

FY2014 – ARTS CATALYZE PLACEMAKING Grant Program Supporting Arts in Place 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.

PROGRAM OVERVIEW

ARTS CATALYZE PLACEMAKING

The **Connecticut Office of the Arts (COA)** along with the **State Historic Preservation Office (SHPO)** offer the Arts Catalyze Placemaking (ACP) grant program to invest in arts-based cultural projects, activities and infrastructure in ways that will advance the attractiveness and competitiveness of Connecticut cities, towns, and villages as meaningful communities in which to live, work, learn and play.

The ACP program was developed by the Connecticut Office of the Arts as a pilot in FY2013. COA has restructured the program following a review of program successes, challenges and the opportunity to enhance the program through a partnership with the State Historic Preservation Office. HPACP is a pilot program for FY2014.

The FY2014 Arts Catalyze Placemaking program retains the underlying creative placemaking core elements but makes structural changes which aim to better serve the needs of our constituents. The FY2014 ACP program includes three (3) distinct categories for which applicants may select only one (1) category to pursue in a single grant cycle. The categories are as follows:

- **Arts Leadership**
- **Historic Preservation**
- **Supporting Arts in Place**

Note: Education-based proposals are eligible in FY2014 through the Arts Leadership category. COA intends to offer education-specific grants in FY2015 (July 1, 2014 – June 30, 2015).

[FY2014 ACP ~ At a Glance](#) provides a snap-shot of the three (3) Arts Catalyze Placemaking grant categories. Applicants familiar with COA's FY2013 ACP pilot program may find it helpful to review an [overview of changes](#).

ACP ~ SUPPORTING ARTS IN PLACE CATEGORY

The **ACP ~ Supporting Arts in Place** category awards matching grants to eligible arts organizations and municipal arts offices to strengthen the state's nonprofit arts industry. Supporting Arts in Place grants provide funding allocations derived from organizational data and are calculated by mathematical formula.

NOTE: In order to return to the state's fiscal year grant cycle, **FY2014 ACP ~ Supporting Arts in Place grants will only be offered for a six (6) month funding period.** It's COA's intention that all ACP grants will be readjusted in FY2015 to offer a one-year grant period, aligned with the state's fiscal year.

ELIGIBILITY

Supporting Arts in Place eligible applicants include:

- [Arts Organization](#) (MUST qualify as such for a minimum of three (3) years prior to application deadline)
- [Municipal Department Level B or Level C](#)

INELIGIBLE applicants are:

- FY2013 ACP-4 Sustaining Relevance grantees who selected 2-year funding are ineligible to submit an FY2014 ACP ~ Supporting Arts in Place application. COA will honor 2-year commitments following the submittal and approval of an interim report. Two-year recipients will receive formal communication from COA regarding their funding options and have an opportunity to transition to the revised ACP program and funding period.
- FY13 ACP 2 & 3 grant recipients who were awarded 2-year funding
- Organizations that have applied during the same grant period to any other ACP program category
- Organizations whose primary purpose is not arts-based
- Organizations whose primary purpose is educational or instructional (e.g. schools, libraries, etc.)

- Organizations whose primary purpose is to receive contributions for, or provide funding to other organizations. Such ineligible organizations include, but are not limited to, all organizations determined to be tax-exempt under section 509 of the Internal Revenue Code
- Recipients of a [COA Line Item](#) (organizations that receive Directed Local Funds)
- [COA Designated Regional Cultural Service Organizations](#)

See [Glossary of Application Terms](#) for definitions

HOW WE FUND

Applicants do not request specific grant amounts; awards are determined by mathematical formula. Grants amounts will range from a minimum of \$750 to a maximum of \$7,500. The funding formula considers the following factors:

- Available funds (allocated to the Supporting Arts in Place category);
- Total number of applicants;
- Calculations generated from aggregate data collected.

All eligible applicants to the Supporting Arts in Place category will receive an award.

COA reserves the right to deny funding to any eligible applicant for reasons deemed appropriate by COA.

PROGRAM TIMELINE

Dates are subject to change

| | |
|---------------------------------|--|
| Intent to Apply: | on or before 12:00pm (noon), September 20, 2013 |
| Notification to Proceed: | September 25, 2013 |
| Submission Deadline: | on or before 11:59pm, October 18, 2013 |
| Internal Review & Calculations: | October 19 – November 15, 2013 |
| Award Notification: | mid-December, 2013 |
| Funding Period: | January 15, 2014 - June 30, 2014 |
| Final Reports: | August 30, 2014 |

GETTING STARTED

HOW TO APPLY

The ACP grant program is administered using an e-grant 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. Contact Tech Support at support@fluidreview.com for technical related questions.

