

CITY CANVASES APPLICATION GUIDELINES - FY2012

The Department of Economic and Community Development (DECD), Connecticut Office of the Arts (COA) is offering **City Canvases**, a one time initiative bringing mural-based public art into downtown spaces throughout the state of Connecticut. The initiative is aimed to enhance public spaces through the visual arts and to connect the urban regions of Connecticut with a statewide placemaking initiative. Approximately 10 cities throughout the state will be eligible for funding for the execution of mural-based artworks by Connecticut artists.

PROGRAM TIMELINE

Letter of Intent Deadline	Tuesday, January 31, 2012
Notification	Friday, February 3, 2012
Full Application Deadline	Friday, February 24, 2012
Award Notification	Early March, 2012
Final Report	October 31, 2012
Funding Period	March 1, 2012 - August 31, 2012

WHO MAY APPLY

Eligibility:

- Applicants **must** be a municipality applying in partnership with a Connecticut 501 (c)(3) non-profit arts organization of their choice
- Eligible municipalities must be defined as a City and must be considered a place that functions as a major business and cultural hub of a region
- Applicants are encouraged to engage additional partners (i.e. local businesses, foundations, academic institutions, regional municipal offices, etc.)
- Full applications are only accepted by the municipality who is selected to proceed following the Letter of Intent portion of the application process

ELIGIBLE COSTS OR EXPENSES

Eligible Expenses may include:

- Administrative expenses (not to exceed 35% of grant request)
- Planning, research, development, production, and design costs
- Artists' and consultant fees
- Marketing expenses
- Special event expenses
- Technical expenses
- Capital improvement expenses associated only with infrastructure needs to accommodate the artwork.

HOW TO APPLY

Applicants interested in applying must first submit a **Letter of Intent Application** by **January 31, 2012**. Approximately 10 applicants will be accepted to submit a full application with notification of application status given by Friday, February 3, 2012.

Applicants accepted to proceed must complete a full application and will be eligible to receive a \$5,000 submission preparation grant following receipt of application. Only applicants who submit the full application by **Friday, February 24, 2012** will receive the submission preparation grant which will be processed with the grant contract.

The deadline for City Canvases full application is **Friday, February 24, 2012**.

**HOW TO APPLY
CONT'D**

Applications must be **received** (not postmarked) in the Constitution Plaza office of DECD/COA by 4:00 pm on the deadlines stated on previous page. E-mail or fax submissions will not be accepted.

All mailed applications shall be sent to:
David Bahlman, Director of Culture
City Canvases
Department of Economic and Community Development
Connecticut Office of the Arts
One Constitution Plaza, 2nd Floor
Hartford, CT 06103

**APPLICATION
MATERIALS**

The City Canvases Letter of Intent consists of the following:

- 1) Application Form
- 2) Narrative (no more than 2 pages)

The City Canvases Full Application consists of the following:

- 1) Application Form
- 2) Narrative (no more than 5 pages)
- 3) Partners (no more than 1 page)
- 4) Budget (no more than 2 pages)
- 5) National Standards for Arts Information Exchange Data Collection Form

REVIEW PROCESS

City Canvases applications will be reviewed by the Connecticut Office of the Arts and members of the City Canvases Committee.

**GRANTEE
RESPONSIBILITIES**

You must read the Connecticut Office of the Arts Grant Overview Guidelines, as all guidelines are strictly enforced. Note the following sections:

- Award Notification/Grant Payment
- Grantee Responsibilities
- Credit and Publicity Responsibilities
- Reporting Requirements

Questions regarding the City Canvases application process may be addressed to Tamara Dimitri at **860-256-2720** or by email at tamara.dimitri@ct.gov.

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Department of Economic and Community Development (DECD)
Connecticut Office of the Arts (COA)
One Constitution Plaza, 2nd Floor
Hartford, Connecticut 06103
Main Telephone: 860-256-2800
Web Site: www.cultureandtourism.org
Application drop-off: Monday - Friday, 9:00 a.m. - 4:00 p.m.