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# Connecticut Office of the Arts

Connecticut Office of the Arts (COA) is the State Arts Agency 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). Learn more about the Connecticut Office of the Arts at [www.ct.gov/cct](http://www.ct.gov/cct).

## 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.

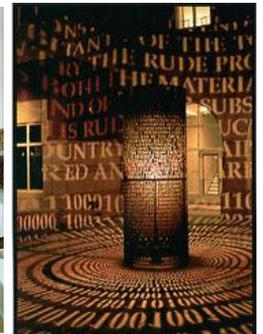
## Mission Statement

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



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## Connecticut Office of the Arts 2019 Grant Offerings

View a complete list of FY2019 grant offerings on the Connecticut Office of the Arts [website](http://www.ct.gov/cct) before submitting an application. Review program descriptions, eligibility, and program requirements to ensure that you have made an appropriate selection. There is no preliminary *Intent to Apply* procedure for the 2019 application process.

Please review the Arts Learning Guidelines in addition to the [Connecticut Office of the Arts Grant Overview Guidelines](http://www.ct.gov/cct) available here as a link or accessible on the Connecticut Office of the Arts website. Embedded links provide further program information and resources so be sure to access the electronic version at [www.ct.gov/cct](http://www.ct.gov/cct).

# PROGRAM OVERVIEW

🕒 *Applicants are encouraged to participate in the COA Grants info webinar – specifics to follow*

The Connecticut Office of the Arts (COA) promotes teaching and learning in, about, and through the arts, through high quality arts engagement, arts integration, arts exploration and discovery experiences. Through its [Higher Order Thinking \(HOT\) Schools](#) program, the COA has developed a "[Continuum of Practice](#)" to serve as a guide for PK-12 schools to self identify their current practice in arts learning, and through its arts in education grant program COA provides opportunities for schools to advance along the arts learning continuum. The Access category encourages opportunities for learners of all ages. Connecticut has a rich and varied landscape of arts organizations, venues and providers of arts learning opportunities. Through its Arts Learning Grants the Connecticut Office of the Arts seeks to connect K-12 schools and citizens with the Connecticut arts experience.

Arts Learning grants provide funding in 3 distinct categories:

**For learners of all ages:**

🕒 **Arts Access** - Exposure to the arts through field trips (within CT); school or classroom visits, performance(s), "informance(s)," and/or lecture demonstrations by artists or artist groups or arts providers.

**Focused on PK-12 schools:**

🕒 **Connections and Correlations (CC)** - Extension of Arts Access experiences that begin to make connections between the arts experience and PK-12 curriculum.

🕒 **Arts Integration (AI)** - Sequential arts learning experiences that weave ideas and concepts between and among arts and non-arts disciplines, effectively advancing knowledge and/or skills in an arts discipline while concurrently advancing knowledge and/or skills in other disciplines.

The chart below is intended to assist applicants in selecting the category that best suits their needs.

ACCESS \$500 - \$1,000 Grant Awards	CONNECTION/CORRELATION \$3,000-\$5,000 grant awards	INTEGRATION \$5,000- \$10,000 grant awards
<ul style="list-style-type: none"> <li>🕒 No match required</li> <li>🕒 Total Project minimum = \$500</li> <li>🕒 Can be used for any Arts Access experience or combination of Arts Access experiences as defined above.</li> <li>🕒 Rolling deadline: First come (and eligible) first served</li> </ul>	<ul style="list-style-type: none"> <li>🕒 Minimum Cash Match Required 25% (\$750 -1,250) of COA request</li> <li>🕒 Total Project minimum = \$3,750 - \$6,250</li> <li>🕒 Can be used for any Connection experience(s)* as defined above.</li> <li>🕒 Competitive Category – deadline July 11, 2018</li> </ul>	<ul style="list-style-type: none"> <li>🕒 Minimum Cash Match Required 50% (\$2,500- \$5,000) of COA request</li> <li>🕒 Total Project minimum = \$7,500- 15,000</li> <li>🕒 Can be used for any PK-12 Arts Integration Experience(s)* and related professional development.</li> <li>🕒 Must engage at least one COA <a href="#">Directory Teaching Artist</a> from the "Integrating" category</li> <li>🕒 Competitive Category – deadline July 11, 2018</li> </ul>

