vilcek Foundation?
    - Have you previously received a grant from the Vilcek Foundation?
    - Is this grant for operating support or project support?
    - Describe the project initiative. Please identify which of the following best matches the focus or initiative of your grant application. (Drop-down list, select one.)
        - Architecture
        - Arts
        - Biomedical Research
        - Dance
        - Education
        - Film
        - Health Services
        - Immigrant Services
        - Journalism
        - Literature
        - Music
        - Opera
        - Performing Arts
        - Science
        - Theatre
        - Visual Arts

Organization History and Narrative
- The following questions are aimed at providing the Vilcek Foundation with more information about your organization's history, mission, and operating values.
- Your focus when preparing your responses to these questions should be to clarify the purpose of the grant and include details on what—if awarded—a grant would support, and to provide information on how your organization plans to accomplish your goals.
- Provide a clear, concise answer for each question. Answer all questions accurately and honestly. Questions in this field are as follows. Length guidelines for answers are included below in italics.
- We encourage organizations to consider drafting answers to the questions in this section in a separate document for ease of review and copyediting, and then copying and pasting your answers into the portal.

Questions and parameters

- **What is your organization's mission?**
    - *Please limit your response to 1 paragraph, 100 words max.*

- **Briefly describe how and why was your organization founded.**
  - *Please limit your response to 1 paragraph, 100 words max.*

- **Describe your organization's activities and outputs: What do you "do" to accomplish your mission?**
  - *Please limit your response to 1-2 paragraphs, 200 words max.*

- **Describe the purpose of the grant you are seeking, including specific anticipated activities, outputs, and desired outcomes.**
  - *Please limit your response to fewer than 300 words, maximum limit is 1500 characters.*

- **Outline the core expenses and activities this funding will be used for. Feel free to summarize using bullet points.**
  - *Please limit your response to 1-2 paragraphs, 200 words max.*

- **Briefly describe the quantitative impact of your organization's work as a whole. Include any relevant figures or data about outputs and outcomes, populations served, and impact. Please feel free to summarize using bullet points.**
  - *Please limit your response to 1-2 paragraphs, 200 words max.*

- **Why are you pursuing funding from the Vilcek Foundation? Describe how the Vilcek Foundation's mission and vision align with your work.**
  - *Please limit your response to 1-2 paragraphs, 200 words max.*

- **In a few sentences, describe the approximate timeline for the project or operations you are seeking grant funding for.**
  - *Please limit your response to 1-2 paragraphs, 200 words max.*

- **In a few sentences, outline the overall budget for this project, and anticipated income and expenses. (e.g., "The total project will cost $40K, including artist fees, production costs, and operations. We have raised $25K to date. We are specifically seeking $10K to support artist fees.")**
  - *Please limit your response to 1-2 paragraphs, 200 words max.*

- **Describe how you will measure success in this project: What does a successfully completed project look like?**
  - *Please limit your response to 1-2 paragraphs, 200 words max.*

- **Describe the qualitative outputs, outcomes, and impact of this project.**
  - *Please limit your response to 1 paragraph, 100 words max.*

- **Describe any quantifiable outcomes (core metrics, measurable activities) or quantitative impact you hope to achieve with this project.**
  - *Please limit your response to 1 paragraph, 100 words max.*

