FY24 Supporting Arts Program

Introduction: Eligibility

New applicants to the Supporting Arts program must confirm eligibility.

Eligibility must be confirmed prior to application submission. An application submitted without confirmation of applicant's eligibility will be deemed ineligible.

- For non-profit organizations, send a copy of your organization's Bylaws, Articles of Incorporation and IRS determination letter via email to rhonda.olisky@ct.gov.
- For a municipal arts department, please contact Rhonda Olisky via email at rhonda.olisky@ct.gov.

You will receive confirmation of eligibility via email.

Who Can Apply:

https://portal.ct.gov/DECD/Content/Arts-and-Culture/Funding_Opportunities/Supporting-Arts-Grant/Who-Can-Apply

SECTION 1: Organization Information

1. Organization Name:

2. UEI:

3. What is the legal purpose of your organization as stated on its Articles of Incorporation and Bylaws?

4. What is your organization's mission statement?

5. Date of Incorporation:

6. Address:

7. Are you part of a distressed municipality? (y/n)
   The following are on the Distressed Municipalities List: Ansonia, Bridgeport, Bristol, Chaplin, Derby, East Hartford, East Haven, Enfield, Griswold, Groton, Hartford, Killingly, Meriden, Montville, New Britain, New Haven, New London, North Stonington, Norwich, Plainfield, Plymouth, Preston, Putnam, Sprague, Sterling, Stratford, Torrington, Voluntown, Waterbury, West Haven, Winchester, Windham. **Learn more about Distressed Municipalities HERE**.

8. Is your organization located in a federally-designated Opportunity Zone? (y/n)
   The following are federally-designated Opportunity Zones: Ansonia, Bridgeport, Bristol, Danbury, East Hartford, Groton, Hamden, Hartford, Manchester, Mansfield, Meriden, Middletown, Naugatuck, New Britain, New Haven, New London, Norwalk, Norwich, Putnam, Stamford, Stratford, Torrington, Waterbury, West Hartford, West Haven, Windham and Windsor. **Learn more about federally-designated Opportunity Zone HERE**.

9. Is your organization located in a designated Rural Town? (y/n)
   A list by county is provided in the grant portal. **Learn more about Connecticut's Rural Towns HERE**.

10. Is your organization located in a Public Investment Community? (y/n)
    The following are on the Public Investment Community list: Ansonia, Bloomfield, Bridgeport, Chaplin, Derby, East Hartford, East Haven, East Windsor, Enfield, Griswold, Hamden, Hartford, Killingly, Manchester, Mansfield, Meriden, Middletown, Montville, Naugatuck, New Britain, New Haven, New London, Norwich, Plainville, Plymouth, Putnam, Scotland, Seymour, Sprague, Stafford, Sterling, Stratford, Thompson, Torrington, Vernon, Waterbury, West Haven, Wethersfield, Wiinchester, Windham. **Learn more about Connecticut's Public Investment Communities HERE.**

11. Does your organization have a different mailing address? (y/n)

12. Is your organization's space/performance venue that is used for public events/classes/performances/programs located at an address different from the organization's primary address? (y/n)

13. Org Website:

14. Provide address for any social media sites for your organization, if available.

15. Legislative Districts Go to [Find Your Legislators](#) to get this information. Use the physical address of the arts organization for which you are applying.
    State Representative (Name & District):
    State Senator (Name & District):
    US Congressperson (Name & District):
    US Senators (Names):

16. The Connecticut Office of the Arts (COA) partners with eight (8) [Designated Regional Service Organizations](#) (DRSOs) that serve as local field offices. Please select the DRSO that serves your town. Please select both if your town is shared by more than one DRSO. *A list by region of DRSO's is provided in the grant portal.*

SECTION 2: IRS Determination Upload

17. **Upload** IRS Determination Letter & List Date of Determination

SECTION 3: Charitable Solicitation Registration

18. Enter your organization's CT Charity Registration Number:
    The Connecticut Solicitation of Charitable Funds Act requires all organizations that solicit money for charitable purposes to register with the Department of Consumer Protection. **Click HERE to look up your registration.**

19. Enter your organization's CT Charity Registration <u>Effective</u> date. (MM/DD/YYYY):

20. Enter your organization's CT Charity Registration <u>Expiration</u> date:

Type "Does not expire" if relevant.