**NOTES:**

1. **Project period** for Arts Learning Grants – October 1, 2018 through September 30, 2019
2. **\*Teaching Artist Directory** - COA maintains a [Directory of Teaching Artists](#). Arts Learning grant applicants engaging a teaching artist, must select from COA's [Directory of Teaching Artists](#). The Directory supports COA's education goal to advance teaching and learning along the 3-tiered "[Continuum of Practice](#)". The tiers are progressive in the amount of time an artist engages with the same audience, the type and scope of planning involved in developing each project, and the depth of the learning experience the project provides.
3. **Arts Standards** - COA supports the [National Core Arts Standards](#) adopted by the CT State Department of Education.
4. Applicant may receive Arts Learning funding in the same category no more than 3 consecutive years beginning with FY18.
5. Access grants are **not intended to provide general classroom art supplies or field trips to organizations outside of CT.**
6. Access grants are **not intended to support classes for matriculating students.**
7. Minimum Cash match required (must be confirmed at time of application).
8. *Administrative and in-kind expenses may **not** be considered as part of the CASH match.*

**READI:** Arts Learning Grants must support COA’s READI (Relevance, Equity, Access, Diversity, and Inclusion) framework. Here are our definitions of what that means to us

## 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 will insist upon using the lenses of relevance, equity, access, diversity, and inclusion to guide programmatic and investment decisions within the framework of artistic excellence.

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.*

## PROJECT TIMELINE

*Dates are subject to change*

	ACCESS	CONNECTION/CORRELATION	INTEGRATION
Ⓢ <b>Project Funding Period*</b>	October 1, 2018 through September 30, 2019 <b>NOTE:</b> *A project may begin before or end after the Connecticut Office of the Arts grant funding period; <b>HOWEVER</b> , the use and/or attribution of COA funds <b>MUST</b> only be used during the specified funding period.		
Ⓢ <b>Deadline</b>	Ⓢ Rolling deadline (Closes when funds are expended)	Ⓢ July 11, 2018	
Ⓢ <b>Panel Review</b>	Ⓢ No Panel Review	Ⓢ Summer 2018	
Ⓢ <b>Notification</b>	Ⓢ No earlier than late September 2018 (dependent on confirmation of state budget)	Ⓢ Late September 2018 (dependent on confirmation of state budget)	
Ⓢ <b>Final Report</b>	November 30, 2019 or 60 days following completion of project, if sooner		

## ELIGIBLE APPLICANTS

ACCESS	CONNECTION/CORRELATION	INTEGRATION
<ul style="list-style-type: none"> <li>Ⓢ PK-12 Schools and Affiliated Parent Organizations</li> <li>Ⓢ 501C-3 arts organizations seeking to provide arts access experience(s) <b>in CT</b></li> <li>Ⓢ Arts programs of 501C-3 non-arts organizations seeking to provide arts access experience(s) <b>in CT</b></li> <li>Ⓢ Eligible applicants who have applied to other COA grants programs <b>may also apply</b> to the Arts Access category</li> </ul>	<ul style="list-style-type: none"> <li>Ⓢ <b>PK-12</b> Schools and Affiliated Parent Organizations</li> <li>Ⓢ 501C-3 arts organizations seeking to provide programs connecting to/correlating with <b>PK-12 school day</b> curriculum</li> <li>Ⓢ Arts programs of 501C-3 non-arts organizations seeking to provide programs connecting/correlating with <b>PK-12 school day</b> curriculum</li> </ul>	<ul style="list-style-type: none"> <li>Ⓢ <b>PK-12</b> Schools and Affiliated Parent Organizations</li> <li>Ⓢ 501C-3 arts organizations that provide programs directly supporting <b>PK-12 school day</b> curriculum through arts integration</li> </ul>
		<b>NOTE:</b> For any applicant other than a school or affiliated parent group and for any project that will happen outside of the school day, the application must show direct connection to school day curriculum

## INELIGIBLE APPLICANTS

Ⓢ <b>NOTE:</b> Eligible applicants who have applied to other COA grants programs <b>may also apply</b> to the Arts Access category	Ⓢ Applicants who applied to any FY2019 COA Project, REGI, or Supporting Arts grants.
<ul style="list-style-type: none"> <li>Ⓢ Applicants with incomplete or late submissions</li> <li>Ⓢ COA Regional Service Organization Partners</li> <li>Ⓢ COA/DECD Line Items</li> </ul>	
Ⓢ Applicants with outstanding final reports may apply but successful applicants with outstanding report(s) may not receive funding.	

