

## CONNECTICUT ARTS ENDOWMENT FUND (CAEF) ON-LINE APPLICATION INSTRUCTIONS

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Grantees must complete the CAEF application using COA's on-line e-granting portal accessible at <https://coa.fluidreview.com/>. Grantees must create an account, or if an account already exists then sign in using your email and password.

***If you are a returning user:*** Log in. Select "View My Submissions". Scroll down and click "Create New Submission". Select "**FY2015 CT Arts Endowment Fund**" from the drop-down menu. Enter name of grantee. Click "Get Started".

***If you are a new user:*** Create account by clicking "Sign up". Complete registration page. When on the registration page, be sure to select the category "**FY2015 CT Arts Endowment Fund**" from drop-down menu. You will receive a confirmation email from FluidReview. Once in FluidReview, click "Create a New Submission".

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### Task 1. Complete Application Form

- Indicate if applicant is a New Applicant or a Returning Applicant. If returning, indicate the most recent year CAEF award was received.
  
- Name of organization
- Organization also known as (if different from official name)
- Federal Employer ID#
- Date of Incorporation in Connecticut
- Mailing address
- Web-site address (if available)
- Main phone number
- Fax number
- Name of Executive Director
- Phone of Executive Director
- Email of Executive Director
- Application Contact Person
- Contact Person's title
- Contact Person's phone number
- Contact Person's email

- Enter the tax years of the IRS forms, either 990EZ or Form 990, submitted as part of this application.
- Report Government grants received in Year 1 “previous” tax year:
  - Enter Tax Year
  - Municipal grant(s) received (\$)
  - State grant(s) received (\$). (Include all COA grants)
  - Federal grant(s) received (\$)
  - TOTAL (*Municipal+State+Local*) Government Contributions (\$)
- What IRS form did the organization file for Year 1 “previous” tax year? Indicate 990EZ or Form 990.
- *If your Year 1 filing is a 990EZ* – Is the amount listed for your Total Government Contributions included in Line 1 “Contributions, gifts, grants and similar amounts received” found on Page 1 of the 990EZ? If no, explain any discrepancy.
- *If your Year 1 filing is a Form 990* – Does the amount listed for your Total Government Contributions match the amount reported on Line 1.e. “Government grants (contributions)” in Part VIII. Statement of Revenue? If no, explain any discrepancy.
- Report Government grants received in Year 2 “most recent” tax year:
  - Enter Tax Year
  - Municipal grant(s) received (\$)
  - State grant(s) received (\$) (Include all COA grants)
  - Federal grant(s) received (\$)
  - TOTAL (*Municipal+State+Local*) Government Contributions (\$)
- What IRS form did the organization file for Year 2 “most recent” tax year? Indicate 990EZ or Form 990.
- *If your Year 2 filing is a 990EZ* – Is the amount listed for your Total Government Contributions included in Line 1 “Contributions, gifts, grants and similar amounts received” found on Page 1 of the 990EZ? If no, explain any discrepancy.
- *If your Year 2 filing is a Form 990* – Does the amount listed for your Total Government Contributions match the amount reported on Line 1.e. “Government grants (contributions)” in Part VIII. Statement of Revenue? If no, explain any discrepancy.

**Task 2. Upload National Standards Arts Information Exchange Date Form**

Available at [http://www.ct.gov/cct/lib/cct/NEA\\_Form\\_fillable.pdf](http://www.ct.gov/cct/lib/cct/NEA_Form_fillable.pdf)

**Task 3. Upload IRS Form 990 or 990EZ for Year 1 “previous” tax year**

*Must be either 2012 or 2013. No other tax years are allowable for application to the FY15 Connecticut Arts Endowment Fund.*

**Task 4. Upload IRS Form 990 or 990EZ for Year 2 “most recent” tax year**

*Must be either 2013 or 2014. No other tax years are allowable for application to the FY15 Connecticut Arts Endowment Fund.*

**Task 5. (For first-time applicants only)**

Provide a brief narrative in support of the organization's eligibility to receive proceeds from the Connecticut Arts Endowment Fund.

*For returning applicants, this task will remain "incomplete". You may still proceed with application and submission.*

**Task 6. (For first-time applicants only)**

**Upload copy of IRS 501(c)(3) tax exemption determination letter.**

*For returning applicants, this task will remain "incomplete". You may still proceed with application and submission.*

**Task 7. (For first-time applicants only)**

**Upload copy of the organization's Certificate of Incorporation.**

*For returning applicants, this task will remain "incomplete". You may still proceed with application and submission.*

**Task 8. Signature.**

All applicants must agree to the following statements in order to electronically sign the application:

Statement #1: Under penalties of perjury, I declare that I have examined information contained in the application for this grant and accompanying documents and, to the best of my knowledge and belief, they are true, correct and complete, and I am in fact eligible for funding under this grant program. I am aware that the submission of any false information or omission of any pertinent information resulting in the false representation of a material fact may subject me to civil and/or criminal penalties for filing of false public record and/or forfeiture of any funding awarded under this program.

Statement #2: I further declare that I have reviewed the Connecticut Office of the Arts Grant Overview Guidelines and acknowledge that it is my responsibility as a grant applicant to become familiar with these guidelines and that failure to comply could result in ineligibility for the grant program. I understand that should I have any questions regarding these guidelines, I may contact COA/DECD. I further understand that all documents submitted may become the property of COA/DECD.

**Task 9. Submit application.**

The application deadline is Monday, December 15, 2015 at 11:59 p.m.