



## CREATIVE COLLABORATION PROGRAM GUIDELINES – FY 2009

The Connecticut Commission on Culture & Tourism (CCT) Creative Collaboration program fosters collaborations between and among teaching artists, schools, non-profit arts organizations, and arts programs of non-arts organizations. The program encourages the integration of teaching artists from CCT's Directory of Teaching Artists into a variety of settings. Creative Collaboration grants may be used to fund residencies and professional development collaborations between and among teaching artists and schools; teaching artists and non-profit arts organizations or arts programs of non-arts organizations; and teaching artists and school/arts organization teams.

### APPLICATION DEADLINES

#### POSTMARKED OR HAND DELIVERED BY 5 P.M.

March 6, 2008 for activities that take place between July 1, 2008 and June 30, 2009.

### PROGRAM INFORMATION

Creative Collaboration grants must include:

- A teaching artist from CCT's Directory of Teaching Artists
- A collaborative planning process that includes the artist(s)
- A one-to-one cash match

Creative Collaboration (CC) grants will support five+ day residencies and professional development activities with the same group of learners. Creative Collaborations integrate an arts discipline into non-arts curriculum and content areas; help interpret an exhibition, performance, or presentation; or support arts programming goals and objectives.

\* CCT offers an **American Masterpieces** component supporting 5+ day residencies with a grant award up to \$3,000. See **American Masterpieces Addendum** page 4.

Creative Collaboration grants may support the broadening or deepening of a current program or the creation of a new one.

The following are examples of residencies and professional development collaborations that would qualify for funding:

- A museum engages a teaching artist to provide professional development for its docents.
- An elementary school works with a teaching artist to provide a 10-day music residency focused on literacy for 1st and 2nd graders.
- A middle school offers an after-school poetry residency that complements the in-school curriculum.
- A hospital's arts program works collaboratively with a teaching artist to develop and provide arts programming for patients and their families.
- A school and historical museum collaborate on an in-school architectural residency that culminates in the development of a walking tour guide and map for use in the classroom.

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**WHO MAY APPLY**

**Eligible Lead Applicants**

- Non-profit 501 (c)(3) arts organization whose primary purpose is to produce, present, promote, or serve the arts. Applicant must be incorporated in Connecticut for at least two years with a two-year history of ongoing arts programming.
- Arts programs of non-profit 501 (c)(3) non-arts organizations. Applicant must be incorporated in Connecticut for at least two years with a two-year history of ongoing arts programming.
- K-12 school
- Applicants to other CCT grant programs (Organizational Support, Local Arts Agency, Arts Presentation)
- HOT Schools that include an arts organization partner

**Ineligible Lead Applicants**

- Individuals
- Cultural/civic organizations whose primary purpose is NOT to produce, present, or serve the arts
- For profit entities
- Entities whose primary place of business is not in Connecticut

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**WHAT WE FUND**

- Teaching artist fees
- Applicable project materials and supplies
- Student transportation expenses.

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**WHAT WE DO NOT FUND**

- Staff salaries, travel reimbursement, fundraising expenses, scholarships, lobbying activities, hospitality expenses, capital expenses, software acquisition, and equipment purchases.
- Activities conducted by a teaching artists who already works for the applicant organization.

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**HOW WE FUND**

- **The maximum grant award is \$2,000** (\$3,000 for an American Masterpiece).
- Creative Collaborations must be at least 5 days in length.
- **The grant request must be matched on a one-to-one cash basis.**
- Projects exceeding the grant request + cash match must identify additional funding sources in the application budget.

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**REVIEW PROCESS**

The Commission uses a simplified application and review process for the Creative Collaboration program. Applications will be reviewed based on the following criteria.

**Quality of the Project**

- Merit of the project's design, structure, and activities
- Evidence of a collaborative planning process (that includes the artist)
- Ability of project to impact teaching and learning in, about and through the arts
- Demonstration that the project supports life-long learning and community engagement in the arts

**Ability to Carry Out the Project**

- Demonstration of achievable goals and plan for assessing project impact on learning outcomes
- Appropriateness of project budget
- Evidence of a one-to-one cash match in project budget
- Demonstration that budget supports narrative

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**HOW TO APPLY**

Application must include four (4) copies, and one (1) original form.