# HOW TO APPLY

## SUBMISSION PROCESS

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”. From the drop down menu, select either:

- “FY19: Arts Learning – Access”
- “FY19: Arts Learning – Connection”
- “FY19: Arts Learning – Integration”

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 to which you want to apply from the drop-down menu:

- “FY19: Arts Learning – Access”
- “FY19: Arts Learning – Connection”
- “FY19: Arts Learning – Integration”

Enter name of grantee. Select “Get Started” and proceed with application.

You will receive a confirmation email from FluidReview. Once in FluidReview, click “Create a New Submission”. Enter name of grantee. Select “Get Started” and proceed with application.

*The proposal questions and selection criteria are outlined for each Arts Learning category below. Reviewing the Continuum of Practice and the questions and selection criteria for all three categories should help you decide which category is the best fit for your project.*

## ARTS LEARNING PROPOSAL General Information – All Categories

Applicants to all Arts Learning Categories please respond to the following:

### A) Applicant Information

#### Applicant

- Ⓢ Name of Eligible Applicant (Entity that will receive the check - School/organization, etc.)
- Ⓢ Street Address (PO Box not accepted), City, State, Zip
- Ⓢ Web site, Main Phone, Other Significant Contact Info
- Ⓢ Type of organization – School, Museum, Library, etc., other
- Ⓢ Applicant’s DUNS (Data Universal Numbering System) Number

**Contact Person** (Person completing this application on behalf of this Applicant and who can answer questions about all aspects of this proposal)

- Ⓞ First Name, Last Name, Title (in relation to this applicant), Email, Phone, Other Phone
- Ⓞ Secondary Contact (in case the main contact is not reachable)
- Ⓞ First Name, Last Name, Title (in relation to this applicant), Email, Phone, Other Phone

**Arts Provider - Who will provide this arts experience**

- Ⓞ Name of the Connecticut Artist[s]\*, Group[s], Arts organization or venue, etc. that will provide the artistic experience
- Ⓞ Type of Art Form
- Ⓞ Contact Information for service provider: Name (Main Contact), Title, Email, Phone, Other Phone, Website
- Ⓞ If applicant is other than school or affiliate parent organization please provide the name and town of the school(s) this grant will serve
- Ⓞ If the applicant or the service provider is an organization with an arts education manager, coordinator or programmer please provide their contact info here.
- Ⓞ Contact Information for Arts Education representative: Name, Title, Email, Phone, Other Phone, Website

**B) Demographics**

Provide the following demographics: *For applicants to NON K-12 related Access grants please answer questions 2, 3, 4, and 8 only.*

1. grade level(s)
2. # of students
3. #/frequency of event(s)with same students
4. is this a rural, urban or suburban school/community
5. % of students on free and reduced lunch
6. % of students identified as non-white
7. % of staff who identify as non-white
8. Through the Every Student Succeeds Act (ESSA) federal law intends that every student is entitled to a well-rounded education, including the arts. Will all students within this peer group (classroom, grade level, Tier, etc.) be included in this experience? If no – please explain.
9. Other pertinent information

**C) Project Information** Please respond to the following with **100 words max for each** question:

1. Is this experience new/different for these participants?
2. Is this experience new/different for this applicant?
3. How does this project support COA’s [Vision, Mission, and READI](#) framework.
4. How will the project be made accessible to persons with disabilities? Accessibility Resources are available on COA’s website.
5. For schools/affiliate parent groups - Why was this particular Connecticut Artist(s), Group(s) Performance, or arts/cultural venue selected?
  - a. For applicants other than K-12 schools - Why was this particular Connecticut school or population engaged?

**D) Total Budget**

Total Budget: \$

- Ⓞ How will COA funds be used (please identify artist fees, transportation, admission fees, etc) (50 words max)
- Ⓞ Complete the Connecticut Office of the Arts Budget Worksheet and upload

## ARTS LEARNING PROPOSAL **ACCESS** CATEGORY

**ARTS ACCESS APPLICANTS - Please answer the following using no more than 50 words per question:**

6. Describe the Access experience these funds will provide.
7. Will some portion of this experience include active art-making for participants? Explain.
8. Will there be a pre or post component to this experience?
9. What will participants gain from this experience?
10. How will you know if your project was successful?
11. How will you measure success?
12. Will these funds support a main experience or a portion of a larger experience? Explain.
13. When will this experience occur? date(s), duration, etc.

