



Department of Economic and
Community Development

Office of the Arts

A large, abstract graphic composed of several overlapping, irregular shapes. The shapes are primarily yellow, blue, and red. Some shapes have patterns: a red shape with white polka dots, a green shape with white diagonal stripes, and a blue shape with white polka dots. The text "FY2017" is centered in white on a dark blue shape.

FY2017

**Public Art Community (PAC) Projects
Grant Program**

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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.

The **Connecticut Office of the Arts (COA)** offers a selection of grant opportunities in FY2017. Review the guidelines for each grant opportunity as it is the responsibility of the applicant to make program selections and to justify the selection.

FY17 COA Arts-Based Project Grants includes four (4) distinct programs. Project grants are competitive and involve a panel review process by reviewers who are professionals within the specific program area they are assigned to review.

FY17 COA Regional Initiative Grants are localized support for small arts-based projects and are offered in collaboration with COA's Designated Regional Service Organizations (DRSO's).

FY17 General Operating Support is available for those who qualify. Review the program guidelines for eligibility restrictions.

Only one (1) application to one (1) grant opportunity may be submitted within a grant cycle.



Eligible Applicants may only select ONE (1) FY17 grant option:

- FY17 Arts-Based Project Grants**
 - Arts & Community Impact
 - Arts Learning
- Public Art Community Projects**
 - Regional Initiative Grants
- FY17 General Operating Support**
 - Supporting Arts in Place

FY17 Grants-at-a-Glance provides a snap-shot of FY17 grant options.

PUBLIC ART COMMUNITY PROJECTS

The **Public Art Community Projects Program** awards grants ranging from \$5,000 - \$20,000 for the planning and implementation of community-based public art projects. Project proposals must engage partners, include a significant public art component, and consider community need(s) and opportunity(ies). Projects must also align with one or more goals and outcomes as noted in the Public Art Outcomes Table. Review the program guidelines and all accompanying documents and links for a complete overview of the program and applications requirements.

Public Art Community Projects has no media restrictions and may be permanent or temporary, large or small, and may be visual, theatrical, literary-based, etc. Public Art generally includes the following:

- Publicity accessible, located in a public domain and/or easily accessible to the general population (*without admission fees*)
- Involves a collaborative process in the planning and/or creation of the artwork
- Directly engages the community and is developed intentionally for a specific community
- Planned and executed for a specific site

NOTE: Applicants to Community Public Art will be reviewed by public art professional panel reviewers.

COA manages the State of Connecticut's 1% for Art Program (known as the **Art in Public Spaces Program**). Review the [COA Public Art Opportunities and General Information webpage](#) for clarification between the 1% for Art program and the Public Art Community (PAC) Projects grants.

PROGRAM TIMELINE *Dates are subject to change*

Intent to Apply:	Accepted between February 17, 2016 and 12:00pm (noon), March 15, 2016
Notification to Proceed:	Approx. 5 business days following receipt of an applicant's Intent to Apply
Submission Deadline:	On or before 11:59pm, April 12, 2016
Panel Review:	May 2016
Award Notification:	June, 2016
Funding Period:	July 1, 2016 – June 30, 2017*
Final Report:	August 30, 2017 or 60 days following completion of project, if sooner

***Important note about the Funding Period:** A project may begin before or end after the COA grant funding period; HOWEVER, the use and/or attribution of COA funds MUST only be used during the specified funding period with a clear outline included in your application.

GRANT REQUEST

Public Art Community allowable grant requests range between \$5,000 (minimum) and \$20,000 (maximum). When considering your grant request be mindful of your required match (*see page 10*).

ELIGIBLE APPLICANTS

Applicants must be classified as one of the following eligible candidates below. Full definitions for each are available in the [Glossary of Application Terms](#).

- Connecticut Artist with a fiscal sponsor
- Connecticut Artist using their legal business entity (LLC, Inc. etc.)
- Arts Organization
- Arts Organization with a fiscal sponsor
- Municipal Department (levels A, B, C)
- Arts Program of a 501(c)(3) non-arts organization
- College/University
- School District
- Pre K – 12 Schools
- Parent Teacher Organization (PTO)
- After school program

INELIGIBLE APPLICANTS

- Individuals who are currently full-time students in degree seeking programs
- Applicants who do not submit an Intent to Apply
- Applicants with incomplete or late submissions
- COA Designated Regional Cultural Service Organizations (DRSO's)
- COA/DECD Line Items

NOTE: Ineligible applicants may participate as project partners.

APPLICATION PROCESS

The grant program is administered using an e-granting 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.

