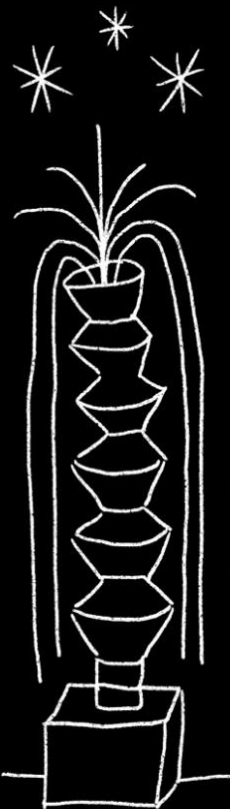**Connecticut Office of the Arts**

FY 2020

Regional Initiative Grants (REGI)

PROGRAM GUIDELINES

Connecticut
still revolutionary

Department of Economic and Community Development

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.

PROGRAM OVERVIEW

The **Regional Initiative (REGI) grant program** encourages and supports small arts projects that are relevant to a community's current society, culture and trends. REGI is a good fit for applicants that have a small arts-based project that targets a specific community matter, reflects on personal experience(s), and/or brings neighborhoods together.

REGI grant requests must range between $1,000 to $4,000. Eligible applications go through a panel review process and decisions are based on available funding.

TIMELINE

Deadline: **on or before 11:59 pm, June 1, 2019**
Notification: late September 2019
Funding Period: October 1, 2019 – September 30, 2020
Final Report: November 30, 2020 or 30 days following completion of project, if sooner.

NOTE: A project may begin before or end after the funding period; HOWEVER, the use and/or attribution of COA funds MUST only be used during the specified funding period

ELIGIBLE APPLICANTS

• Connecticut Artists – An artist may apply independently or with a fiscal sponsor. *Artist must be a Connecticut resident.*	• Arts Organizations - 501(c)(3) or with a fiscal sponsor
• Creative Entrepreneurs	• School Districts or Individual Schools
• Curators/Event Planners	• 501(c)(3) non-arts organizations with a history of offering publicly accessible arts-based program(s) or project(s)
• Colleges & Universities and departments of.	• Libraries

ABOUT FISCAL SPONSORSHIPS

Connecticut artists and an arts organization with 501(c)(3) status may apply with a fiscal sponsor.
A fiscal sponsor will serve as the legal entity who will manage the project's contract, budget, expenses and payments. Applicants engaging a fiscal sponsor are required to identify the name and contact information of the fiscal sponsor at time of application. For more information on fiscal sponsorships, click here.

INELIGIBLE APPLICANTS

• REGI grantees that received grant funds from the REGI program for three (3) consecutive years, beginning with FY17. *You may apply again in FY21.*	• Applicants that applied to the FY20 Supporting Arts grant program or the FY20 Arts Project grant program
• Applicants with incomplete or late submissions	• Organizations that receive Directed Local Funds (aka Line Items)
• Applicants with outstanding final reports from past COA programs	• COA's Designated Regional Service Organizations

DUNS NUMBER REQUIREMENT (for Business Entities only)

Applicants that are a business entity (sole proprietorship, corporations, partnerships, non-profits and government entities) 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 a DUNS number is a free, straightforward process.

An individual is not required to have a DUNS Number.

FISCAL INFORMATION

REGI grant requests must range between $1,000 to $4,000. Up to 10% of your grant request can be used for administrative expenses. If an applicant has a partner(s), they may share grant funds to cover administrative expenses as long as the costs do not exceed 10%.

Administrative Expenses include payment(s) to staff or self for time spent on the project, fiscal sponsorship fees, the cost for office supplies/telephone/electric bills/postage/etc. directly related to the project, and the cost of general services such as accounting or legal fees. All administrative expenses must be directly related to the project.

Example: For a $4,000 grant request, an applicant may budget up to $400 for administrative costs.

ELIGIBLE EXPENSES

The following eligible expenses must DIRECTLY relate to the project:

- Materials
- Space rental; occupancy costs (security, insurance, utilities, etc.
- Payments to contracted artistic, technical or administrative professionals
- Supplemental project insurance
- Project-specific permits and fees
- Artist fees

- Legal fees directly associated with the project
- 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

MATCH

REGI grants require a match of no less than 25%. The match can be satisfied with cash, in-kind contributions or a combination of both. The match, whether it is cash or in-kind, must be reported in the project's budget.

Example: For a $4,000 grant request, an applicant must contribute $1,000 in cash, in-kind OR a combination of both to satisfy the match requirement.

HOW TO APPLY

REGI applications must be completed on-line using Survey Monkey. Please note that you cannot start and save an application in Survey Monkey. Therefore, applicants must be prepared to complete the application in its entirety. Applicants should review the application questions first, then prepare answers in a WORD document.

1. Click on the Survey Monkey link: https://www.surveymonkey.com/r/FY20REGI to review the questions.
2. Review the READI framework.
3. Review the review criteria found on Page 6. Your application will be evaluated based on this criteria.
4. Write your answers to the questions in a WORD document. Be sure to reference the review criteria as you develop your application.
5. Prepare your budget using the project budget template provided.
6. When you are ready, copy and paste your answers into the on-line application and upload your project budget.

   Please remember that you cannot start and save an application in Survey Monkey so you must be prepared to complete the application in its entirety.

THE APPLICATION
The on-line application is available at: https://www.surveymonkey.com/r/FY20REGI

REVIEW CRITERIA
Independent reviewers will evaluate and discuss applications based on the review criteria listed below.
Be sure to reference the review criteria as you develop your application. A total of 60 points is possible.

1. READI – Does the project align with one or more of the READI definitions: Relevance, Equity, Access, Diversity, Inclusion? **(20 points)**;
2. Does the project demonstrate a connection to and understanding of the community it attends to reach? Is the project relevant to this community and its current society/culture/trends? **(20 points)**; and
3. Quality of Plan - Is the project and budget reasonable and realistic? Does the applicant demonstrate an ability to succeed? Does the proposal include a suitable plan to market and to promote the project? **(20 Points)**

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
- Keep receipts for all payments related to the project
- Submit a final report before November 30, 2020 or 30 days following completion of project, if sooner.

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

- Submit REGI grant content related questions to Adriane.jefferson@ct.gov
- Consult with COA's Designated Regional Service Organizations for assistance
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