

**FY2016**

**Creative Arts Promoting  
Preservation (CAPP)  
Grant Program Guidelines**

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**Important Note:** These guidelines include embedded links which provide further program information and resources. Be sure to access the electronic version at [www.ct.gov/cct](http://www.ct.gov/cct).

# PROGRAM OVERVIEW

The **Connecticut Office of the Arts (COA)** along with the **State Historic Preservation Office (SHPO)** offer project grant opportunities in FY2016 that invest in arts-based cultural projects and activities with an operating support option offered by COA.

**FY16 COA/SHPO Arts-Based Project Grants** includes five (5) distinct programs. Review the guidelines for each grant opportunity as it is the responsibility of the applicant to make program selections and to justify the selection. Project grants are competitive and involve a panel review process by reviewers who are professionals within the specific program area they are assigned to review.

The **COA Regional Initiative Grant** are localized support for small arts-based projects and are offered in collaboration with COA's Designated Regional Service Organizations (DRSO's).

**FY16 General Operating Support** is available for those who qualify. Review the Supporting Arts in Place Program Guidelines for eligibility restrictions.

Eligible Applicants may Select ONE (1):

## **FY16 Arts-Based Project Grants**

- Arts & Community Impact
- Arts Learning
- Community Public Art
- **Historic Preservation (CAPP)**
- Regional Initiative Grants

## **FY16 General Operating Support**

- Supporting Arts in Place

[FY2016 At-a-Glance](#) provides a snapshot of FY16 grant options including

**Only one (1) application to one (1) grant opportunity may be submitted within a grant cycle.**

## **CAPP Creative Arts Promoting Preservation**

The State Historic Preservation Office, in partnership with the Connecticut Office of the Arts, offers matching, progress-based payment grants to Connecticut municipalities, 501(c)3 and 501(c)13 non-profits who **engage the arts community in creative ways that promote the preservation of historic places**. CAPP grants are funded by the Community Investment Act.

"The **Community Investment Act**" (also known as Public Act 05-228) was signed into law on July 11th, 2005 to address the social and environmental impacts of suburban sprawl in the Connecticut landscape by protecting and preserving the quality, character, and desirability of life in Connecticut. Connecticut General statute has a broad definition of Historic Preservation, which is defined as "research, protection, restoration, stabilization and adaptive re-use of historic buildings, structures, objects, districts, areas and sites significant in the history, architecture, archeology or culture of this state, its municipalities, or the nation". **This also includes "promotion and publicizing the historical heritage of Connecticut"**.

**Successful CAPP applications will consider the points below:**

- The use of art to promote the preservation of historic places can come in many creative forms including the following list of arts disciplines: Dance / Movement, Music (instrumental or vocal), Spoken word, Theater, Performance art, Visual arts (painting, drawing, sculpture, illustration), Installations, Photography, Video / Animation, Poetry, and Literature. These are only some suggestions of possible means of art expression. Be creative! As long as the art has meaning, is deliberate and promotes the preservation of an historic place, all projects will be considered.
- The art should interpret, in some form, the story of the historic site.
- The historic preservation component of the proposed project is paramount. The art work should promote the historic preservation of a site.
- Proposed art projects or programs created for onsite presentation at an historic site will take precedence over those proposals that do not. If offsite, a compelling case must be made explaining that decision.
- An historic site is defined for the purposes of this grant to be a site listed on the State or National Register of Historic Places.

**PROGRAM  
TIMELINE**

*Dates are subject to change*

Intent to Apply:	Deadline is <b>APRIL, 2 2015</b>
Notification to Proceed:	approx. 5 business days following receipt of an applicant's Intent to Apply
Submission Deadline:	on or before <b>11:59pm, May 7, 2015</b>
Panel Review:	May/June 2015
Award Notification:	June, 2015
Funding Period:	<b>July 1, 2015 – June 30, 2016*</b>
Final Report:	August 30, 2016 or 60 days following completion of project, if sooner

**\*Important note about the Funding Period:** A project may begin before or end after the CAPP grant funding period; HOWEVER, the use and/or attribution of CAPP funds MUST only be used during the specified funding period and applicants must clearly outline project activities within the application that coincide with the funding period.