## **ACCESS** SELECTION CRITERIA

**ARTS ACCESS SELECTION CRITERIA – Arts Access grants will be awarded on a first come first served basis (budget permitting) to applicants meeting the following criteria:**

- ⓐ Applicant meets eligibility criteria
- ⓐ Provides an access/exposure experience of artistic quality, in Connecticut, appropriate to a defined group of learners
- ⓐ Funds identified support eligible project expenses and are sufficient to complete the project as identified
- ⓐ Supports COA's strategic direction (mission/vision/READI) within a framework of artistic excellence

## ARTS LEARNING PROPOSAL **CONNECTION/CORRELATION** CATEGORY

**CONNECTIONS/CORRELATIONS APPLICANTS - Please answer the following within the word counts permitted:**

1. Overview: Describe the Connection/Correlation project these funds will provide. What will you do? Who will be involved? What curricular connections /correlations will be made? What/how will arts standards and arts learning goals be addressed? (300 words max)
2. What makes this a Connection /Correlation project rather than an Access or Integration project?
3. Identify the Connecticut artist(s), group(s) performance, or arts/cultural venue involved and provide links to bios or websites.  
\*If engaging a teaching artist, applicant must select from COA's [Directory of Teaching Artists](#)
4. Whether this project takes place within or beyond the school day, how does this project connect to/support K-12 school day curriculum? (150 words max)
5. What will participants (teachers and students) gain from this project? (100 words max)
6. How will you know if your project was successful? (50 words max)
7. How will you measure success? (50 words max)
8. When will this project occur? - Start and end date(s), during school, after school, summer, # and length of sessions, duration, etc. (100 words max)
9. Why is this project important to fund?
10. If applicant is other than a school - have you involved an educator from the school in the planning process? Explain. (100 words max)

## CONNECTION/CORRELATION SELECTION CRITERIA

### Connection/Correlation SELECTION CRITERIA – 15 points each

- ④ Quality and Merit of the Plan:
    - Both the population to be served and the service provider are clearly defined and well-matched
    - The project is arts-based and its connections to/correlations with K-12 curriculum are clear, appropriate and authentic
    - Identified participant goals and measurement plan are realistic and attainable
    - The project is likely to advance arts learning
  - ④ Fiscal Appropriateness:
    - Required match is confirmed; Funds identified support eligible project expenses and are sufficient to complete the project as identified
  - ④ READI Ready:
    - Supports COA's strategic direction (mission/vision/READI) within a framework of artistic excellence
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## ARTS LEARNING PROPOSAL ARTS INTEGRATION CATEGORY

### ARTS INTEGRATION APPLICANTS - Please answer the following within the word counts permitted:

1. Overview: Describe the Arts Integration project these funds will provide. What will you do? Is there a professional development component? Who will benefit from this project? (200 words max)
  - a. If this includes professional development - please provide detail and include a link to the provider's bio. (100 words max)
2. What makes this an Integration project rather than an Access or Connection /Correlation project? (50 words max)
3. Describe (who, what, when, why, where) the planning process for this project. (100 words max)
4. If applicant is other than a school - have you involved an educator from the school in the planning process? Explain. (50 words max)
5. Identify the Connecticut Office of the Arts [Directory Teaching Artist\(s\)](#)\* specializing in integration and (if applicable), group(s) performance, or arts/cultural venue involved and provide link to bio or website. \*applicant must engage at least one teaching artist from the integrating category of COA's Directory of Teaching Artists.
6. What will participants (teachers and students) gain from this experience:
  - a. overall (100 words max)
  - b. Identify 1-3 arts learning goals (use bullet format/30 words max for each)
    - i. Identify specific arts standard(s) targeted (use bullet format/30 words max for each)
  - c. Identify 1-3 non-arts learning goals (use bullet format/30 words max for each)
7. How will you know whether your arts and non-arts learning goals were met? (100 words max)
  - a. How will you measure and report success?
8. When will this project occur? Include start and end date(s), during school, after school, summer, # and length of sessions, duration, etc. (100 words max)
9. If this project occurs beyond the school day how does it support K-12 school day curriculum?
10. Why is this project important to fund?