INTENT TO APPLY

To assist us with the process of reviewing and confirming eligibility, applicants are strongly encouraged to submit an *Intent to Apply* prior to submitting a *Supporting Arts in Place* application. 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 **FY2014 Intent to Apply** from the drop down menu.

- *Intent to Apply* submittals must be received on or before **12:00pm (noon) on September 20, 2013**.
- COA will review applicants for eligibility.
- A notification to proceed will be emailed on or before **September 25, 2013**.

If your organization has never received a grant from the CT Office of the Arts, you MUST provide:

- A copy of the organization’s Internal Revenue Service 501(c)(3) determination letter verifying tax-exempt certification, or; a copy of the Municipal Ordinance or Statute verifying the creation of the public cultural commission, department of cultural affairs, etc. operating as an agency of municipal government.

- Additional materials that may be needed to substantiate the organization’s **primary** purpose as arts focused, e.g., a comprehensive list of programs, a breakout of operating expenses related to arts-specific programming, etc.).

DATA COLLECTION FORM

The [National Standards for Arts Information Exchange Data Collection Form](#) is information collected at the time of application. The data is provided to the National Endowment for the Arts and is used nationally to track states’ grant-making activities and is not factored into the funding calculation.

AWARD CRITERIA

FUNDING CALCULATION

Grant awards are calculated based on a mathematical formula that compares financial data which applicants provide in several categories. The formula is designed to proportionally reward sustainable organizations that support the state’s local and regional economies and uses data as follows:

- Actual spending on full- and part-time staff for the most recently completed fiscal year;
- Actual spending on fees paid for contracted services for the most recently completed fiscal year;
- Three year average of operating income;
- Three year average ratio of public funding to private earned and contributed income.

| Supporting Arts in Place Goals | Applicant Submits | Award Calculation | Formula Weighting |
|---|---|--|-------------------|
| COMMUNITY IMPACT: A. Create & Maintain Industry Jobs – Full- & Part-Time Staff | COMMUNITY IMPACT WORKSHEET: Applicant enters financial data that details total compensation of full- & part-time staff for the most recently completed fiscal year. Submitted figures should represent total cost of annual salaries and wages and include the cost of benefits, insurance, FICA, and bonuses. DO NOT include costs paid for contracted labor. | Award calculation uses the mathematical mean of all submissions to incrementally increase grant amounts based on degree of impact as defined within each category. | 25% |
| COMMUNITY IMPACT: B. Create & Maintain Industry Jobs – Contracted Services | COMMUNITY IMPACT WORKSHEET: Applicant enters financial data that details total of fees paid for contracted services for the most recently completed fiscal year. Submitted figures should represent total costs for contracted services that support administration, programming, technical, legal, accounting, fund raising, investment management, marketing, etc. DO NOT include compensation to full- or part-time staff. | | 25% |
| SUPPORT FINANCIAL SUSTAINABILITY: A. Build the capacity of Small- to Mid-Size Arts Organizations | FINANCIAL SUSTAINABILITY INCOME SUMMARY: Applicant enters financial data that averages operating income over a three year period. DO NOT include income from capital campaigns for facility, property or equipment. | | 25% |
| SUPPORT FINANCIAL SUSTAINABILITY: B. Leveraging Public Funds | FINANCIAL SUSTAINABILITY INCOME SUMMARY: Applicant enters financial data that averages government funding sources in relation to all private contributed and earned funding sources over a three year period. | | 25% |

While applicants do not specify a grant request amount or indicate how grant funds will be spent, grantees will be required to document how Supporting Arts in Place funds were used when completing the final report at the end of the funding period.

REQUIRED FISCAL FORMS

Applicants are required to complete the two financial forms and **MUST** acknowledge the accuracy of the content at the time of application.

1. [Community Impact Worksheet](#) / **Create & Maintain Industry Jobs**

“Total Payroll Expenses” and “Total Contracted Services”

Applicants enter financial information obtained from their most recently completed fiscal year, including the total cost of annual salaries and wages for full- & part-time staff, employee benefits, payroll taxes and other personnel expenses plus the total of all fees paid for outside services (non-employee, contracted services that support the organization’s operations including administration, legal, accounting, programming, instructors, technical, marketing, fund raising, investment management, etc.).

Enter the following budget data: **Total Payroll Expenses & Total Contracted Services**

For your organization’s most recently completed fiscal year, enter:

- Total cost of annual salaries and wages (payroll & bonuses) for full- & part-time staff.
- Total cost of employee benefits (insurance, pensions, etc.).
- Total cost of payroll taxes (including FICA).
- Total cost of other personnel expenses not classified above (Do **NOT** include professional development costs, conferences and/or conference travel, reimbursed meals, reimbursed mileage, etc.). The Worksheet provides spaces in which to enter / describe specific expenses on the form.
- Total fees paid for non-employee contracted services. Budget lines include administrative/legal/accounting, programmatic, instructors, technical, and marketing services.
- Total other contracted services not classified above (may include consulting, fund raising, investment management, security, etc.) The Worksheet provides spaces to enter / describe specific contracted services.