SECTION 4: Secretary of State

21. Enter your organization's business ALEI number:
    This number is issued by the Connecticut Secretary of the State's Office (SOS). All
    business entities are required to register with the SOS and to remain up-to-date on the
    filing obligations of the SOS. **You can look up your Business ID number by clicking
    HERE.**

22. Enter the Due Date for your organization's next Annual Report filing. (MM/DD/YYYY)
    This date can be found on your business listing under "Annual report due" (directly under
    Business address). If your organization is not required to file annual reports with the
    SOS (example: Special Chartered entity), please type "NA" in text box.

SECTION 5: Who You Are

23. Type of Applicant
    Arts organization
    Municipal arts department

24. Choose the one which best describes your organization:
    Performing Group
    Performing Group - College/University
    Performing Group - Community (a group that performs vocationally, may or may not be
    professionally directed)
    Performing Group - Youth (a group, which may include children, that performs for young
    audiences)
    Performance Facility
    Art Museum
    Gallery/Exhibit space
    Cinema
    Literary Magazine
    Fair/Festival
    Arts Center (a multi-purpose facilty for arts programming)
    Arts Council / Agency
    Arts Service Organization (service-related, e.g. arts education alliance; does not include
    presenters or producers of the arts)
    Union/Professional Association (e.g. artist coalitions, professional associations, clubs,
    guilds and societies)
    Foundation
    Media - Radio
    Media - Television
    Cultural Service Organization
    School of the Arts (has arts education as it primary mission, e.g. arts schools,
    community arts schools, conservatories)
    Arts Camp / Arts Institute
    Municipal Arts Department

Other:

25. Choose the one which best describes your organization's discipline.
Dance - ballet, ethnic/jazz-folk inspired, modern. Do not include mime (see Theatre for mime)
Music - band, chamber, choral, new, ethnic-folk inspired, jazz, popular, solo/recital and orchestral
Opera / Music Theatre
Theatre - general theatre, mime, puppet, theatre for young audiences, storytelling as performance
Visual Arts - experimental, graphics, painting, sculpture
Design Arts - architecture, fashion, industrial, interior, landscape architecture, urban/metropolitan
Crafts - clay, fiber, glass, leather, metal, paper, plastic wood, mixed media
Photography / Holography
Media Arts - film, audio, video, work created using technology or experimental digital media
Literature - fiction, non-fiction, playwriting, poetry
Interdisciplinary - pertaining to art forms/art works that integrate more than one arts discipline to form a single work (e.g. collaboration between/among the performing and/or visual arts). Includes performance art.
Folklife/Traditional Arts – pertaining to oral, customary, material, and performance traditions informally learned and transmitted in contexts characteristic of ethnic, religious, linguistic, occupational, and/or regional groups. Do not include folk-inspired art forms.
Municipal Arts Department - Town/City-wide Arts Activities/Services
Other:

26. Briefly describe your organization (or municipal arts department) and its core programs/services. Please limit to 1-5 sentences.

SECTION 6: Board & Staff

27. What is your organizational structure? (select one of the following)
We are a volunteer-run organization
We have paid staff / contractual workers

28. Upload a list of your board/council members. For each member include:
   ● name
   ● town/city they live in
   ● race/ethnicity *
   ● gender identity *
* Only include if the information has been self-identified by the member

SECTION 7: The People You Serve

29. Tell us about the people (Connecticut residents) who participate in your artistic programs and/or services. Where do they live? (select from the following)

Primarily in our town/city/municipality
Half from our town/city/municipality, half from other places in CT
Primarily outside our town/city/municipality
We do not have this data

30. What method or process do you use to gather this data? (select from the following)

    Computer tickets sales
    Guestbook
    Best estimate
    Other

31. Tell us about the people (non-Connecticut residents) who participate in your artistic programs and/or services. (select from the following)

    Less than 10% come from out of state
    Between 10% and 50% come from out of state
    Between 51% and 75% come from out of state
    More than 75% come from out of state
    We do not have this data

32. What method or process do you use to gather this data? (select from the following)

    Computer tickets sales
    Guestbook
    Best estimate
    Other

33. Do you have data on the age groups of the people who participate in your artistic programs and/or services? (y/n)

34. What method or process do you use to gather this data? (select from the following)

    Computer tickets sales
    Guestbook
    Best estimate
    Other

35. Do you have data on the race/ethnicity of the people who participate in your artistic programs and/or services? (y/n)

SECTION 8: Financials

When we ask for an "annual financial statement", we are seeking a Profit & Loss Statement(s)/Income Statement(s). Other financial documents may be accepted only if they detail your organization's annual revenue and expenses. IRS Form 990 or IRS Form 990E-Z are not accepted as a financial statement

- Applicants are not required to provide audited financial statements.
- All information is expected to be complete and accurate.