TECHNICAL SUPPORT

Contact FluidReview's Tech Support Team at support@fluidreview.com for technical related questions. When emailing tech support, please copy and paste the page link to better assist tech support with locating the problem you are experiencing.

Note: FluidReview support maintains a 24 hour response policy; therefore, plan accordingly and complete your application well in advance of the deadline.

INTENT TO APPLY

ALL applicants are REQUIRED to submit an Intent to Apply on or before noon, March 15, 2016. COA will review applicants for eligibility and will notify applicants via email approximately 5 business days following the submission of their Intent to Apply. Applicants who do not submit an Intent to Apply by the deadline are ineligible.

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 **FY2017 Intent to Apply** from the drop down menu.

Following approval to proceed from COA, select **FY2017 Public Art Community Projects** from the drop down menu and proceed with your application. COA will ONLY accept applications to the PAC category from applicants who submit an Intent to Apply and are approved to continue with the application process.

A) APPLICANT INFORMATION *Online Form*

1. General Applicant Contact information
2. Fiscal Sponsorship Form (if applicable)
3. Mission Statement or Artist Statement

B) GENERAL PROJECT INFORMATION *Online Form*

1. Title of project (*up to 10 words*)
2. Provide a brief description of your project (*up to 30 words*)
3. Is this request for NEW or ONGOING project?
4. Is this request for a TEMPORARY or PERMANENT project?
5. List the town(s) where the project takes place?
6. COA Grant Request (*enter \$ amount requesting from COA*)
7. Total Project Budget (*include COA Grant Request*)
8. Enter project Start Date and End Date and list significant project benchmarks/dates:
 - Events, lectures, presentations, community workshops, dedication
 - Call to Artist deadline, artist selected by, installation begins on, is completed by...
9. Will the project be made accessible to persons with disabilities? Consider physical and programmatic access, sign language interpretation, assistive listening devices, transportation services, etc. Accessibility Resources are available on COA's website (*up to 250 words*).
10. Supporting Documentation: Enter a brief description outlining your support materials. Upload a maximum of 3 supporting documentation files consisting of any of the following:
 - Artistic work samples in the form of jpeg, PDF, video, audio file
 - Renderings and other visuals to describe the proposed project, including a PowerPointApplicants may also provide YouTube and/or Vimeo links within application narrative

C) AUTHENTIC PARTNERSHIPS *Online Form*

Applicants MUST engage partners. Partners may include individuals, groups, municipalities, organizations, for-profit businesses, etc. Applications that describe thoughtful, deep and collaborative partnerships will be scored higher than those where partnerships are found to be weak (*a buyer/vendor relationship is an example of a weak partnership*).

COA defines an authentic partnership as a relationship between entities that is characterized by mutual cooperation and responsibility toward the achievement of a specific goal(s) through which each partner both contributes to, and benefits from, the endeavor.

1. Partnership Summary: Provide a narrative response documenting your project partners and why they are appropriate for the success of the public art project. (up to 300 words) Then enter the following into the Partnership Form for each significant project partner:

- Provide contact information including Name, Business, Address, Email, Phone
- Briefly define the partner's role and responsibilities
- Identify the amount of funding the partner has committed to contribute and/or the amount of COA funding the partner will receive as part of the project.

D) MAKING THE CASE *Narrative Upload*

Effective and successful public art projects begin by considering community need(s) and opportunity(ies) in alignment with the appropriate artist and product. Complete a one-page (approx. 650 word count) narrative responding to the three items below. *Page format: Minimum margins 1" and minimum font size 11 point, save as a PDF and upload.*

1. Community Opportunity: Describe the need(s) and opportunity(ies) you and your partners have identified and indicate how you came to this conclusion. Define the community served by the proposed project and explain why you've selected this community. [Include demographic data, descriptive information, history, number of persons served, etc.]

2. Connecticut Artist: All projects MUST engage a Connecticut Artist(s) either as the lead applicant or as a primary project artist. Name the Project CT Artist (if known at the time of application) and explain why the artist (and the medium they work in) is appropriate for the project.

If the artist is NOT selected at the time of application, describe the anticipated role of the artist, include a description of the selection process and why the process is appropriate for the project.

3. Scope of the Project: Describe the proposed artwork (the deliverables: medium, scale, duration, events, etc.) and express why it fulfills the community need(s) and opportunity(ies).

E) CARRYING OUT THE PLAN *Narrative Upload & Budget Upload(s)*

Successful projects require careful technical preparation, budget planning, and marketing efforts. Complete a one-page (approx. 650 word count) narrative responding to the three items below. *Page format: Minimum margins 1" and minimum font size 11 point, save as a PDF and upload.*

1. Technical Details: Detail the fabrication and installation requirements for the public art project and include other details such as (but not limited to):

- Site permitting
- Maintenance and conservation needs and instructions
- Ownership
- Site restoration (temporary installations)

2. Budget: Include an overview of your budget planning within your narrative. Upload the [FY2017 PAC Budget Worksheet](#) (required) and the [FY2017 PAC In-Kind Budget Worksheet](#) (if applicable).

