

## EARLY LEARNING ARTS PROGRAM PILOT GRANT GUIDELINES – FY 2008

CCT has established a pilot program to offer unique arts experiences to children ages birth to five, their parents/ caregivers and instructors. Early Learning grant programs will utilize the arts to improve the quality and increase the accessibility of early childhood learning opportunities. These programs will promote cognitive, motor, language, social and/or emotional development through the arts - preparing children to succeed in school and in life. Inclusive of a strong arts focus and significant parent/caregiver and instructor involvement, Early Learning grants will support innovative programs that create new opportunities for children.

### **PROGRAM INFORMATION**

CCT will award two to five grants in the amount of \$10,000 to \$25,000 each to eligible non-profit 501 (c)(3) arts organizations and early learning programs that:

- **Educate:** Provide early learners with quality arts experiences which promote cognitive, motor, language, social and/or emotional development
- **Empower:** Connect parents/caregivers to the teaching and learning process
- **Engage:** Enable instructors to hone skills in utilizing the arts as an early learning strategy

For the purpose of this grant, Early Learning programs must service children ages birth to five. Programs must:

- Demonstrate that activities promote cognitive, motor, language, social and/or emotional development in children.
- Engage children in active learning and creative inquiry through arts and arts play with quality and experienced artists.
- Employ a “strengths-based” approach that encourages active family participation (in school and at home) and promotes activities which identify and build on a child’s strengths.

A focus on parent/caregiver development should promote effective parenting and provide concrete strategies to support and nurture their child’s development. Programs must actively engage instructors in teaching and learning through the arts and include a plan that sustains the program beyond the life of the grant. Finally, programs must include a clear, realistic strategy for measuring outcomes. As part of the grant program, CCT will provide a mandatory workshop for the Early Learning program grantee staff.

### **TIMELINE**

February 4, 2008	Application Deadline
April 1-4, 2008	Notification of Awards
May 1, 2008 - June 30, 2009	Grant Funding Period
August 30, 2009	Final Report Due

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**WHO MAY APPLY**

**Eligible Applicants**

- Non-profit 501 (c)(3) arts organizations incorporated in Connecticut for at least two years with a two-year history of ongoing arts programming.
- Early learning programs of schools (public or private) or non-profit 501 (c)(3) early learning centers.
- Faith-based or community organizations whose early learning programs are nonsectarian in purpose and focus.
- Early learning programs of colleges, universities, libraries, and municipalities incorporated in Connecticut for at least two years.

**Partners**

CCT encourages collaborative efforts with broad community support. Partnerships, however, are not required for the Early Learning Grants. The following are a few partnership examples:

- A non-profit theater company provides an artist-in-residence program to a group of local public schools
- Non-profit early learning center works with a university music department to provide music activities in the classroom
- A regional YMCA partners with a non-profit dance organization to bring dance-based learning sessions into their local infant-toddler and preschool care programs
- A college early education program pairs with its fine arts department to provide early learning opportunities in their campus daycare program

**Ineligible Applicants or Partners**

- Individuals
- Civic organizations (e.g. fraternal organizations, women's clubs, chambers of commerce)
- For profit entities (including day care centers)
- State agencies
- Non-profit organizations that discriminate in their membership

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**WHAT WE FUND**

- Administrative expenses (e.g. organizational staff, overhead costs, etc.) - not to exceed 20% of total project cost
- Outside professional services (programmatic and artistic - e.g. teaching artists, program consultants, etc.)
- Other program expenses (e.g. materials, supplies, student transportation, etc.)

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**WHAT WE DO NOT FUND**

- Fundraising expenses
- Scholarships
- Lobbying activities
- Capital expenses

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**HOW WE FUND**

The grant request must be matched on a one-to-one cash or cash and in-kind basis. In-kind goods and services may not total more than 50 percent of the match. "In-kind" refers to a donation of goods or services (e.g. free rehearsal space, supplies, or pro bono consultant work).

Programs exceeding the grant request + cash/in-kind match must identify additional funding sources in the application budget.

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## REVIEW PROCESS

The Commission will convene one panel to review Early Learning Grants based on the following criteria:

### Quality of the Program

- Merit of the program's design, structure, and activities
- Quality of the artists and/or services that the program will involve

### Impact of the Program

- Evidence that the program will provide children with quality arts experiences that promote cognitive, motor, language, social and/or emotional development
- Strength of the parent/caregiver and instructor components

### Evaluation and Ability to Carry Out the Program

- Effectiveness of plans to document and assess program impact on the children, parents/caregivers and instructors
- Clarity of strategy to sustain the program beyond the life of the grant
- Appropriateness of program budget for proposed activities
- If a partnership, stability of the organizations involved (e.g. personnel, program history, budget)

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## HOW TO APPLY

Application must include four (4) copies and one (1) original form. Full application must contain:

- Application Form - dated and signed (original signatures in blue ink). Be sure to complete legislative information completely and accurately.
- Application Narrative (no more than 4 pages, see application for instructions)
- Program Budget (two pages)
- Attachments - Applications **must** include each of the following attachments:
  - IRS Tax Exempt Determination Letter or Municipal Ordinance/Statute. (Schools exempt)
  - W-9 Form
  - A one-page background/history of Lead Applicant Organization
  - A one-page biography for key professional personnel (e.g. program manager, artists, etc.)

Indicate the original with a post-it note marked "Original." Note: An application that is incomplete and/or missing any of the listed materials will not be reviewed.

Complete applications, including budget and support materials, must be received or postmarked by **Monday, February 4, 2008 at 4:00 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  
Early Learning Arts Program  
Connecticut Commission on Culture and Tourism  
One Constitution Plaza, 2nd Floor  
Hartford, CT 06103

Questions, please contact Amy Freidman at [Amy.Freidman@ct.gov](mailto:Amy.Freidman@ct.gov).

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**GRANTEE  
RESPONSIBILITIES**

- Grant contracts must be signed and returned within 30 days. CCT will not disburse funds without receipt of signed original contract.
- 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” in all print, audio, video and internet materials, and all publicity materials (such as press releases, posters, advertisements, and web sites). A publicity kit will be provided.
- 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.