



FY  
2020

Connecticut Office of the Arts

# Supporting Arts Grants

PROGRAM GUIDELINES

Connecticut<sup>®</sup>  
*still revolutionary*

Department of Economic and  
Community Development

Office Of The Arts



Department of Economic and  
Community Development

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Office of the Arts

## About the Connecticut Office of the Arts

The Connecticut Office of the Arts (COA) is the State Arts Agency (SAA) within the Department of Economic and Community Development for the State of Connecticut. Initially founded as the Commission on the Arts in 1965, the state arts office directly serves arts organizations, artists, schools, municipalities, college and universities and non-profits conducting arts programming across the state through a range of programs and services, including grant support and professional development opportunities. The COA is funded by the State of Connecticut and the National Endowment for the Arts (NEA).

## Vision Statement

Inspire. Empower. Educate. Transform. The arts are a human right. The Connecticut Office of the Arts envisions a world where the arts, in all forms are embedded in everyday life.

## Mission Statement

The Connecticut Office of the Arts animates a culture of creativity across Connecticut by supporting arts making and arts participation for all people.

## READI Framework

The Connecticut Office of the Arts uses the lenses of relevance, equity, access, diversity, and inclusion (READI) to guide programmatic and investment decisions. *Please see the Equity, Inclusion, and Access Statement on Page 3.*

## Equity, Inclusion and Access Statement

Equity, inclusion and access involving all populations are critical to the vitality of our neighborhoods, towns, and cities. We acknowledge that there is much work to do in this area. We are committed to supporting and fully engaging diverse members of our communities in arts policy, practice, and decision making. Continually changing demographics invite opportunity for responsible and responsive social change by attracting new perspectives that connect minds to a vision and hands to a purpose through the arts.

The Connecticut Office of the Arts uses the lenses of relevance, equity, access, diversity, and inclusion to guide programmatic and investment decisions.

Here are our definitions of what that means to us:

**Relevance:** Meaningful or purposeful connection to one's aspirations, interests, or experiences in relation to current society or culture.

**Equity:** Policy and practice that is fair and just. Our processes and systems are designed to insure that we distribute resources without bias.

**Access:** We will create pathways that invite participation and communication and that provide opportunities for constituents from all populations.

**Diversity:** A mosaic of individuals offering unique perspectives and experiences influenced by their ethnic, cultural, social, economic, and ability backgrounds. As Malcolm Forbes says, "Diversity: the art of thinking independently together."

**Inclusion:** Active participation by constituents who represent and reflect the communities we are all a part of.

*We commit to a culture that supports curiosity, action and awareness in, about, and through the arts.*

*We commit to a level playing field for constituents to access the resources in our control and the systems we can influence.*

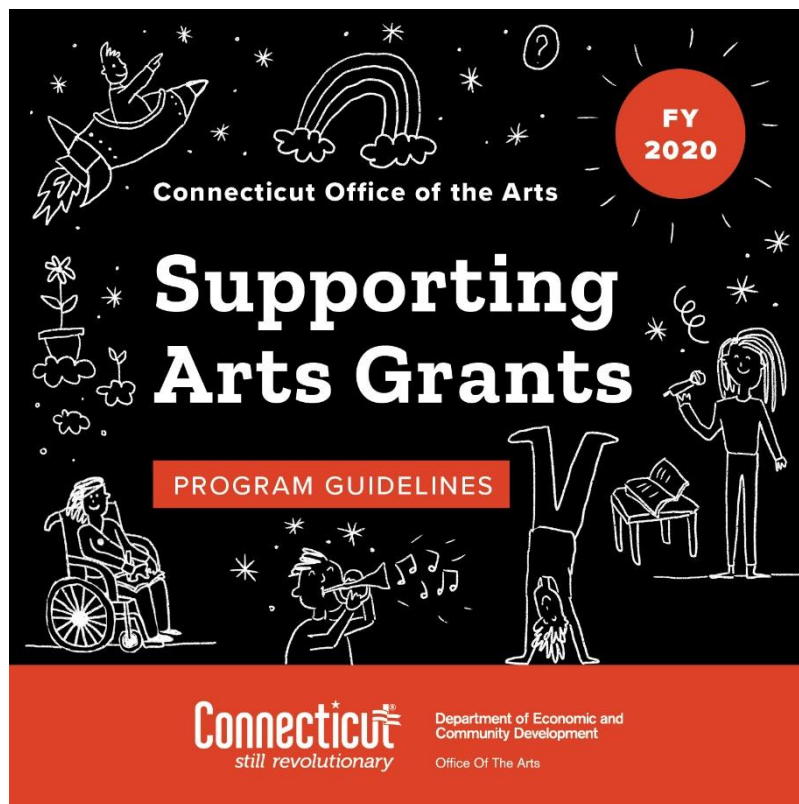
*We commit to cultivating channels for engagement on all levels for all people.*