36. Have your organization's financials been through an audit, a review or a compilation by a Certified Public Accountant? (select from the following)

An audit. Indicate date completed (MM/DD/YYYY):
A review. Indicate date completed (MM/DD/YYYY):
A compilation. Indicate date completed (MM/DD/YYYY):
None of the above

37. Complete the chart below.

	Fiscal Year Start & End Dates	FY	Total Operating Expenses	Total Operating Revenue
FY1			$	$
FY2			$	$
FY3 (most recently completed)			$	$

38. Most Recently Completed Fiscal Year (FY #3). Upload Actuals.

ACTUALS: **Upload** an annual financial statement that details your organization's ACTUALS <u>for its most recently completed fiscal year</u> - *FY #3 in above chart. Note: IRS form 990 or 990 EZ are not accepted forms of documentation.*

39. SIZE OF OPERATIONAL BUDGET: Referring to your uploaded financial statement, enter the amount of your organization's operational budget (revenue) <u>for its most recently completed fiscal year</u> - *FY #3 in above chart. *This is your organization's total amount of <u>revenue</u> before subtracting expenses.*

40. *OPERATING EXPENSES: Referring to your uploaded financial statement, enter the amount of your organization's OPERATING EXPENSES <u>for its most recently completed fiscal year</u> - FY #3 in above chart. *This is the total amount of your organization's <u>regular, recurring costs and expenses</u>.*

41. *SURPLUS OR DEFICIT: Referring to your uploaded financial statement, enter the amount of your organization's surplus OR deficit <u>for its most recently completed fiscal year</u> - FY #3 in above chart. *This is the sum total of your organization's profit (or deficit) after subtracting its regular, recurring costs and expenses.*

42. *Indicate if the amount above is a surplus or a deficit.*
    Surplus
    Deficit

43. Does your organization have an Operating Reserve (aka Reserve Fund)? (y/n)

*An Operating Reserve is an unrestricted fund balance that is set aside by a nonprofit to assist through unforeseen challenges, help with cash flow shortfalls, and take advantage of unexpected opportunities. In simpler terms, it is a type of savings.

44. Optional: Is there anything you want to share about your organization's financials?

SECTION 9: ADA Message & Requirements (NEW REQUIREMENTS)
There are two (2) new requirements:
1. Arts organizations must have a designated accessibility coordinator. *This requirement must be met <u>prior to submitting an application</u>.* An Accessibility Coordinator is an individual who serves as an organization's primary contact for ADA-related inquires and requests and is responsible for completing an organization's ADA Self-Evaluation. This individual must be a member of the paid staff, or if your organization is all-volunteer, then this individual must be member of your board/team.

2. An applicant must complete an ADA Self-Evaluation to receive grant funds. *The ADA Self-Evaluation <u>is not due at the time of application</u>.* Completing an ADA Self-Evaluation is the <u>first step</u> that an organization takes to evaluate the accessibility of its public facilities and its programs/services and activities. It is a basic tool to assist an organization in improving access for people with disabilities. In addition, an ADA Self-Evaluation can help legally protect an organization against grievances as it helps to demonstrate that an organization is on a path towards ADA improvement.

*** COA will provide SAP applicants with an ADA Self-Evaluation on this e-grant Apply portal. Applicants will receive notification once the ADA Self-Evaluation is available. Organizations will have an option to upload a recently completed ADA Self-Evaluation of their own or to complete the ADA Self-Evaluation provided by COA. Grant funds will not be disbursed to an organization that does not fulfill the ADA Self-Evaluation requirement.

About the Americans with Disability Act (ADA)- The Americans with Disabilities Act (ADA) is a federal civil rights law that prohibits discrimination against people with disabilities in everyday activities. The ADA prohibits discrimination on the basis of disability just as other civil rights laws prohibit discrimination on the basis of race, color, sex, national origin, age, and religion. The ADA guarantees that people with disabilities have the same opportunities as everyone else to enjoy employment, transportation, public accommodations, communications, access to government programs/services, and last but not least, arts-making and arts participation.

The Connecticut Office of the Arts is a grantee of the National Endowment for the Arts (NEA), which means we receive federal dollars through the NEA. We disburse these federal funds to arts organizations through our grant programs, including Supporting Arts. When your organization receives a grant from a program supported by federal funds, your organization is a sub-grantee of the NEA. The NEA requires all grantees and sub-grantees to be in compliance with Section 504 and all applicable requirements of the American Disability Act. Your organization must ensure that its facilities and its programs/services and activities are conducted in compliance with Section 504 and all applicable requirements of Americans with

Disabilities Act. If it is discovered that your organization is in noncompliance, COA has authority to suspend and/or terminate funding.