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## GRANT REQUEST

***Creative Arts Promoting Preservation*** allowable grant requests range between \$5,000 (minimum) and \$15,000 (maximum). When considering your grant request be mindful of your required match and allowable grant expenses (*see pages 10 and 11*).

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## ELIGIBLE APPLICANTS

Applicants must be classified as one of the following eligible candidates below. Full definitions for each are available in the [Glossary of Application Terms](#).

- 501(c)(3) or 501(c)(13) nonprofit organizations that have had tax-exempt status for at least two years.
- 501(c)(3) or 501(c)(13) nonprofit organizations that have had tax-exempt status for *less than two years* but can demonstrate at least a 5 year-history of sustainable historic preservation program activity if approved as eligible for funding by the Historic Preservation Council.
- Municipal Departments (A, B, C)
- Statutory Partners of the SHPO

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## INELIGIBLE APPLICANTS

- [COA/DECD Line Items](#)
  - Note: under the CAPP program guidelines, the Statutory Partners of the SHPO are eligible. All other COA/DECD Line Items are ineligible.
- [COA Designated Regional Cultural Service Organizations](#)
- Federal and State agencies
- “Friends” groups
- For-profit businesses or organizations
- Individuals
- Service organizations or clubs

# HOW TO APPLY

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## APPLICATION PROCESS

The grant program is administered using an e-granting system; therefore, all applications must be submitted through the online portal at <https://coa.fluidreview.com/>. E-mail and paper submissions will not be accepted.

Applicants are encouraged to complete narrative responses using word processing software such as MS Word, then cut and paste your text into the e-granting system.

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## TECHNICAL SUPPORT

Contact FluidReview's Tech Support Team at [support@fluidreview.com](mailto:support@fluidreview.com) for technical related questions. When emailing tech support for assistance, please copy and paste the page link. This will help them to quickly locate your account and better assess the problems you are experiencing.

Note: FluidReview tech support maintains a 24 hour response policy; therefore, plan to complete your application well in advance of the deadline to ensure support services are available.

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## INTENT TO APPLY

As part of the FY16 Arts-based project grant programs, **ALL applicants MUST submit an *Intent to Apply* on or before April 2, 2015.** COA/SHPO will review applicants for eligibility and will notify applicants via email approximately 5 business days following the submission of their *Intent to Apply*.

COA/SHPO will ONLY accept applications from applicants who submit an *Intent to Apply* and receive approval to proceed with an application to the category for which they have received approval. Applicants who do not submit an Intent to Apply by the deadline are ineligible.

Submit your Intent to Apply by logging on at <https://coa.fluidreview.com/>. New users must "sign up" and create an account while returning users may simply "sign in." **Select FY2016 Intent to Apply from the drop down menu.**

Once you receive approval from COA/SHPO to proceed with your application, then select **FY2016 Creative Arts Promoting Preservation** from the drop down menu and proceed with your application.

# CAPP PROPOSAL

## A) Applicant Information

Online Form

1. General Applicant Contact information
2. Mission Statement

## B) General Project Information

Online Form

1. Title of project (*up to 10 words*)
2. Provide a brief description of your project (*up to 30 words*)
3. Is this request for NEW or ONGOING project?
4. Address and Historic designation of the site.
5. List the town(s) where the project take place?
6. CAPP Grant Request (*enter \$ amount requesting from CAPP*)
7. Total Project Budget (*include CAPP Grant Request*)
8. Enter the project Start Date and End Date. Then list significant benchmarks/dates applicable to your project:
  - Events, lectures, presentations, community workshops, dedication
  - Call to Artist (RFQ/RFP) deadline, anticipate artist selected by...
  - Call to Historic Preservation professionals
9. Will the project be made accessible to persons with disabilities? Consider physical and programmatic access, sign language interpretation, assistive listening devices, transportation services, etc. Accessibility Resources are available on COA's website. (*up to 250 words*)

## C) Authentic Partnerships

Online Form

Applicants MUST engage partners. Partners may include individuals, groups, municipalities, organizations, for-profit businesses, etc. Applications that describe thoughtful, deep and collaborative partnerships will be scored higher than those where partnerships are found to be weak (*a buyer/vendor relationship is an example of a weak partnership*).