*We commit to enhancing creativity through diversity.*

*We commit to building a community that is respectful and responsive to the diverse talents, skills and abilities of all people.*

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## PROGRAM OVERVIEW

The **Supporting Arts grant program** provides general operating support to arts organizations and municipal arts departments. This type of grant is flexible rather than for specific projects or programs and gives the grantee the ability to use the funds where they are most needed. We know that general operating support is among the most difficult funding to secure, and for this reason, the Connecticut Office of the Arts will remain committed to offering this financial resource.

## TIMELINE

*Dates are subject to change.*

<b>Deadline:</b>	<b>on or before 11:59 pm, June 28, 2019</b>
Application Review:	Summer 2019
Notification:	late September 2019 <i>(dependent on state budget)</i>
Funding Period:	October 1, 2019 – September 30, 2020
Final Report:	November 30, 2020

## ELIGIBLE APPLICANTS

An applicant must be either a **Connecticut Arts Organization** or a **Municipal Arts Department**.

## Connecticut Arts Organization

A Connecticut Arts Organization is defined as a 501(c)(3) not-for-profit organization whose core mission, vision, focus and legal purpose, as stated in its Articles of Incorporation and Bylaws, articulate a commitment to create, perform, present or promote artistic activities\* AND at least 51 percent of its annual fiscal expenditures is allocated specifically to support artistic activities, arts programming, services or arts-based initiatives. \*Artistic activities shall include, but are not limited to, music, theater, dance, painting, sculpture, literature, films and allied arts and crafts.

Additional criteria required for an **Arts Organization** applying to the **Supporting Arts** grant program:

- Have a minimum annual operating budget of \$1,000;
- Be incorporated in Connecticut as a legal nonprofit entity for at least three (3) years prior to the application date;
- Its primary place of business and operations must be in Connecticut;
- Have a **current** [Certificate of Good Standing](#) (aka Certificate of Legal Existence) from the Secretary of the State's Office. A **current** certificate is a certificate issued and dated within 12 months of the application deadline.

## Municipal Arts Department

For the purpose of the Supporting Arts grant program, the definition of a **Municipal Arts Department** is a Connecticut municipal government entity, such as a Commission on the Arts, Department of Cultural Affairs or other specifically designated office with the purpose to conduct and/or support artistic activities, arts programming, services or arts-based initiatives. Additional criteria required for a **Municipal Arts Department** applying to the Supporting Arts grant program:

- Have a dedicated allocation in the municipal budget for arts and cultural activities, programming, services or arts-based initiatives; and
- Employ at least one (1) person who is assigned to and/or responsible for administering arts and cultural activities, programming, services or arts-based initiatives.

**NOTE:** *First-time applicants are required to confirm eligibility before applying by contacting Rhonda Olisky at [rhonda.olisky@ct.gov](mailto:rhonda.olisky@ct.gov).*

The following are **INELIGIBLE** to apply to the Supporting Arts grant program:

- Organizations that receive Directed Local Funds (aka Line Items)
- COA's Designated Regional Service Organizations
- Organizations that applied to the FY20 Regional Initiative (REGI) grant program or the FY20 Arts Project grant program.

## DUNS NUMBER REQUIREMENT

All applicants must include their DUNS number when applying for a grant from the Connecticut Office of the Arts. The DUNS (Data Universal Numbering System) number is a unique nine-character identification number that is required on applications for any grant administered by COA that includes National Endowment for the

Arts dollars. Obtaining your DUNS number is a free, straightforward process. For more information, [click here](#).