- Application Form - dated and signed (original signatures)
- Application Narrative (no more than 2 pages, see application for instructions)
- Program Budget - one page
- Attachments - Applications **must** include each of the following attachments
  - IRS Tax Exempt Determination Letter or Municipal Ordinance/Statute. (Schools exempt)
  - W-9 Form (downloadable on CCT website)

Indicate the original with a post-it note marked "Original." Note that applications missing any of the listed materials will be considered incomplete and will not be reviewed.

Complete applications, including budget and support materials, must be received or postmarked by Thursday, March 6, 2008 at 5:00 p.m. Applicants must retain a receipt for hand-delivered applications. No application will be accepted if delivered or post marked after this date and time. Facsimile or electronic applications will not be accepted.

Send completed applications to:

Amy Freidman  
Creative Collaboration Grants  
Connecticut Commission on Culture and Tourism  
One Constitution Plaza  
2nd Floor  
Hartford, CT 06103

Questions, please contact Amy Freidman at (860) 256-2729 or amy.freidman@ct.gov.

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**GRANTEE  
RESPONSIBILITIES**

- Grant contracts must be signed and returned before grant funds are disbursed.
- Grant recipients are required to use funds for the purposes indicated on the contract and must seek and receive CCT written approval for any changes or modifications to the contract.
- Grantees are required to credit the Connecticut Commission on Culture & Tourism and/or the National Endowment for the Arts in all print, audio, video and Internet materials, and all publicity materials (such as press releases, posters, advertisements, and web sites).
- Payment to the artist(s) must be made in full at the time of the engagement.
- Funded organizations are required to submit a Final Report within 60 days of completion of program. Forms and instructions are available on CCT's web site or by request.

Thoughtful, complete and timely final reports are important to the Commission, as well as to the grantee. They help assess the effectiveness of grant programs, account for the expenditure of taxpayer's dollars, and document the public benefit of investing in arts organizations/programs.

## CREATIVE COLLABORATION – AMERICAN MASTERPIECES ADDENDUM

The American Masterpieces component to the Creative Collaboration program is funded by the National Endowment for the Arts. The purpose of American Masterpieces is to acquaint Americans with the best of their cultural and artistic legacy. The four disciplines designated by the NEA are dance, choral music, visual arts, and musical theater.

### PROGRAM INFORMATION

The guidelines, application and review process for Creative Collaborations apply to American Masterpieces with two additions:

- *Creative Collaboration – American Masterpiece* Grants **must include** a focus on an American masterwork in choral music, dance, visual art, or musical theater.
- *Creative Collaboration – American Masterpiece* Grants will support five+ day residencies and professional development collaborations with the same group of learners.

The following are examples of residencies and professional development collaborations that would qualify for funding. This is intended as guidance to assist in the development of an appropriate application.

- A teaching artist provides a 12-day professional development series for museum docents focusing on American Masterpieces in the museum's collection.
- A community arts organization provides a poetry residency on an American choral masterwork in a local museum.
- A teaching artist works with students to prepare for their attendance at an American Masterpiece musical.
- A school works with a teaching artist to develop interdisciplinary curriculum around an American dance masterwork.

### HOW WE FUND

- **The maximum grant award for *Creative Collaborations – American Masterpieces* is \$3,000.**
- **The grant request must be matched on a one-to-one cash basis.**
- Projects exceeding the grant request + cash match must identify additional funding sources in the application budget.

### REVIEW PROCESS

- **American Masterpieces applications must indicate what makes the work an American Masterpiece.**
- The NEA has broadly defined American Masterpieces as seminal works of art that are “artistically, historically, and culturally significant.” For CCT’s purpose, we require *Creative Collaboration-American Masterpieces* applicants state how their American works of choice are artistically, historically, and culturally significant.

### APPLICATION MATERIALS

- **Application Narrative** - In addition to questions a-d of the Application Narrative (p.2), American Masterpieces applicants must also indicate why their work of choice is American Masterpiece (e).
- **Budget** - Outline the program budget on the document provided (American Masterpiece budget - page 4 of application).