*COA/SHPO defines an authentic partnership as a relationship between entities that is characterized by mutual cooperation and responsibility toward the achievement of a specific goal(s) through which each partner both contributes to, and benefits from, the endeavor.*

1. **Partnership Summary:** Provide a narrative response documenting your project partners and why they are appropriate for the success of the CAPP project. (*up to 300 words*)

Then enter the following into the *Partnership Form* for each significant project partner:

- Provide contact information including Name, Business, Address, Email, Phone
- Briefly define the partner's role and responsibilities
- Identify the amount of funding the partner has committed to contribute and/or the amount of CAPP funding the partner will receive as part of the project.

## D) Making the Case

Narrative Upload

Effective and successful CAPP projects will use art to promote the preservation of significant historic places by considering community need(s) and opportunity(ies) in alignment with the appropriate artist, preservationists and historic site(s).

Complete a narrative responding to the four items below and express why you consider this project to be an effective CAPP project? (*up to 650 words, approximately one page in length*)

1. **Community Opportunity:** Describe the need(s) and opportunity(ies) you and your partners have identified and indicate how you came to this conclusion. Define the community that will be served by the proposed project and explain why you've selected this community. [Include demographic data, descriptive information, history, number of persons served, etc.]
2. **Connecticut Artist:** All projects MUST engage a Connecticut Artist(s) either as the lead applicant or as a primary project artist. Name the Project CT Artist (if known at the time of application) and explain why the artist (and the medium they work in) is appropriate for the project.

*If the artist is NOT selected at the time of application, describe the anticipated role of the artist and indicated what you are seeking in an artist, include a description of the selection process and explain why the process is appropriate for the project.*

3. **Historic Preservation professional:** All projects MUST engage an historic preservation professional as defined by the National Park Service: [http://www.nps.gov/history/local-law/arch\\_stnds\\_9.htm](http://www.nps.gov/history/local-law/arch_stnds_9.htm). Name the historic preservation professional (if known at the time of application) and explain why the artist (and the medium they work in) is appropriate for the project. Describe the historic preservation professional's role(s) and responsibilities. If the historic preservation professional is not selected at the time of application, include a description of the selection process (*up to 150 words*).

*If the historic preservation professional is NOT selected at the time of application, describe the anticipated role of the historic preservation professional (up to 150 words).*

4. **Scope of the Project:** Describe the proposed artwork (the deliverables: medium, scale, duration, events, etc.) and express why this particular undertaking will promote the preservation of an historic site as well as fulfill the community need(s) and opportunity(ies) you've defined (your anticipated outcome). A successful CAPP project will use art to interpret, in some form, the story of the historic site.

## E) Carrying Out the Plan

*Narrative Upload & Budget Upload(s)*

Successful projects require careful technical preparation, budget planning, and marketing efforts. Complete a narrative responding to the three items below indicating how you plan to carry out the project. (*up to 650 words, approximately one page in length*) Then upload your budget.

1. **Technical Details:** Detail the process for carrying out the CAPP project and include other details such as (but not limited to):
  - site permitting
  - ownership
  - maintenance and conservation needs and instructions
  - site restoration (temporary installations)
2. **Budget:** Complete & upload the [FY2016 CAPP Income & Expense Budget Worksheet](#) and [FY2016 In-Kind Worksheet](#) (*if applicable*). Provide reviewers with a clear understanding of your budget planning process within your narrative. **THIS IS A REQUIREMENT.**
3. **Marketing and Publicity:** Describe your plans to promote the project, both traditional and social media strategies. Consider quality photographic and video documentation, interviews, blogs, etc.