## FUNDING

Funding allocations are made according to organizational budget size.

**\$1,000 – Micro:** Organization budget over \$1,000 but below \$30,000

**\$3,000 – Small:** Organizational budget over \$30,000 but below \$100,000

**\$7,000 – Mid-Sized A:** Organizational budget over \$100,000 but below \$500,000

**\$12,500 – Mid-Sized B:** Organizational budget over \$500,000 but below \$1.5 million

**\$15,000 – Large:** Organizational budget over \$1.5 million

**If the resulting awards exceed available funding, all awards will be proportionally adjusted to match available funds.**

## MATCH

Supporting Arts grant awards require a minimum 100% cash match.

## REQUIRED FINANCIAL WORKSHEETS

Applicants are required to complete two financial worksheets using financial information from the organization's last three (3) completed fiscal years. These worksheets are to report the organization's budget for **GENERAL OPERATIONS ONLY**.

The two (2) required financial worksheets are:

1. **Operational Expense Report** – to report *expenses relating to operating activities only*.
2. **Operational Income Summary** – to report *unrestricted cash income for operating activities only*.

Applicants must certify that the information reported in the financial worksheets is accurate and complete. **These forms must be certified by an Authorized Official** – specifically the Chief Financial Officer, the Treasurer of the organization's governing/advisory board, or a Certified Public Accountant. The worksheets must be signed with a signature (not typed). Worksheets that are not signed by an Authorized Official will not be accepted and the full application will be deemed ineligible. False statements made in preparation and submission of these documents and related materials are punishable as a Class A Misdemeanor under Connecticut General Statute 53a-157b.

## NARRATIVE

Applicants are required to answer the following questions.

### ***About Your Organization:***

1. What is the organization's mission?
2. Management/Staff and Governing/Advisory Board: Applicants are required to complete and upload the Staff & Board Information form provided.

3. Who is responsible for the organization's budget and financial strategy? Describe the organization's financial management "team" (i.e. Chief Financial Officers, staff, board members, Executive Director), include full name, title, role on team, and relevant experience with financial management. How is the board involved in monitoring the organization's financial position?  
*Max 200 words*
4. Does the organization have a designated staff person, board member or volunteer who serves as an Accessibility Coordinator or "go-to" person regarding accessibility? If yes, provide their name and contact information.
5. If the organization owns or uses a physical location/venue for programming, describe the ways in which you make your venue and your programs accessible to persons with disabilities (i.e. physical and programmatic access, sign language interpretation, assistive listening devices)?

***Your Current and Future Plans:***

1. Does the organization have a strategic plan or strategic goals set by a governing/advisory board? Yes/No/Other (explain)
2. Identify and briefly describe the organization's top three (3) strategic priorities. For each, how did you decide it was a priority and how you are addressing it? *Max 300 words*
3. Identify the organization's top three (3) challenges/difficulties and explain how each is being addressed. *Max 300 words*
4. Reflecting on COA's READI framework, in what way(s) is the organization and its mission relevant in relation to current society/culture/trends. *Max 250 words*
5. Artistic Activities: List and briefly describe the organization's top three (3) artistic activities, i.e. programs, performances, events, services. For each activity, applicants are asked to reflect on COA's READI Framework, and then choose **one** word – Relevance, Equity, Access, Diversity, Inclusion – that the activity best aligns with and describe how. *Max 300 words*

***About Your Organization's Finances:***

1. Enter year of the organization's last financial statement audit, review of financial statements and/or compilation of financial statements performed by a Certified Public Accountant?
2. Explain the reason for any major increases or decreases (+ or – 20% or more) in Earned Income, Contributed Income, Other Income; or Operating Expenses as reported on the two (2) required financial worksheets. Applicants may use this opportunity to elaborate on the information reported on the financial worksheets.
3. Explain the organization's ability to earn or raise income with a fair level of certainty. *Max 200 words*
4. Explain the organization's financial ability to withstand risks and/or respond to new opportunities? *Max 200 words*
5. Does the organization have liquid assets (i.e. cash reserves/unrestricted endowment/working capital/operating reserves/savings)? If yes, how long can the organization operate on those reserves? *Max 200 words*
6. Is the organization carrying long-term debt obligations? Yes/No. Please elaborate.

