

CULTURE AND TOURISM PARTNERSHIP GRANTS - FY 2007

CCT's Culture and Tourism Partnership Grants (CTPG) fund projects that combine arts, history, heritage, film, and tourism activities. The purpose of the program is to engage partners outside of the applicant's discipline or traditional program area. Grants may support the expansion of a current program or the creation of a new one in order to attract new audiences, participants, and/or visitors.

The Commission will award grants of up to \$3,000. Grant awards must be matched on a dollar-to-dollar cash basis in non-governmental funds. Matching funds must be confirmed at the time of application submission.

Grants will be awarded by May 15, 2007 for activities that take place between July 1, 2007 and June 30, 2008.

APPLICATION DEADLINE

POSTMARKED OR HAND DELIVERED BY 5 P.M.

February 26, 2007

EXAMPLES OF POSSIBLE PROJECTS

The following are examples of initiatives, projects, or events that would qualify for funding. This is intended as a guide to assist in the development of project applications. Innovation is encouraged. If you have received a CTPG before, strive to develop a project that surpasses what has been accomplished previously.

- A community theater partners with local inns and restaurants to promote a production by offering audience members discounts on meals or overnight accommodations.
- A non-profit organization partners with a Connecticut production company to create a short video promoting the town's museums, historic buildings, public art works, or heritage parks.
- A non-profit film organization partners with a local art agency to produce a short film on town arts events.
- Two eligible non-profits partner to produce an exhibit, website virtual tour, brochure or poster that highlights the history or significance of a specific community resource.
- A historical society and an art museum collaborate on a lecture series, exhibit opening, or special event and work with local hotels to promote the event.
- Several cultural sites or tourist attractions partner to produce a passport that is "stamped" when patrons visit during a specific time period. Patrons presenting completed passports receive discounts at local restaurants or other venues.

See website (www.cultureandtourism.org) for examples of previously funded projects.

WHO MAY APPLY

Eligible applicants may partner with for-profit or non-profit organizations. Partnering entities must include at least two of the following disciplines: Arts, Film, History, and Tourism. For example, if the lead is a history organization, the partner must be from the arts, tourism, or film.

Organizations applying for other Commission grant programs may apply.

Eligible Lead Applicants:

Must be 501(c)(3) non-profits incorporated in Connecticut for at least 2 years, and whose primary place of business is in Connecticut. These include:

- Arts organizations, local arts agencies
- Theater, dance, music, literary, design, visual arts, performance organizations
- History museums and sites, historical societies
- Historic preservation organizations, park conservancies
- Heritage organizations
- Film Organizations

Partnering Entities (may *not* be lead applicants) include:

- Any entity that qualifies as a lead applicant, but represents a different discipline than that of the actual lead applicant
- Municipalities (arts/cultural commissions, historic district commissions, tourism district commissions)
- Chambers of commerce, business associations, travel associations
- Production companies, media studios, public access television, local cable stations
- Libraries, bookstores
- Attractions, lodgings, restaurants, tourism-related entities
- Arts, cultural, history, or humanities programs affiliated with colleges or universities

Ineligible Applicants include:

- Individuals
- State agencies
- Churches or faith-based organizations
- Entities whose primary place of business is not in Connecticut
- Service organizations or clubs
- Non-profit organizations that discriminate in their membership
- Schools.

ELIGIBLE COSTS OR EXPENSES

Eligible

May include administrative expenses (not to exceed 20% of grant request) such as administrative staff time and supplies; photography, printing, advertising, photocopying, graphic design, or web design. Project costs may include film production costs. Please carefully review the ineligible activities and costs listed below.

Ineligible

Include fund-raising costs; scholarships; lobbying; food, catering, flowers and other hospitality expenses; capital expenses, building restoration or rehabilitation; equipment; mileage or travel; uniforms; and production of resale items or production of items to be sold for fund-raising purposes.

**STATEWIDE
APPLICATION
WORKSHOP**

The Commission will offer an informational workshop on January 18, 2007 from 1:00 to 3:00 pm at Historic Preservation and Museum Division Offices, Commission on Culture & Tourism, 59 South Prospect Street, Hartford, Connecticut. There is parking on the street at parking meters. Organizations will have the opportunity to discuss their projects with CCT staff. The workshop is not required. However, the Commission strongly advises applicants to take advantage of this opportunity to learn more about the program.

REVIEW PROCESS

CTPG will be reviewed by an inter-divisional staff team. There will be no panel meetings, site visits, or telephone interviews.

Special consideration will be given to innovative projects or applications that propose sustainable partnerships beyond the activities described. Previous CTPG recipients who have not submitted their final reports will not be considered for a 2007 award.

CTPG will be reviewed based on the following criteria:

1. Creativity of the Project

- Creativity of the program or project design, structure, and activities.
- Innovative approach to combining arts, history, historic preservation, heritage, tourism, or film.

2. Project Impact

- Evidence that the proposed project or program will do one or more of the following:
 - Encourage new partnerships
 - Expand the scope of current programming or jump-start creative new programming
 - Broaden, deepen and diversify audiences/participants/visitors/customers
 - Leverage the talents, expertise, and resources of the partners
 - Generate economic return

3. Partnership

- Evidence of quality and depth of partnership
- Evidence that the partnership will last beyond the activity proposed

4. Ability to carry out the project

- Thoroughness and appropriateness of project budget
- Feasibility of the project's success based on planning reflected in narrative
- Clearly defined guidelines for measuring success

FINAL REPORTS

Funded organizations are required to submit a final report within 60 days of completion of the project. Failure to submit a final report will void eligibility for future funding from CCT. The final report must include project work samples that acknowledge CCT support. Final reports must be submitted to Lourdes Rivera, Administrative Assistant, Arts Division, CCT.

ASSEMBLY

Applications must include six (6) sets of materials in the following order:

1. Application Cover sheet (must be signed and dated, with an original signature).
2. Application Narrative (2 pages)
3. Project Budget (1 page income and expenses)

Behind the original set (marked "Original") please add the following items:

4. IRS Tax-Exempt Letter
5. Affirmative Action Statement
6. Authorizing Letter (On letterhead stationary, write a paragraph stating the name and title of your organization's authorized official designated to sign grant contracts on behalf of your organization. The letter must be signed by a member of your board's Executive Committee.)
7. W-9 Form

Applications must be postmarked or hand-delivered by Monday, February 26, 2007. No application will be accepted after this date and time. E-mail and fax submissions will not be accepted.

Questions regarding CTPG, contact: Mary Donohue, Survey and Preservation Grants Director at (860) 566-3005 x 323 or mary.donohue@ct.gov; or Bonnie Koba, Arts in Education Program Associate, at (860) 256-2730 or bonnie.koba@ct.gov.

Send completed applications to:

Connecticut Commission on Culture and Tourism
Culture and Tourism Partnership Grants
755 Main Street, One Financial Plaza
Hartford, CT 06103