Connecticut
still revolutionary

Department of Economic and
Community Development

Office of the Arts

Connecticut Office of the Arts

FY 2020

Project
Grants

PROGRAM GUIDELINES

Connecticut
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Connecticut Office of the Arts

Connecticut Office of the Arts (COA) is a 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 programs and services of the Connecticut Office of the Arts.

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.

> ## Connecticut Office of the Arts Project Grants
> ## TABLE of CONTENTS
>
> PROGRAM OVERVIEW
> PROPOSAL
> REVIEW CRITERIA
> FISCAL INFORMATION
> HOW TO APPLY

FY20 PROJECT GRANT PROGRAM OVERVIEW

The Department of Economic and Community Development (DECD), Connecticut Office of the Arts (COA) and its Project Grant Program encourages and supports arts-based projects of artistic excellence that are aligned with our READI *(Relevance, Equity, Access, Diversity, Inclusion)* framework.

Grants requests range from $5,000-$15,000 for planning and implementation of arts-based projects for Connecticut audiences, communities, and participants.
- Projects of all artistic disciplines are encouraged.
- Projects must engage at least one Connecticut artist in a significant project role.
- Projects should be accessible and relevant to the audience and community it is meant to serve.
- Project activities must occur in Connecticut.
- The project program does not support applications seeking general operating funds. Projects must go above and beyond an applicant's general program and service offerings.

Please contact COA's Accessibility Coordinator should you require an alternative format with either the program guidelines or the application. Contact Tamara Dimitri by email at tamara.dimitri@ct.gov or by phone at (860) 500-2377.

Grantee Responsibilities
- Review and understand the Grant Overview Guidelines
- Acknowledge the support of the Connecticut Office of the Arts per 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.

The following Equity, Inclusion and Access statement was developed as part of the Connecticut Office of the Arts Strategic Plan (2017-2021) and contains COA's READI framework.

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.

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

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

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

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

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

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."

We commit to enhancing creativity through diversity.

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

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

*We acknowledge that artist excellence and merit are very hard to define, so in lieu of a static definition below, we are leaning on resources from the field to guide our interpretation of what artistic excellence means. Here are two of the articles we go back to when grappling with what artistic excellence means "Divining 'Artistic Excellence'" http://www.artsjournal.com/wetheaudience/2014/05/devining-artistic-excellence.html and the NEA's Art Works grant review guidelines https://www.arts.gov/grants-organizations/art-works/application-review

Dates are subject to change

Program Webinar:	Thursday, April 25, 2019 at 3:00pm *Register*
Deadline:	**on or before 11:59pm, June 19, 2019**
Panel Review:	Summer 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*

*A project may begin before or end after the Connecticut Office of the Arts grant funding period; HOWEVER, the use and/or attribution of COA funds MUST only be used during the specified funding period.

Eligible Applicants must reside in Connecticut and be one of the following:

- Connecticut Artist *(applying with a fiscal sponsor OR applying using your legal business entity)*
- Arts Organization *(applying as a 501(c)(3) OR applying with a fiscal sponsor)*
- Non-arts 501(c)(3) organization with a history of conducting arts projects/programs *(contact COA in advance to confirm eligibility)*
- College/University - affiliated arts program or venue *(contact COA in advance to confirm eligibility)*
- School District
- Municipal Department

Refer to COA's Glossary for complete definitions of eligible applicants.

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.

An individual is not required to have a DUNS Number. Only business organizations including sole proprietorships, corporations, partnerships, non-profits, and government entities are required to include their DUNS Number when applying for a grant.

Fiscal Sponsorship for arts organizations who do not have 501(c)(3) status at the time of application and as an option for artists. The Fiscal Sponsor will serve as the legal entity who will manage the project contract, budget, and expenses. Applicants engaging a fiscal sponsor must identify the name and contact information of the fiscal sponsor at the time of application.