## REVIEW CRITERIA

Application to the Supporting Arts Program does not guarantee funding. In order to qualify for funding, an applicant must:

1. Demonstrate financial health and sustainability, evidenced by revenue reliability (track record of bringing in recurring funds), not being overly dependent on any one source of income, positive operating results (unrestricted revenue consistently exceeding expenses); not carrying an unreasonable accumulated debt **(40 points)**;
2. Provide artistic activities and/or services that support COA's mission and vision and are aligned with COA's READI Framework **(30 points)**;
3. Have a clear and articulated vision for the implementation and success of the organization's strategic goal(s) **(10 points)**; and
4. Understand organizational challenges and have innovative solutions to address them **(10 points)**.

COA reserves the right to request further information and/or references from applicants as needed.

## HOW TO APPLY

The on-line application will open on Thursday, April 11, 2019.

The grant program is administered using an e-granting system; therefore, all applications must be submitted through the on-line portal at <https://coa.fluidreview.com/>. E-mail and paper submissions will not be accepted. Applicants must create an account, or if an account already exists then sign in using your email and password.

***If you are a returning user:*** Log in. Select "View My Submissions". Scroll down and click "Create New Submission". Select "**FY20: Supporting Arts**" from the drop-down menu. Enter name of grantee. Click "Get Started" and proceed with application.

***If you are a new user:*** Create account by clicking "Sign up". Complete registration page. When on the registration page, be sure to select the category "**FY20: Supporting Arts**" from drop-down menu. You will receive a confirmation email from FluidReview. Once in FluidReview, click "Create a New Submission". Enter name of grantee. Click "Get Started" and proceed with application.

**Technical Support:** Contact FluidReview's Tech Support Team at [support@fluidreview.com](mailto:support@fluidreview.com) for technical related questions. When emailing tech support, please copy and paste the page link to better assist tech support with locating the problem you are experiencing. Note: FluidReview support maintains a 24 hour response policy; therefore, plan accordingly and complete your application well in advance of the deadline

Application updates following the deadline will not be accepted; however, COA reserves the right to request further information and/or references from applicants as needed.



## ELIGIBLE EXPENSES

Supporting Arts in Place grants may be used for a wide-variety of operational and program functions such as:

- ✓ Staff Salaries
- ✓ Payments to contracted artistic, technical or administrative professionals
- ✓ Production, travel, telephone, shipping and postage costs
- ✓ Space rental; occupancy costs (maintenance, security, insurance, utilities, etc.)
- ✓ Printing, advertising and marketing costs
- ✓ Evaluation services and documentation (photo, video, audio, collection of statistical information, etc.)
- ✓ Travel and conference registration expenses for staff and/or volunteers to attend local, regional or national relevant industry conferences, workshops, retreats, clinics, etc.

## Ineligible Expenses

- ✗ Expenses incurred outside of the funding period
- ✗ Brick and mortar or capital improvements/construction
- ✗ Elimination or reduction of existing debt
- ✗ Benefits, fund-raisers and social events
- ✗ Scholarship assistance for academic or non-academic programs
- ✗ Political contributions
- ✗ Lobbying activities
- ✗ Legal fees
- ✗ Religious programming, activities or paraphernalia

## GRANTEE RESPONSIBILITIES

- Review and understand the Grant Overview Guidelines
- Acknowledge the support of the Connecticut Office of the Arts as outlined in the Credit & Publicity Kit
- Comply with [The Department of Economic & Community Development's Ethics Statement](#)
- State single audit requirements, if applicable

Applicants should note that all information collected is considered public record.

## CONTACTS

Please note that questions submitted in the last 48 hours before the deadline may not receive responses.

- Submit grant content related questions to [rhonda.olisky@ct.gov](mailto:rhonda.olisky@ct.gov)
- Submit technical related questions to [support@fluidreview.com](mailto:support@fluidreview.com)
- Consult with the [COA's Designated Regional Service Organizations/Partners](#) for assistance.