

FY2015 – 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 FY15 ACP program includes three (3) distinct categories. 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**

The Connecticut Office of the Arts funds creative placemaking through Arts Leadership (project support) and Supporting Arts in Place (general operating support); and the State Historic Preservation Office funds creative placemaking through Historic Preservation (project support). Education-based proposals are eligible in FY2015 through the Arts Leadership category. It is the responsibility of the applicant to select the appropriate category and to make the case for their selection. Applicants are encouraged to seek technical guidance from COA staff if they are uncertain as to which of the three categories of ACP grants is best suited to their organization's needs.

[FY2015 ACP ~ At-a-Glance](#) provides a snap-shot of the three (3) Arts Catalyze Placemaking grant categories.

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 allocates funding via organizational data calculated by mathematical formula.

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:

- First time applicants who do not submit an *Intent to Apply*
- 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](#)
- Regardless of an applicant's eligibility, an application submitted after the deadline is considered ineligible

Please 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 for FY2015 will range from a minimum of **\$2,000** to a maximum of **\$15,000**. The funding formula considers the following factors:

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

All eligible applicants to the Supporting Arts in Place category will receive an award (See Award Criteria, page 4). *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), February 19, 2014
Update -	on or before 12:00 p.m. (noon), February 26, 2014
Notification to Proceed (via email):	on or before March 5, 2014
Submission Deadline:	on or before 11:59pm, March 19, 2014
Award Notification posted on website:	June 20, 2014
Funding Period:	July 1, 2014 – June 30, 2015
Final Reports Due:	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 COA with the process of reviewing and confirming eligibility, **first time applicants are required to submit an Intent to Apply and will not be eligible to submit an application without prior approval.** All other applicants are ***strongly encouraged*** to submit an *Intent to Apply* prior to submitting an *Arts Leadership* application. Your *Intent to Apply* submission helps COA to plan and implement the program.

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 **FY2015 Intent to Apply** from the drop down menu.

- First time applicants **MUST** submit an *Intent to Apply* by **Wednesday, February 19, 2014**
- All other applicants are ***strongly encouraged*** to submit by Wednesday, February 19, 2014
- COA will review applicants for eligibility
- A notification to proceed will be sent via email on or before **Wednesday, March 5, 2014**
- *Intent to Apply* submissions received after February 19, 2014 will not be reviewed by COA.

NOTE: 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 applying organization’s **primary** purpose as arts focused, e.g., a comprehensive list and timeline of arts programs, a breakout of operating expenses related to arts-specific programming, etc.

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. Applicants are first classified by budget size:

- Supporting Arts in Place makes use of the submitted data to establish small, medium, and large organization categories using the applicant's three-year average operating income;
- Funding is apportioned based on organizational size, community impact through economic activity, and the leveraging of public funding to raise private income for the sustainable support of arts activities.

The funding formula uses the submitted data by size category 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 ratio of private earned and contributed income to public funding;
- The applicant's trend in the ratio of private earned and contributed income to public funding based on their most recently completed fiscal year. The trend is defined by the comparison of the applicant's current year private to public income ratio to the three-year average of private to public income.

Supporting Arts in Place Goals	Applicant Submits Two Financial Forms	Award Calculations Based on Organization Budget Size	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.	The award calculation uses three organizational size categories to apportion funding. Applicants submit their three year average of operating income using the FINANCIAL SUSTAINABILITY INCOME SUMMARY form. All applicants are scored by percentiles <u>within</u> the relevant size category. All grant awards are based on their final score (maximum = 100%) multiplied by the maximum grant award. If the resulting awards exceed available funding, all awards will be <u>proportionally</u> adjusted to match available funds. <i>* Municipal arts department scores are calculated solely on Community Impact data, as many are legally barred from accepting private funds.</i>	30%
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.		30%
SUPPORT FINANCIAL SUSTAINABILITY: A. Leveraging Public Funds / Three-Year Average*	FINANCIAL SUSTAINABILITY INCOME SUMMARY: Applicant enters financial data that averages all private contributed and earned funding sources in relation to public funding sources over a three year period.		30%
SUPPORT FINANCIAL SUSTAINABILITY: B. Leveraging Public Funds - Most Recent Year compared to Three-Year Average*	FINANCIAL SUSTAINABILITY INCOME SUMMARY: Applicant enters financial data that calculates all private contributed and earned funding sources in relation to public funding sources for the most recently completed fiscal year. That figure is then compared to the applicant's three-year average to determine the trend (increase or decrease).		10%

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

Revised - Applicants are required to complete two financial forms and MUST acknowledge the accuracy of the content at the time of application. **If you are a retuning Supporting Arts in Place applicant**, you may not be able to report your most recently completed fiscal year in proper sequence (see * below), as last year's submission was only for a six month period and your FY15 application will likely be made during the same fiscal year.

* Beginning with the FY2016 application, returning Supporting Arts in Place applicants MUST report on completed fiscal years in correct sequence, therefore: you WILL NOT report the identical "most recently completed fiscal year" as listed in your prior year's application. All reported fiscal years MUST advance one year when comparing the new application to the previous application. Incorrect applications will not be funded.

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

"3 Year Average Operating Income;" "3 Year Average Ratio of Private to Public Support," and; "Most Recent Year Trend: % Increase/Decrease in Ratio of Private to Public Support Compared to 3 Year Average"

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 private funding sources (contributed and earned) to public funding sources.

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 **FY2015 Final Accounting: In-Kind Budget** 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:

- ✗ Expenses incurred outside of the funding period
- ✗ 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.