2. [Financial Sustainability Income Summary](#) / **Capacity & Leveraging Public Funds**

“Three Year Average Operating Income” and “Three Year Average Ratio of Public to Private Support”

Applicants provide an Operating Income Summary for each of their last three completed fiscal years (which must not include income from capital campaigns for facility, property or equipment). The supplied income data will provide average operating income as well as a ratio of government funding sources to private funding sources (contributed and earned).

Enter the following budget data: **Capacity & Leveraging Public Funds**

For your organization’s three most recently completed fiscal years, enter Contributed Income for the following categories:

- Government (Federal, State, Regional, Municipal)
- Individuals
- Private Foundations
- Corporate / Business
- Special Events
- Transfers from Savings / Endowment

For your organization’s three most recently completed fiscal years, enter Earned Income for the following categories:

- Programming
- Membership
- Contracted Services
- Other (enter/describe). Other income sources may include goods sold, interest from investments, etc.)

FISCAL INFORMATION

MATCHING REQUIREMENT

All Supporting Arts in Place grant awards require a 100% match. The required match does not need to be confirmed at the time of application but must be verified via final report at the end of the funding period.

Supporting Arts in Place funding CANNOT be matched with other Connecticut state funds. Supporting Arts in Place Grantees may use In-Kind contributions to meet up to 25% of their match.

IN-KIND CONTRIBUTIONS

[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. Only grantees claiming an in-kind match are required to complete the [FY2014 In-Kind Budget Worksheet](#) when submitting their final report at the end of the grant period.

ELIGIBLE EXPENSES

Supporting Arts in Place grants may be used for a variety of operational and program functions such as:

- Staff Salaries
- Payments to contracted artistic, technical or administrative professionals
- Production, travel, telephone, shipping and postage costs
- Space rental; occupancy costs (maintenance, security, insurance, utilities, etc.)
- Printing, advertising and marketing costs
- Evaluation services and documentation (photo, video, audio, collection of statistical information, etc.)
- Travel and conference registration expenses for staff and/or volunteers to attend local, regional or national relevant industry conferences, workshops, retreats, clinics, etc.

INELIGIBLE expenses:

- Brick and mortar activities, facility construction or capital improvements
- Scholarship assistance for academic or non-academic programs
- Fundraising
- Political contributions
- Lobbying activities & fees
- Religious programming, activities or paraphernalia

GENERAL FISCAL INFORMATION

- The amount of COA grant funds is dependent on state and federal annual appropriations as allocated by the Governor and the CT General Assembly and as awarded by the National Endowment for the Arts. This amount varies from year to year; therefore, COA's funding varies.
- Grantees will not receive funding for a newly approved Supporting Arts in Place grant until: 1) any prior COA awards are complete, and 2) mandatory final reports have been received.
- COA may utilize GuideStar or other such services to access financial records of non-profit organizations.
- COA reserves the right to request additional financial documents from applicants.
- At the end of the funding period, grantees must complete a 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
 - confirmation of the match by providing the sources of both dollars and in-kind contributions
 - required evaluation and assessment data

CONTACTS, QUESTIONS & WRAP UP

GENERAL QUESTIONS & RESOURCES

Review responses to ACP questions on the [Frequently Asked Questions \(FAQ\)](#) webpage along with general placemaking information. Submit ALL questions by email to ACP.Questions@ct.gov. ACP program staff will review and post responses on an ongoing basis.

Contact Tech Support at support@fluidreview.com for tech related questions.

RESPONSIBILITIES / ADDITIONAL INFORMATION

Review the [Connecticut Office of the Arts Grant Overview Guidelines](#), as all guidelines are strictly enforced. In addition, all grantees must comply with:

- [The Department of Economic and Community Development Ethics Statement](#)
- Applicable state single audit requirements
- Applicants should note that all information collected is considered public record.

ACCESSIBILITY

Applicants should consider how their programs and services are accessible to individuals with disabilities. This includes access accommodations for both facilities and programs such as, but not limited to, audio description, sign-language interpretation, closed- or open-captioning, large-print brochures/labeling, and transportation. [Accessibility Resources](#) are available on the Office of the Arts website.

REGIONAL PARTNERS

The Office of the Arts partners with [Designated Regional Service Organizations](#) that serve as local field offices to constituents and citizens. Towns served by the service organizations are provided on the DRSO webpage.