## INTEGRATION SELECTION CRITERIA

### Arts Integration SELECTION CRITERIA – 20 points each

- ② Quality and Merit of the Plan:
    - The plan to effectively advance knowledge and/or skills in an arts discipline while concurrently advancing knowledge and/or skills in other disciplines (including the professional development plan) is clearly defined and viable.
    - Both the population to be served and the service provider are clearly defined and well-matched, and those included in planning and implementing the program are fitting for the project described.
    - Arts and non-arts learning goals and measurement outcomes identified are clearly defined, realistic and attainable.
    - The project is likely to advance arts learning
    - The project is likely to leave teachers with new and creative arts-based skills and/or strategies to strengthen their instructional practice.
  - ② Fiscal Appropriateness:
    - Required match is confirmed; Funds identified support eligible project expenses and are sufficient to complete the project as identified
  - ② READI Ready:
    - Supports COA's strategic direction (mission/vision/READI) within a framework of artistic excellence.
- 

## FISCAL INFORMATION

### FUNDING REQUEST

The Connecticut Office of the Arts, Arts Learning grant program supports projects at three funding levels.

- ② **Access** - \$500 - \$1,000
- ② **Connection / Correlation** - \$3,000-\$5,000
- ② **Integration** - \$5,000 - \$10,000

Awards are based on available funding. Applicants must submit budgets that demonstrate an ability to meet the program's required match and attribute COA funds to eligible expenses.

**ELIGIBLE & INELIGIBLE EXPENSES** - COA funding supports in-state activities.

**Eligible expenses:** the following **must DIRECTLY** relate to the project:

- Materials (including art supplies)
- Space rental; occupancy costs (security, insurance, utilities, etc.)
- Payments to contracted artistic, technical or administrative professionals
- Project-specific permits and fees
- Artist fees
- Hospitality expenses which are directly related to the project
- Evaluation services and documentation (photo, video, audio, collection of statistical information, etc.)
- Printing, advertising and marketing costs
- Limited brick and mortar expenses directly associated with the project
- Professional development

**Ineligible expenses** include:

- Expenses not directly related to the project
- Activities occurring outside of CT
- Hospitality events
- Goods intended to have a shelf life beyond the project (art supplies, costumes, instruments, set equipment, etc.)
- See the [Connecticut Office of the Art's Grant Overview Guidelines](#) for a complete list of Funding Restrictions.

#### REQUIRED MATCH

A **Cash Match** is a **financial** contribution required by the applicant in order to receive COA funding.

'**Minimum**' cash match means **the least amount of cash** the applicant must commit to the project.

'**Confirmed**' cash match means that **the applicant must know** that the minimum cash match required is committed to the project **at the time the application is submitted**.

Arts Learning Grants require the following Cash Match:

- Ⓢ **Access** – \$0.
- Ⓢ **Connection/Correlation** – 25% of grant request (\$750 - \$1,250) Minimum Cash match.
- Ⓢ **Integration** – 50% of grant request (\$2,500 - \$5,000) Minimum Cash match.

**Connecticut Office of the Arts funding CANNOT be matched with other Connecticut state funds.**

**In-Kind services or goods are not an acceptable match for education grants.**

#### DUNS Number Requirement *(new for FY19)*

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](#).

## CONTACTS & RESOURCES

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

- Submit grant content related questions to [Bonnie.Koba@ct.gov](mailto:Bonnie.Koba@ct.gov)
- Submit technical related questions to [support@fluidreview.com](mailto:support@fluidreview.com)
- Consult with the [Connecticut Office of the Art's Regional Partners](#) for further assistance.

**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.

Applicants seeking artists for their project may consider the following resources:

- [Connecticut Office of the Arts Directory of Teaching Artists](#) – A directory of performing and teaching artists who've been juried into categories of Connecting, Integrating & Performing depending on their level of community and/or classroom engagement.
- [CreativeGround](#) - A free directory open to New England artists of any discipline and produced by the New England Foundation for the Arts (NEFA).
- [Local and regional arts agencies](#) – Our partners in the field may help you when seeking local artists.

Professional Development – COA's Higher Order Thinking (HOT) Schools Program suggests a [RECOMMENDED PROFESSIONAL DEVELOPMENT OPPORTUNITIES](#).