45. ***You will have to acknowledge that you have read and understand the above terms and provide an authorized electronic signature on the portal.***

SECTION 10: ADA Compliance

Requirement #1: Designated Accessibility Coordinator. Your organization must designate a member of its team as the Accessibility Coordinator. This individual serves as your organization's primary contact for ADA-related inquires and requests and will be responsible for completing your ADA Self-Evaluation. This individual must have a direct association with your organization (i.e. a member of your paid staff, or if your organization is all-volunteer then an unpaid member of your board/team).

46. Identify your Accessibility Coordinator. (First/Last/Title or Role/Email)
47. How long has this individual been associated with your organization?
48. Share with us the reason(s) why this individual was designated as your organization's Accessibility Coordinator. (Check all that apply.)

    They volunteered to be our Accessiblity Coordinator
    They are knowledgable in ADA requirements
    They expressed an interest to learn about accessiblity
    They go above & beyond when assisting an individual with a disability
    They had received accessibility training/professional development in the past
    In previous employment, they served as an Accessbility Coordinator
    Other
    There was no one else

49. Has this individual participated in accessibility training / professional development? (y/n)
50. Does your organization plan to provide its Accessibility Coordinator future accessibility training opportunities? (y/n)
51. Did your organization allocate funding to access-related expenses (i.e. interpreters, audio describers, etc.) in its last completed fiscal year and/or its current fiscal year? (y/n)
52. Please indicate your organization's current ability to meet the following requests. (select all that apply.)

    Large Print Materials
            We can easily provide this accommodation.
            We can likely provide this accommodation if it's requested.
            This accommodation is challenging for us to provide.
            This accommodation is a hardship and extremely difficult for us to provide.
    Braille
            We can easily provide this accommodation.

We can likely provide this accommodation if it's requested.

This accommodation is challenging for us to provide.

This accommodation is a hardship and extremely difficult for us to provide.

Audio Description

We can easily provide this accommodation.

We can likely provide this accommodation if it's requested.

This accommodation is challenging for us to provide.

This accommodation is a hardship and extremely difficult for us to provide.

ASL Interpretation

We can easily provide this accommodation.

We can likely provide this accommodation if it's requested.

This accommodation is challenging for us to provide.

This accommodation is a hardship and extremely difficult for us to provide.

Open Captioning (real-time or scripted)

We can easily provide this accommodation.

We can likely provide this accommodation if it's requested.

This accommodation is challenging for us to provide.

This accommodation is a hardship and extremely difficult for us to provide.

Closed Captioning

We can easily provide this accommodation.

We can likely provide this accommodation if it's requested.

This accommodation is challenging for us to provide.

This accommodation is a hardship and extremely difficult for us to provide.

Assisted Listening Devices

We can easily provide this accommodation.

We can likely provide this accommodation if it's requested.

This accommodation is challenging for us to provide.

This accommodation is a hardship and extremely difficult for us to provide.

Sensory-Friendly Programming

We can easily provide this accommodation.

We can likely provide this accommodation if it's requested.

This accommodation is challenging for us to provide.

This accommodation is a hardship and extremely difficult for us to provide.

Wheelchair Access

We can easily provide this accommodation.

We can likely provide this accommodation if it's requested.

This accommodation is challenging for us to provide.

This accommodation is a hardship and extremely difficult for us to provide.

Website Screen-reader Friendly

We can easily provide this accommodation.

We can likely provide this accommodation if it's requested.

This accommodation is challenging for us to provide.

This accommodation is a hardship and extremely difficult for us to provide.

SECTION 11: Commitment to DEI

Commitment to Diversity, Equity and Inclusion (DEI)

The Connecticut Office of the Arts respects that each organization comes to DEI work from differing needs and perspectives and that there is no one single path to instituting equitable practices across the organization. Because of this, these questions are designed to help you share your organization's assessed needs and action steps. Your organization will be reviewed based on Its own organizational commitment to DEI principles and how that commitment is illustrated in both your internal policies and procedures and your external programs and services. We have provided DEI definitions in our Glossary of Term.

53. Did your organization receive a grant from the Supporting Arts Program (SAP) last year? Note: There are other general operating programs, such as the Connecticut Art Endowment and the Connecticut Cultural Fund. This question is asking if you received a grant specifically from the Supporting Arts grant program.

