Health, Wellness & Economic Empowerment Grant for communities impacted by racial injustice at the Vermont Community Foundation

Instructions for including audio or video in your Letter of Intent

Letters of Intent will only be accepted via the Vermont Community Foundation's online grants management platform, which can be found at vermontcf.org/OGM.

To include a video or audio recording in your application, you must host the media on another site (such as YouTube). See below for instructions on how to upload a video to YouTube and create a private link.

Once you have created the media and generated a link, please copy and paste the link into the relevant question field at the top of Application Questions, Part 2.

Please note that the OGM system will only allow you to submit your application once all required fields have text in them. ***To allow submission, you will need to type "see video" for any questions that are being answered by your audio/video file***.

How to Upload a Video to YouTube & Share a Private Link

1. **Sign into YouTube**: Go to youtube.com and sign in with your Google account OR create an account.
2. Once you have logged in, click **"Create"** at the top right of the screen and select **"Upload Video"**
3. **Choose your video file:** you can either click **"Select Files"** and find your video in your files, or you can physically drag and drop your video file into the upload screen.
4. **Video Details:**
    a. **Title:** Please enter your project's name
    b. **Description:** You can leave blank, or enter a brief description of your project.
    c. For the remainder of options on this page, you can leave them as the default option, **except for:**
        i. **Audience:** Select "No, it's not made for kids"
        ii. **Altered Content:** Select "No"
        iii. **Video Language:** Please enter language used in the video
5. **Monetization:**
    a. Turn Ads "Off"
6. **Video Elements:** There is no need to add anything here, unless you would like to add custom subtitles for the video.
7. **Checks: Skip**

8. **Visibility: Select "Unlisted"** from the options provided. ***This is the most important step for making your video accessible only via link.*
9. **Save and Copy Link:** Click "Save" - a window will appear with a shareable link. **Copy this link and paste it into your application.**

***Please note that we cannot accept links to Google Drive Videos** – VCF's web security prevents us from being able to view Google Drive files. We recommend YouTube, but other video sharing platforms may also work. Please contact us to confirm.*

If you have questions about the Online Grants Manager, please send an email to grants@vermontcf.org, or contact Emma Johnson at ejohnson@vermontcf.org at 802-828-7893. With questions related to the Health, Wellness & Economic Empowerment Grant program for communities impacted by racial injustice, please contact Haley Pero at hpero@vermontcf.org or 802-828-7917.