3. Marketing and Publicity: Describe your plans to promote the project. Consider quality photographic and video documentation, interviews, blogs, social media, etc.

F) MEASURING OUTCOMES *Online Form*

All COA grantees are required to complete a final report at the end of the grant period. As part of the final report process, applicants to the PAC program develop customized reporting. Review and utilize the [Public Art Outcomes Table](#) when completing the Measuring Outcomes section of the application and select outcomes specific to your project.

NOTE: Application updates following the deadline will not be accepted; however, COA reserves the right to request further information and/or references from applicants as needed to conduct a thorough panel review process.

Independent reviewers will evaluate and discuss applications based on the following criteria. Be sure to reference the review criteria as you develop your application. A total of 75 points is possible.

1. QUALITY OF PARTNERSHIP (15 Points max)

Aligns with Authentic Partnerships - Score reflects the collaborative strength of the partners.

- Is the partnership authentic and appropriate for the project's success?
- Did the applicant develop the proposed project in collaboration with project partner(s)?
- Do the partners demonstrate the ability to carry out the proposal?

2. QUALITY OF THE CASE (30 Points max)

Aligns with Making the Case - Score reflects strong & thoughtful community-based public art.

- Does the project have the potential to address the identified need(s) or opportunity(ies)?
- Is the project relevant to the intended community(ies) described?
- Is the artistic merit fitting for the context and the community served by the project?

3. QUALITY OF THE CASE (15 Points max)

Aligns with Quality of Plan - Score reflects a well developed plan likely to succeed.

- Is the proposal realistic and does the applicant demonstrate an ability to carry out it out?
- Is the budget complete, appropriate and realistic?
- Does the proposal include a suitable plan to market and promote the project?

4. QUALITY OF THE CASE (15 Points max)

Aligns with Measuring Outcome - Score reflects alignment with Public Art goals & outcomes.

- Is the proposal aligned with the Public Art Community Goals and Priority Outcomes?
- Are the goals & outcomes realistic/feasible to measure/report within the funding period?
- Did the applicant include adequate reporting measures both in number and in quality?

Panelists also rank the overall application with one of the following probabilities:

- **LOW** - low probability that the applicant will successfully execute the project in alignment with the goals of the program.
- **MEDIUM** - sufficient probability that the applicant will successfully execute the project in alignment with the goals of the program.
- **HIGH** - high probability that the applicant will successfully execute the project in alignment with the goals of the program.

Panel assessments are the primary consideration in determining *Public Art Community Projects* awardees. Based on the number of submissions, multiple review panels may be required. Applications will be grouped based on similar characteristics (grant request, applicant eligibility, type of project, etc.) with scores normalized between panels.

COA's grant programs and services intend to achieve broad geographic reach and may consider such in funding decisions. Following the panel review process, COA staff present funding recommendations to the Connecticut Arts Council for review and final approval.

ADMINISTRATIVE EXPENSES

Up to 20% of your grant request can be used for administrative expenses. The applicant and its partner(s) may share funds from a grant to cover these costs as long as the total admin does not exceed the allowable 20%.

COA defines administrative expenses as costs which are not directly associated with a specific program or department but which are necessary to support the funded project. Administrative expenses include staff salaries, general products or services (such as accounting), office rental, supplies, telephone, electric service, general insurance, postage, etc.

GENERAL FISCAL INFORMATION

- Grant funds must be applied toward arts-based public art projects that impact Connecticut towns and communities and benefit Connecticut residents as indicated in your application.
- COA intends to fully fund those requests that are awarded, but reserves the right to reduce awards.
- COA may issue multiple grant payments. A payment schedule will be defined by COA in the grant contract with the first installment issued following the processing of a fully executed contract.
- The amount of COA grant funds is dependent on state and federal annual appropriations as allocated by the Governor and the Connecticut 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 FY2016 grant until:
 - 1) any prior COA funded project is complete, and
 - 2) the mandatory final report has been received.
- COA may utilize Guide Star or other such services to access financial records of non-profits.
- COA reserves the right to request additional financial documents from applicants.
- At the end of the funding period or completion of the project, grantees will be required to complete the [FY2017 Public Art Community \(PAC\) Projects Final Report](#). As part of the final report, grantees will be required to provide:
 - o Accounting of actual expenses including the allocation of COA grant funds
 - o Confirm match by providing the sources of both dollars and in-kind contributions
 - o Required evaluation and assessment data