## F) Measuring Outcomes

*Online Form*

All CAPP grantees are required to complete a final report at the end of the grant period. The program has been designed with a self-reporting structure thus giving applicants the ability to customize their own project-specific reporting requirements. Applicants MUST review and use the [CAPP Outcomes Table](#) when completing the Measuring Outcomes section of the application.

## G) Supporting Documentation

*Maximum of 3 Uploads*

Applicants must upload supporting documentation based on the needs of their particular proposed project. Supporting documentation may consist of any of the following:

- Artistic work samples in the form of document, video or audio uploads
  - Renderings and other visuals to describe the proposed project
  - Applicants may create a brief PowerPoint presentation (save as a PDF and upload)
- Applicants may also provide YouTube and/or Vimeo links within the application 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 75 points is possible.

- A) Quality of Partnership**  
(15 points max)
- Aligns with Authentic Partnerships* - This score reflects the collaborative strength of the partners.
- Is the partnership authentic and appropriate for the project's success?
  - Did the applicant develop the proposed project in collaboration with project partner(s)? Do the partners demonstrate the ability to carry out the intention and scope of the proposal?
- B) Quality of the Case**  
(30 points max)
- Aligns with Making the Case* - This score reflects the quality and strength of the proposed CAPP project.
- Does the project promote the preservation of a significant historic place using art?
  - Does the project have the potential to address the identified need(s) or opportunity(ies)?
  - Is the project relevant to the intended community(ies) described?
  - Is the artistic merit fitting for the context and the community served by the proposed project?
- C) Quality of the Plan**  
(15 points max)
- Aligns with Quality of Plan* - This score reflects the likelihood for success given the plans outlined in the proposal.
- Is the proposal realistic and does the applicant demonstrate an ability to carry out it out?
  - Is the budget complete, appropriate and realistic?
  - Does the proposal include a suitable plan to market and promote the project?
- D) Potential to Catalyze & Measure Outcomes**  
(15 points max)
- Aligns with Measuring Outcome* - This score reflects the alignment of the applicant's proposal with the CAPP goals and outcomes.
- Is the proposal aligned with the **CAPP** Goals and Outcomes?
  - Are the goals and outcomes outlined in the application realistic and are they feasible to measure and report on within the funding period?
  - Did the applicant include appropriate reporting requirements both in number and in quality?

In addition to the scores provided for each separate review criteria above, the panelists rank the overall application with one of the following probabilities:

- **LOW** ~ low probability that the applicant will successfully execute the project in alignment with the goals of the CAPP program.
- **MEDIUM** ~ sufficient probability that the applicant will successfully execute the project in alignment with the goals of the CAPP program.
- **HIGH** ~ high probability that the applicant will successfully execute the project in alignment with the goals of the CAPP program.

Applications for CAPP grants are reviewed by the SHPO staff to verify the eligibility of the proposed scope of effort as an appropriate historic preservation project. SHPO intends broad geographic reach through its grants programs and may consider such in its funding decisions. Following internal staff review, applications will be assessed by peer panels. The panel assessments are the primary consideration in determining CAPP awards. SHPO/COA intends broad geographic reach through its grants programs and may consider such in its funding decisions. Following panel review, SHPO staff will present funding recommendations to the Historic Preservation Council for review and final approval.