- **What percentage of your organization's budget is supported by grants or donations. Please list your organization's major funding sources.**
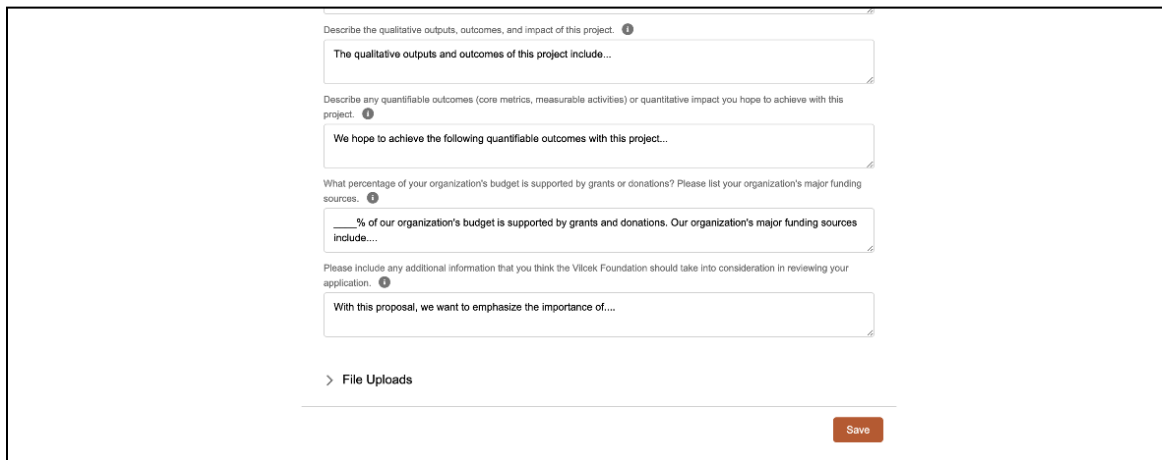 - *Please limit your response to 1 paragraph, 100 words max.*

- **Please include any additional information that you think the Vilcek Foundation should take into consideration in reviewing your application.**
  - *Optional*

File Uploads

- In this section, the Vilcek Foundation is requesting documents that we require to review when assessing all potential grant applications. The documents include a detailed project budget, IRS Form W-9, a recent IRS Form 990, and a copy of your organization's IRS Determination Letter. Organizations may also upload additional information combined into a single .pdf document.
  - All documents must be uploaded as .pdf files.
  - Filenames should include your organization's name and a brief description of the document (e.g., VilcekFoundation_W9.pdf).

Save Your Application

- You may save your application at any time. We recommend that you save your application frequently to ensure that your responses are preserved. We also encourage organizations to consider drafting answers to all questions in a separate document for ease of review and copyediting, and then copying and pasting your answers into the portal.
- At the bottom right corner of the application page is a button to **Save** your application. The Save button can be seen in the screenshot below.
- You may **Save** your application at any time.