Ineligible Applicants include:

- Connecticut Office of the Arts Project grantees who've received COA's Project Grant program funding for two-consecutive years (beginning with FY18) MUST take a year off from the program.
- Applicants who applied during the same period to any of the following FY2020 COA grant programs: Supporting Arts and Regional Initiative (REGI).
- Individuals who are currently full-time students in degree seeking programs
- Applicants with incomplete or late submissions
- Applicants with outstanding final reports from any past COA programs
- COA Designated Regional Partners
- COA/DECD Line Items

> *NOTE: ineligible applicants may participate as project partners and as fiscal sponsors.*

PROPOSAL

A) Applicant Information

General Applicant Contact Information & Fiscal Sponsorship Form (if applicable)

B) General Project Information

1. Title of project (up to 10 words)
2. Description of project (up to 20 words)
3. Is this request for NEW or ONGOING project?
4. List the town(s) where the project takes place?
5. COA Grant Request (enter $ amount requesting from COA)
6. Total Project Budget (include COA Grant Request)
7. When will the project take place – Start and End dates and significant benchmark dates:
   - Events, lectures, presentations, community workshops, dedication
8. Will the project be made accessible to persons with disabilities? Consider physical and programmatic access, sign language interpretation, assistive listening devices, transportation services, etc. *(up to 150 words)*

C) Narrative

Complete a one or two-page narrative that addresses the items below *(do not exceed 1400 word count). Page format: Minimum margins 1" and minimum font size 11 point, save as a PDF and upload. Consider the review criteria below as you develop your narrative.*

1. Describe your proposed project? If the project is ongoing, indicate steps are you taking to innovate?
2. How does this project support COA's investment in READI within a framework of artistic excellence?
3. Define the audience this project will serve (demographics, attendee numbers), how you will reach them (marketing), and indicate how you know the project and the intended audience are a good fit.
4. Does your project engage a Connecticut artist(s) (provide links and/or Supporting Doc. uploads)
5. How will you implement the project (budget and planning process) and how will you gauge its success (desired outcomes, evaluation plans)?

D) Budget

Applicants MUST complete the COA Budget Worksheet found on the Project Grant webpage and upload. Your application will be deemed ineligible if you submit an application without using our required form.

E) Support Document

Applicants may submit up to one document upload *(optional)* and may provide links to additional materials within your narrative.

REVIEW CRITERIA

Independent reviewers will evaluate and discuss applications based on the following criteria. Be sure to reference the review criteria as you develop your application. A total of 45 points is possible.

1) READI *(15 points)*

- Is the project unique and relevant to the intended audience described?
- Does the project align successfully with Connecticut Office of the Art's READI Framework?

2) Artistic Excellence *(15 points)*

- Is the artistic excellence of the project fitting for the audience and community served?
- Provide links in your narrative to Supporting Documentation. One (1) upload may be provided (PDF, Jpeg, PowerPoint, etc.)

3) Quality Plan *(15 points)*

- Is the proposal (and budget) realistic, well-timed and able to demonstrate success?
- Does the proposal include a suitable plan to market, promote, and evaluate the project?

Panelists also rank the overall proposal with one of the following probabilities:
- LOW ~ low probability that the applicant will successfully execute the project.
- MEDIUM ~ sufficient probability that the applicant will successfully execute the project.
- HIGH ~ high probability that the applicant will successfully execute the project.

FISCAL INFORMATION

The Connecticut Office of the Arts Project Grant program supports projects with a COA grant request ranging between $5,000 and $15,000. Awards are based on available funding and may be reduced.
Applicants must submit budgets that demonstrate an ability to meet the program's required match and attribute COA funds to eligible expenses.

ELIGIBLE EXPENSES

Up to 10% of your grant request can be used for administrative expenses. The applicant and its partner(s) may share funds from a grant to cover these costs as long as the total administrative expenses do not exceed the allowable 10%. Refer to COA's glossary for a definition of administrative expenses.

The following eligible expenses must DIRECTLY relate to the project:

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

- Materials and project supply expenses
- 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

See the Connecticut Office of the Arts Grant Overview Guidelines for a complete list of Funding Restrictions.

MATCH

Grant awards require a match (a minimum financial contribution) of no less than 75%. While matching funds do not need to be confirmed at time of application, proposals that can verify funding sources at the time of application are favorably reviewed**.**

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

Applicants may use In-Kind contributions to meet up to 25% of their 75% required match. Applicants claiming in-kind are required to enter in-kind in your Budget Worksheet.

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 be 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: COA Project Grant**" 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: COA Project Grant**" 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.

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

- Submit grant content related questions to tamara.dimitri@ct.gov
- Submit technical related questions 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 by submitting questions through the "help" tab within the e-granting system or if emailing directly, please copy and paste the page link to better assist tech support with locating the problem you are experiencing.