

CONNECTICUT

Supporting Arts Application (FY25)

The applicant will be asked to complete the following tasks:

TASK 1: Applicant Information

TASK 2: Type of Applicant

Arts organization OR Municipal Arts department?

From a list, choose the one which best describes your organization.

From a list, choose the one which best describes your organization's discipline.

Briefly describe your organization (or municipal arts department) and its core programs/services. Please limit to 3-5 sentences.

TASK 3: Upload IRS Determination Letter & List Date of Determination

TASK 4: Charitable Solicitation Registration with the CT Department of Consumer Protection (DCP)

Enter organization's registration number (starts with "CHR").

Enter effective date and expiration date.

TASK 5: Registered to do Business with the Connecticut Secretary of State (SOS)

Enter your organization's business ALEI number. Click [HERE](#) to search for your listing.

Enter the Due Date for your organization's next Annual Report filing.
(MM/DD/YYYY)

TASK 6: Financial Information

In this task, the applicant will be asked to report annual revenue and expenses for three (3) fiscal years and to upload an annual financial statement. The 3rd fiscal year should be your most recently completed fiscal year.

- An annual financial statement can be an income statement, cash flow statement, Statement of Activities or Statement of Functional Expenses.

- Other financial documents will be accepted only if they detail your organization's annual revenue and expenses.
- IRS tax forms are not accepted as a financial statement.
- Applicants are not required to provide audited financial statements; however, all information is expected to be complete and accurate.

Have your organization's financials been through an audit, a review or a compilation by a Certified Public Accountant?

Upload an annual financial statement that details your organization's ACTUALS for its most recently completed fiscal year.

Enter amount of your organization's operational budget (revenue).

Enter the amount of your organization's operating expenses.

Enter the amount of the surplus or deficit.

Does your organization have an operating reserve (aka reserve fund)?

If YES: If all revenue halted, what's the period of time your organization could sustain itself on its operating reserve?

Is there anything you want to share about your organization's financials?
(Optional)

TASK 7: Your Board & Staff

What is your organizational structure? We are a volunteer-run organization
OR We have paid staff / contractual workers.

How many paid full-time (FT) and part-time (PT) employees and contractual staff did your organization (or municipal arts department) have on January 1, 2022? January 1, 2023? January 1, 2024?

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*

Is your organization's executive director (or equivalent position) also a member of the governance board/council? Are they a voting or non-voting member?

If a VOTING member: When an executive director (or equivalent position) of an organization is on the governance board, it becomes difficult for that person to avoid potential conflicts of interest.

To learn more about how to avoid conflicts of interest between a nonprofit

board and the director, visit the website of the National Council of Non-Profits. Specifically:

- Board Roles and Responsibilities
- Conflicts of Interest

Tell us how your organization addresses conflicts of interest between the executive director as administrative/creative/leadership staff and their position as a voting member of the board.

TASK 8: The People You Serve

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

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

Do you have data on the age groups of the people who participate in your artistic programs and/or services?

Do you have data on the race/ethnicity of the people who participate in your artistic programs and/or services?

What method or process do you use to gather this data? Select from: Computer tickets sales; Guestbook; Best estimate; Other; We don't have this data.

TASK 9: Compliance - Americans with Disability Act (ADA)

Did your organization receive a Supporting Arts grant last year (FY24)?

If YES, FY24 SAP grantees will be asked to identify their current ADA Accessibility Coordinator.

If NO, your organization must fulfill the requirement of having a designated ADA accessibility coordinator. This requirement must be met prior to submitting an application.

An Accessibility Coordinator is an individual who serves as an organization's primary contact for ADA-related inquiries 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.

If NO, your organization must complete an ADA Self-Evaluation to receive grant funds. The ADA Self-Evaluation is not due at the time of application.

Completing an ADA Self-Evaluation is the first step 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.

You have an option to upload a recently completed ADA Self-Evaluation or to complete the ADA Self-Evaluation provided by COA on its e-grant portal. To fulfill this requirement, go to the program box "FY24 ADA Self-Evaluation" at [SurveyMonkey Apply](#).

Grant funds will not be disbursed to an organization that does not fulfill the ADA Self-Evaluation requirement.

Note to Applicants: COA's ADA Accessibility Coordinator is Tamara Dimitri. You may contact her at tamara.dimitri@ct.gov.

TASK 10: Arts Education

Does your organization have an Arts Education manager/coordinator?

What is Arts Education?