# FISCAL INFORMATION

## GENERAL FISCAL INFORMATION

- Grant funds must be applied toward Arts-based creative projects that promote the preservation of significant historic places as indicated in your application.
- SHPO intends to fully fund those requests that are awarded.
- SHPO may issue multiple grant payments. A payment schedule will be defined by SHPO in the grant contract. The first installment will be issued following the processing of a fully executed contract.
- The amount of grant funds is dependent on state appropriations as allocated by the Governor and the Connecticut General Assembly through the Community Investment Act. This amount varies from year to year; therefore SHPO’s funding varies.
- Grantees will not receive funding for a newly approved FY2016 grant until: 1) any prior SHPO/COA funded project is complete, and 2) the mandatory final report has been received.
- SHPO may utilize Guide Star or other such services to access financial records of non-profits.
- SHPO reserves the right to request additional financial documents from applicants.
- At the end of the funding period or completion of the project, grantees will be required to complete the **FY2016 CAPP Final Report**. As part of the final report, grantees will be required to provide:
  - accounting of actual expenses including the allocation of COA grant funds
  - confirm match by providing the sources of both dollars and in-kind contributions
  - required evaluation and assessment data

### Eligible Expenses

### Ineligible Expenses

The following eligible expenses must DIRECTLY relate to the project:

- Historic preservation consultant fees
- 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 and which will be implemented during the funding period (general construction costs are NOT an eligible expense)
- Travel and conference registration expenses for staff and/or volunteers to attend local, regional or national relevant industry conferences, workshops, retreats, clinics, etc. that support the planning and/or implementation of the project

- Expenses incurred outside of the funding period, including planning costs
- Activities already funded by another SHPO/COA program during the same fiscal year
- Interest paid on loans
- Activities to eliminate or reduce existing deficits
- Scholarship assistance for academic or non-academic programs
- Fundraising
- Political contributions
- Lobbying activities & fees
- Legal fees not associated with the project
- Religious programming, activities or paraphernalia
- General brick and mortar construction costs, facility construction or capital improvements
- Expenses not related to the project

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## ADMINISTRATIVE EXPENSES

Up to 20% 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 admin does not exceed the allowable 20%.

*CAPP defines administrative expenses as costs which are not directly associated with a specific program or department but which are necessary to support the funded project. Administrative expenses include staff salaries, general products or services (such as accounting), office rental, supplies, telephone, electric service, general insurance, postage, etc.*

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## MATCHING REQUIREMENT

Grant awards require a match (a minimum financial contribution) of no less than 50%. 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. **SHPO/COA funding CANNOT be matched with other Connecticut state funds.** Applicants may use in-kind contributions to meet up to 25% of their match.

[In-Kind contributions](#) are goods or services that are donated and not paid for by the applicant with cash, e.g. volunteer time by a professional, office space, facilities, goods, etc. Applicants claiming an in-kind match are required to complete the [FY2016 In-Kind Budget Worksheet](#).

# GENERAL INFORMATION

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## QUESTIONS

Review responses to questions on the [Frequently Asked Questions \(FAQ\)](#) webpage.

Submit **CAPP** questions by email to [todd.levine@ct.gov](mailto:todd.levine@ct.gov).

Contact Tech Support at [support@fluidreview.com](mailto:support@fluidreview.com) for technical related questions.

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## RESOURCES

State approved architectural historians, available by request.

Applicants may utilize the following databases maintained by either COA or NEFA when seeking Connecticut artists:

- [CreativeGround](#) - A free directory open to New England artists of any discipline and produced by the New England Foundation for the Arts (NEFA).
- [Art in Public Spaces Registry](#) - A non-juried database open to both in-state and out-of-state artists who are interested in COA's Art in Public Spaces projects.
- [COA Directory of Performing and 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.
- Applicants may engage [local and regional arts agencies](#) when seeking local artists.

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## SUMMARY

Review the [State Historic Preservation Office Grant Overview Guidelines](#), as all guidelines are strictly enforced. In addition, grantees must comply with [The Department of Economic and Community Development Ethics Statement](#) and any applicable state single audit requirements. Grants may also be considered taxable income. Any tax related questions should be directed to the CT Department of Revenue Services.

When planning a project in a specific community be sure to research municipal, state and federal ordinances and laws (if applicable) prior to submitting an application.

**IMPORTANT NOTE: All information collected is considered public record.**