ELIGIBLE EXPENSES

The following eligible expenses must DIRECTLY relate to project:

- Materials
- Space rental; occupancy costs (security, insurance, utilities, etc.)
- Payments to contracted artistic, technical or administrative professionals
- Supplemental project insurance
- Project-specific permits and fees
- Artist fees
- Legal Fees directly associated with the project
- Hospitality expenses which are directly related to the project
- Evaluation services and documentation (photo, video, audio, collection of statistical information, etc.)
- Printing, advertising and marketing costs
- Limited brick and mortar expenses directly associated with the project and which will be implemented during the funding period
- Travel and conference registration expenses for staff and/or volunteers to attend relevant industry conferences, workshops, retreats, clinics, etc. that support the project.

INELIGIBLE EXPENSES

- Expenses incurred outside of the funding period, including planning costs
- Activities already funded by another COA program during the same fiscal year
- Interest paid on loans
- Activities to eliminate or reduce existing deficits
- Scholarship assistance for academic or non-academic programs
- Fundraising
- Political contributions
- Lobbying activities & fees
- Legal fees not associated with the project
- Religious programming, activities or paraphernalia
- General brick and mortar construction costs, facility construction or capital improvements
- Expenses not related to the project

MATCHING REQUIREMENTS

Grant awards require a match (a minimum financial contribution) of no less than 50%. While matching funds do not need to be confirmed at time of application, proposals that can verify funding sources at the time of application are favorably reviewed. **COA funding CANNOT be matched with other Connecticut state funds.** Applicants may use in-kind contributions to meet up to 25% of their match.

[In-Kind contributions](#) are goods or services that are donated and not paid for by the applicant with cash, e.g. volunteer time, office space, facilities, goods, etc. Applicants claiming in-kind are required to complete the **FY2017 PAC In-Kind Budget Worksheet**.

FISCAL SPONSORSHIP

[Fiscal sponsorship](#) is an arrangement where a legal entity manages the project budget and expenses. The applicant must identify the fiscal sponsor at the time of application. Applications must provide: (1) fiscal sponsor name and contact information, (2) an outline of the agreement including insurance requirements and (3) a copy of the formal agreement (if available at the time of application).

Important Information for Connecticut artists applying as the lead applicant:

- An artist MUST apply with either a named fiscal sponsor OR as a business entity.
- An artist who operates as a legal, Connecticut business entity (sub chapter S corporation, limited liability, corporation, etc.) may apply without a fiscal sponsor.
- An individual artist applicant, who also serves as director of a non-profit arts organization, may not use her / his non-profit arts organization as a fiscal sponsor.

QUESTIONS

Plan ahead and inquire early should you have any content or technical questions. COA and Tech Support will respond as quickly as possible, but please note that questions submitted in the last 48 hours before the deadline may not receive responses.

- Review the [Frequently Asked Questions \(FAQ\)](#) webpage - updated on an ongoing basis
- Submit **Public Art** content related questions to tamara.dimitri@ct.gov
- Submit technical related questions to Tech Support at support@fluidreview.com
- Consult with COA's regional partners for further assistance. COA partners with [Designated Regional Service Organizations \(DRSO\)'s](#) that serve as local field offices. Towns served by the service organizations are provided on the DRSO webpage.

RESOURCES

Applicants may utilize the following databases when seeking Connecticut artists:

- [CreativeGround](#) - A free directory open to New England artists of any discipline and produced by the New England Foundation for the Arts (NEFA).
- [Art in Public Spaces Registry](#) - A non-juried database open to both in-state and out-of-state artists who are interested in COA's Art in Public Spaces projects.
- [COA Directory of Performing and Teaching Artists](#) - A directory of performing and teaching artists who've been juried into categories of Connecting, Integrating & Performing depending on their level of community and/or classroom engagement.
- Or engage the services of [local and regional arts agencies](#) when seeking local artists.

ADDITIONAL NOTES

Review the [Connecticut Office of the Arts Grant Overview Guidelines](#), as all guidelines are strictly enforced. In addition, grantees must comply with [The Department of Economic and Community Development Ethics Statement](#) and any applicable state single audit requirements. Grants may also be considered taxable income. Any tax related questions should be directed to the CT Department of Revenue Services.

When planning a project in a specific community be sure to research municipal, state and federal ordinances and laws (if applicable) prior to submitting an application.

IMPORTANT NOTE: All information collected is considered public record.

QUESTIONS?

Please call or email
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tamara.dimitri@ct.gov
or go to our website at
www.ct.gov/cct