Arts Education is a collective term referring to a comprehensive and sequential education in separate and distinct artistic disciplines, such as: dance, music, drama, folk arts, media arts and visual arts. "Arts Education" is used as the broadest term, encompassing both "direct or sequential arts instruction" and "arts integration or arts-curricular integration."

If YES, identify your Arts Education manager/coordinator.

Note to Applicants: COA's Arts Education Manager is Tekowa Omara-Otunnu. You may contact her at tekowa.omara-ottunu@ct.gov.

TASK 11: Commitment to Diversity, Equity and Inclusion (DEI)

Did your organization receive a Supporting Arts grant last year (FY24)?

If NO, your organization must complete the Commitment to Diversity, Equity and Inclusion (DEI) section.

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. See [Glossary of Terms](#) for definitions.

- 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.
- Has your organization's leadership discussed the topic of DEI and instituting equitable practices across the organization?

If YES, please tell us more. If no, please share reason(s).

- Has your organization articulated a commitment to DEI through a written policy?

If YES, what is your DEI policy? Explain how your organization developed its DEI policy. Who was involved? What was the process? Is your DEI policy board-approved? If YES, when was it approved? If NO, please share reason.

- 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.

If YES, what are your top three (3) DEI goals? What are your short-term objectives to achieve these goals? What actions did you take in calendar years 2023 and 2024? How do you ensure your DEI goals are met?

- Are you actively working on expanding the diversity of your organization (board, staff and audience)?

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?

- Did your organization allocate funding to organizational-wide DEI initiatives in its last completed fiscal year and/or its current fiscal year?

If YES, indicate the amount of funding allocated to DEI initiatives in last fiscal year and current fiscal year.

- Has your organization offered its board, staff, or volunteers training related to DEI in calendar years 2023 and/or 2024?

If YES, describe the training and who participated.

- Is there a way that COA can assist you to create or to accomplish DEI goals?

If YES, your organization received a Supporting Arts grant last year (FY24), you will be asked to refer to the answers to the DEI questions in last year's application and provide an update on your commitment to DEI.

TASK 12: Application Contact Person, Authorized Official and Authorized Signatory

Identify the individual who prepared the application and can be contacted with questions or requests for more information.

Identify the authorized official.

An authorized official is the individual who has been granted legal authority to commit the applicant to fully abide by program guidelines, federal and state statutes and regulations.

Identify the authorized signatory.

If awarded funds, a legal contract will need to be signed by an Authorized Signatory. An authorized signatory is an individual granted

the power and responsibility to make legally binding decisions and sign documents on behalf of an entity.

To expedite the contracting and payment process, complete and upload a W-9 form. A blank W-9 form can be found [HERE](#).

Electronic Fund Transfer

Applicants are encouraged to enroll in the Office of the State Comptroller's (OSC) Electronic Fund Transfer (EFT) Automated Clearing House (ACH) Program. Enrolling in the ACH program will help to hasten the payment process. EFT applicants provide current, verifiable bank account information, and any such additional information as the OSC may require, by submitting a completed Electronic Funds Transfer ACH Election Form. Form is available at: <https://www.osc.ct.gov/vendor/directdeposit.html>

TASK 13: Compliance – Must be completed by Authorized Official

The Authorized Official must acknowledge that they have read and understand the following terms:

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 state financial assistance equal to or in excess of three hundred thousand dollars in any such fiscal year of the entity, 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 [Audits of Local Governments and Non-Profits](#).

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 your organization does not owe taxes to the State of Connecticut. **If taxes are owed, the amount will be deducted from your grant award.**

TASK 14: Acceptance of Terms and Signature – Must be completed by Authorized Official

As the Authorized Official of the organization applying for grant funds, I declare that I understand the following regarding compliance with the Americans with Disability Act (ADA):

The Connecticut Office of the Arts (COA) grants funds received from the National Endowment for the Arts (NEA) and must follow their funding requirements.

The Supporting Arts program is funded, in part, by funds received from the NEA.

Therefore, if our organization offers a program or activity and that program or activity is fully or partially supported by these grant funds, the program or activity must be ADA-compliant.

If not, then our organization may be ineligible for funding and both the National Endowment for the Arts and the CT Office of the Arts has authority to suspend and/or terminate our funding.

Furthermore, I declare that I have examined information contained in the application and accompanying documents and, to the best of my knowledge and belief, they are true, correct and complete.

I understand that the submission of any false information/statement or omission of any pertinent information resulting in the false representation of a material fact in this application and related materials are punishable as a Class A Misdemeanor under Connecticut General Statutes 53a-157b.

I understand that providing false or misleading information will subject our entity to recoupment of funds up to the amount received.

END OF APPLICATION