- Once you click on the **Save** button, you will be prompted to confirm whether you want to **Save** or **Submit** your application, as in the screenshot below.
- Toggle the **Save** option, and click **Save** to save your application.
- Please do NOT submit until you have completed all questions and uploaded all of the requested files.
- If you save your application, you can log out of the portal and return to work on your application at a later time.
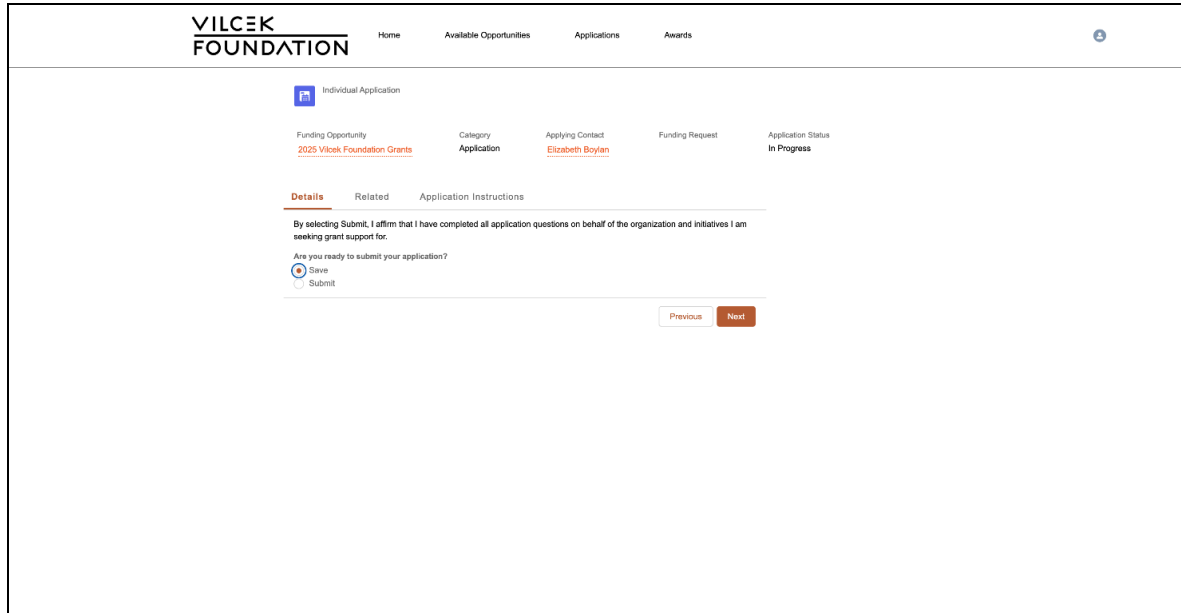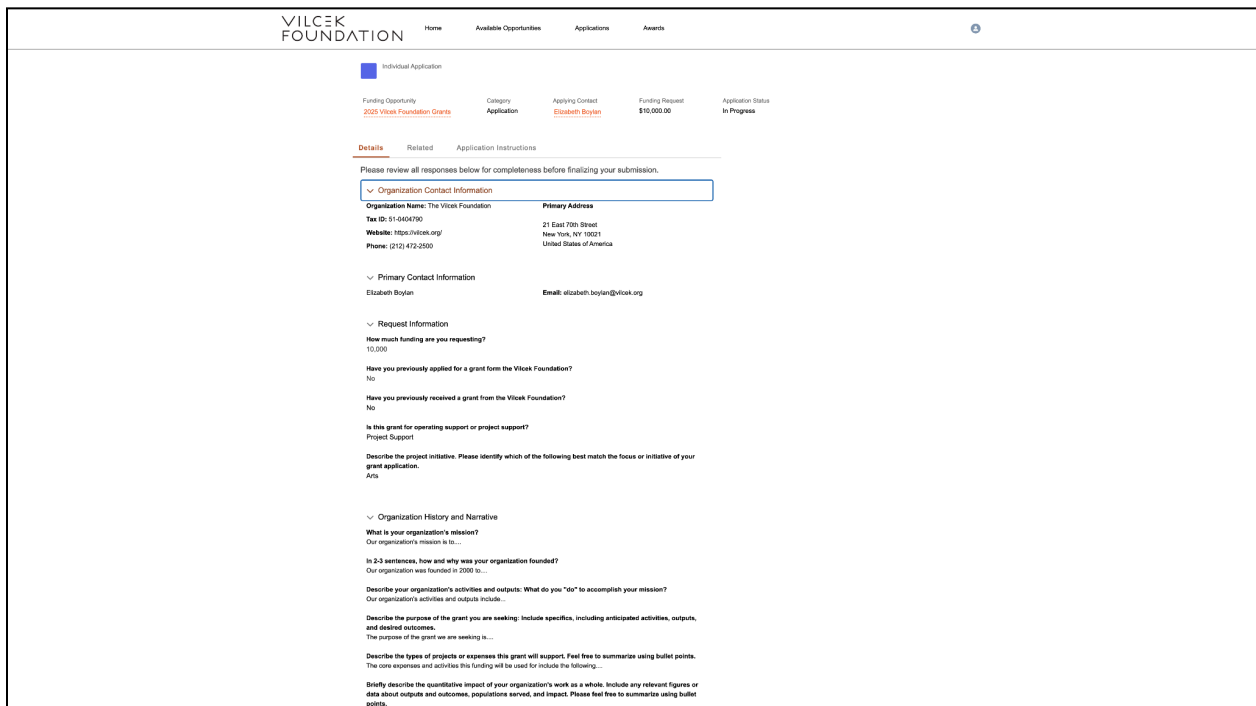
Submit your Application