    Yes - We were awarded a SAP grant last year
    No - We are a first-time SAP applicant
    No - We have received a SAP grant in the past but did not receive a SAP last year

54. Commitment to Diversity, Equity & Inclusion (DEI) For Executive Directors/President/CEO – In your own words, express your feelings on the importance of diversity, equity, inclusion (DEI) in the arts. *Note: We are seeking a personal statement from the individual who leads the organization, not a statement prepared by a* grant writer. For definitions, click <u>HERE</u>. (Narrative Section)

55. Has your organization's leadership discussed the topic of DEI and instituting equitable practices across the organization? For definitions, click **HERE**.

    Yes, with board/council members
    Yes, with staff
    Yes, with volunteers
    No

56. If yes, please tell us more. If no, please share reason(s). (Narrative Section)

57. Has your organization articulated a commitment to DEI through a written policy? (y/n)
58. Do you have DEI goals? *Note:* A goal is an achievable outcome that is generally broad and longer term. An objective is shorter term and defines measurable actions to achieve the goal. (y/n)
59. Are you actively working on expanding the diversity of your organization (board, staff and audience)?
    Yes, board
    Yes, staff
    Yes, audience
    No
60. If yes, describe one success that you have had regarding diversifying your board, staff or audience. What action did you take? How was it a success? If no, what is preventing you from diversifying your board, staff or audience? (Narrative Section)

61. Did your organization allocate funding to organizational-wide DEI initiatives in its last completed fiscal year and/or its current fiscal year? (y/n)
62. Has your organization offered its board, staff, or volunteers training related to DEI in calendar years 2022 and/or 2023? (y/n)
63. Is there a way that COA can assist you to create or to accomplish DEI goals? (y/n)

SECTION 12: AEP6

Americans for the Arts recently conducted an Arts & Economic Prosperity Study (AEP6) to measure the economic impact of spending by nonprofit arts and cultural organizations and their audiences. It was the largest and most inclusive study of its kind ever conducted, with a specific focus on 394 participating communities from across all 50 states plus the District of Columbia. In Connecticut, the AEP6 study was a statewide effort and the Connecticut Office of the Arts worked with local and regional partners who were invested in the success of this effort. These partners were:

Arts Council of Greater New Haven
Arts & Culture Collaborative, Waterbury Region
City of New Haven, Dept. of Arts, Culture & Tourism
Cultural Alliance of Fairfield County
Cultural Alliance of Western Connecticut
Cultural Coalition (serving southeastern & northeastern CT)
Greater Hartford Arts Council
Northwest Connecticut Arts Council
Shoreline Arts Alliance

64. Did your organization submit an AEP6 organizational survey? (y/n)

SECTION 13: CT Cultural Fund

For the past two years, CT Cultural Fund Operating Support Grants were made available to the state's museums, cultural, humanities and arts organizations. These grants provided general operating support to help organizations maintain and grow their ability to serve their community and the public. The grant program was administered by our partner CT Humanities. In FY22, $16.1M was disbursed to 632 cultural organizations statewide. Last year (FY23), $8.5M was awarded to 723 cultural organizations statewide. Connecticut's biennial state budget for fiscal years 2024 and 2025 does not include funding to support the CT Cultural Fund, therefore, these grants will not be offered again.

Please assist us in gathering information on the impact of the loss of this funding by answering a few questions. See below.

65. Did your organization receive a FY22 CT Cultural Fund grant? (y/n)

66. Did your organization <u>receive</u> a FY23 CT Cultural Fund grant? (y/n)
67. If you did not apply, please share reason:
    We did not know about this funding opportunity
    We missed the deadline
    Other:

SECTION 14: Compliance

Take a moment to carefully read the following:

1. State Single Audit

Pursuant to Sections 4-230 through 4-236 of the Connecticut General Statutes as amended by P.A. 09-7, each municipality, audited agency, tourism district and not-for-profit organization with a fiscal year beginning on or after July 1, 2009, that expends <u>state financial assistance equal to or in excess of three hundred thousand dollars in any such fiscal year of the entity</u>, shall have a single audit made for such fiscal year in accordance with the provisions of the above-referenced General Statutes. For more information, visit http://www.ct.gov/opm/cwp/view.asp?q=383096.

2. Department of Labor and the Department of Revenue Services

Recipients of state funds will be screened to ensure that the organization has "In Good Standing" status with the Department of Labor and the Department of Revenue Services. This screening is to ensure that the organization does not owe taxes to the State of Connecticut. <u>If taxes are owed, the amount will be deducted from your grant award.</u>

I acknowledge that I have read and understand the above terms.