- **Save** your application.
- Review all of your responses to the Grant Application. Take your time to ensure that you have responded to all questions fully and accurately.
- Once you are ready to submit your application, click on the **Save** button in the lower right corner of the application page.
- As above, you will be prompted with two choices: **Save** and **Submit**.
- If you are ready to submit your application, toggle the **Submit** option and click on the **Next** button in the bottom right corner of the page, as shown in the screenshot below.
- If you are unsure, we encourage you to toggle the **Save** option, and review your application.
- **Note: You will NOT be able to make changes to your application after you choose Submit.**
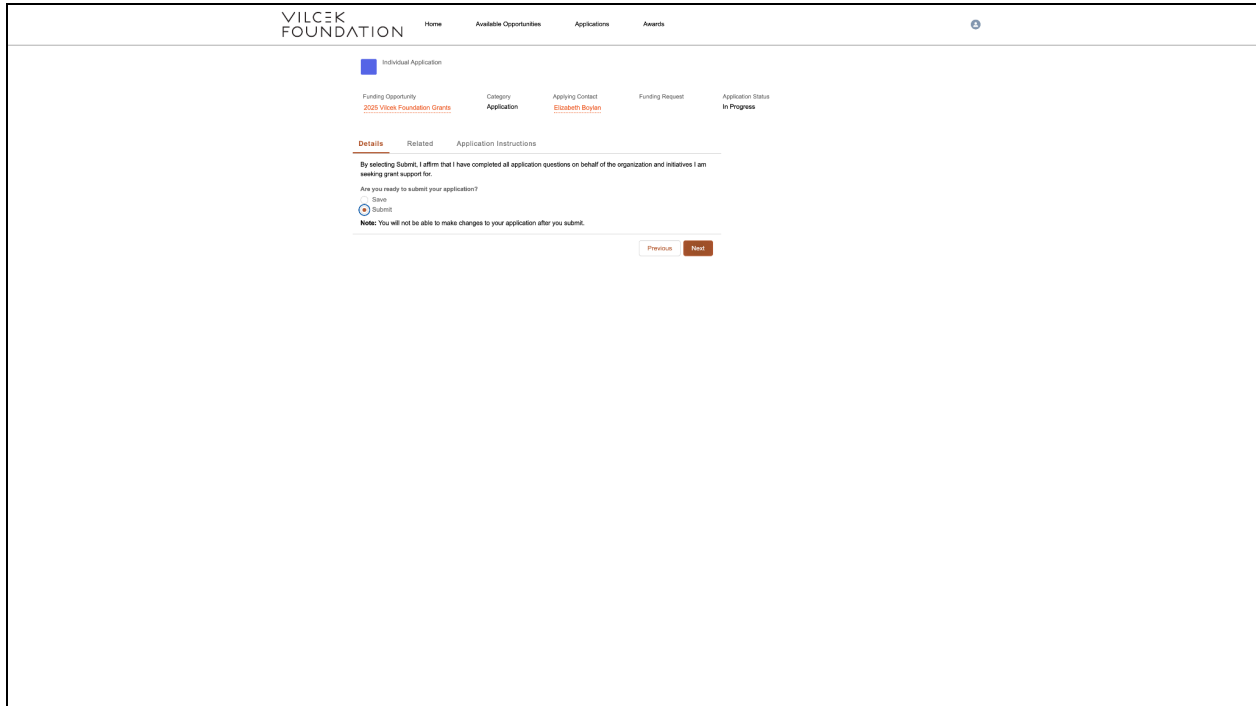
- Once you toggle **Submit** and confirm **Next** to submit your application, you will see the data entered in your application as in the screenshot below (answers shown are an example).
- Within a few minutes of submitting your application, you will also receive an email from grants@vilcek.org, confirming the submission of your application. The text of the email appears below the screenshot. Please check your spam filter, and add grants@vilcek.org and info@vilcek.org to your contacts.

Follow Up and Next Steps

- Congratulations! You have successfully completed an application for a grant from the Vilcek Foundation!
- As a reminder: The Vilcek Foundation's review of all applications submitted in this cycle will take place following the June 30 submission deadline.
- All applicants will be notified of a decision by Q4 of 2025.
- Please reach out to us and let us know if you have any questions or comments on the Vilcek Foundation grant application process. The best way to contact the Vilcek Foundation about grants is to email the Grants Officer at grants@vilcek.org.
- We encourage you to learn more about the Vilcek Foundation's work. Visit our website, sign up for our mailing list, and to follow the foundation on Instagram, Facebook, X, LinkedIn, and Bluesky for regular updates on all of our programs, exhibitions, and prizes.