



Connecticut Office of the Arts

GENERAL OPERATING SUPPORT

For Arts Organizations

**FY 2012
Program Guidelines**



GENERAL OPERATING SUPPORT APPLICATION GUIDELINES - FY2012

The Department of Economic and Community Development (DECD), Connecticut Office of the Arts (COA) and its General Operating Support (GOS) program is designed to strengthen Connecticut's arts infrastructure and help bring high quality cultural programming to citizens and communities across the state. Grants to support basic operations are awarded to arts organizations of all sizes and disciplines that meet high standards in the quality of their programs and services, level of community involvement, administrative capability and fiscal responsibility.

PROGRAM TIMELINE

Application Deadline	Received (not postmarked) by 4:00 p.m. Friday, November 4, 2011
Award Notification	December, 2011
Funding Period	January 1, 2012 - December 31, 2012

WHO MAY APPLY

Only recipients of the FY2011 General Operating Support (GOS) program are eligible for the FY2012 GOS application and only if these organizations continue to meet the following eligibility requirements:

- Be a nonprofit corporation located and conducting its primary business in the state of Connecticut for at least three years prior to November, 2011
- Have obtained tax-exempt status under Section 501(c)(3) of the Internal Revenue Code
- Have a primary purpose and mission clearly related to the visual or performing arts
- Be governed by a board of directors or a council that meets regularly to set policy
- Have at least a two-year history of public programming in the arts
- Have a three-year average (FY '08, '09, '10) operating cash income of at least \$30,000

The Connecticut Office of the Arts/DECD is **not** accepting new applicants to the GOS program in FY2012 as we are redeveloping our grant programs following the recent merger of the Commission on Culture & Tourism with the Department of Economic and Community Development.

WHAT WE FUND

Eligible Expenses

General Operating Support funds may be applied to any aspect of an organization's operations to support activities that will best advance its overall mission. Eligible expenses include but are not limited to:

- Staff salaries and benefits
- 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

Ineligible Expenses *(see Connecticut Office of the Arts Grant Overview Guidelines for complete list)*

- Brick and mortar activities, facility construction or capital improvements
- Major equipment expenditures
- Hospitality and fundraising expenses, such as food and beverages
- Interest expenses paid on loans or payments on existing debts
- Organizations that receive directed local funds

HOW WE FUND

Grant amounts may be no less than \$1000 and no more than 10% of an organization's operating income. The amount an organization receives will be based on GOS FY11 funding levels in conjunction with an assessment of FY12 applications.

GOS program grant funds must be matched by other cash income received during the grant period and used to support the organization's general operations and activities.

REVIEW PROCESS

GOS applications will be reviewed by COA staff. If an applicant organization has experienced a period of instability or upheaval, COA may require further information or documentation. If COA determines that an applicant has not maintained the standards of quality programming, community involvement, accessibility and organizational health it demonstrated in the FY11 application, it reserves the right to reduce or withhold funding for FY12.

HOW TO APPLY

The deadline for GOS applications is **4:00 pm on Friday, November 4, 2011**. Applications must be **received** (not postmarked) in the Constitution Plaza office of DECD/COA by this date and time. If hand-delivered, applicants must request and retain a receipt from the DECD/COA staff person accepting the application, regardless of delivery date. No application or parts thereof will be accepted after the deadline. E-mail or fax submissions will not be accepted.

All mailed applications shall be sent to:
David Bahlman, Director of Culture
Arts General Operating Support Program
Department of Economic and Community Development
Connecticut Office of the Arts
One Constitution Plaza, 2nd Floor
Hartford, CT 06103

When mailing applications, we strongly suggest using express service or 1-day delivery and retaining the receipt. Applicants will be notified of receipt of their application via e-mail within two weeks of the deadline.

GRANTEE RESPONSIBILITIES

You must read the Connecticut Office of the Arts Grant Overview Guidelines, as all guidelines are strictly enforced. Applicants must comply with stated Affirmative Action and ADA requirements. Also note the following sections:

- Award Notification/Grant Payment
- Grantee Responsibilities
- Credit and Publicity Responsibilities
- Reporting Requirements

APPLICATION MATERIALS

The GOS Application consists of the following:

- 1) Application Form
- 2) Narrative
- 3) Staff List
- 4) Board of Directors
- 5) Financial Summary Form
- 6) Financial Statement
- 7) National Standard for Arts Information Exchange Data Collection Form

1) APPLICATION FORM

Includes organizational contact information, summary information and application checklist. This form must be signed by an authorized official.

2) NARRATIVE

Respond to the following in a narrative of at least one full page and no more than **two pages**. The narrative must be prepared in an easily readable font no smaller than 11 point, margins of no less than ¼" on all sides, and include the organization name at the top of each page. Use the following headings:

A) Artistic Quality and Merit

- Briefly describe your organization's core artistic programs and activities and outline the organization's plan for fiscal year 2011-12.
- Describe how the organization's work is appropriate and relevant to its mission, audience, community and/or constituency.
- How does the organization demonstrate quality as well as creativity and innovation? Describe strategies for continuously improving the quality and relevance of the programs and services.
- How has your organization advanced in this category in the past year?

B) Community Involvement and Accessibility

- Describe your efforts to build participation in your programs and outreach to potential new audiences through services. Include overview of your educational programs.
- How do you see your organization making the arts more accessible to new populations not already engaged by the programs and services of your organization?
- What advances has your organization made in this category in the past year?

C) Organizational Management

- Briefly summarize key goals and objectives of your organization's planning process along with evaluation methods you use or plan to use.
- Describe the strengths, assets or practices that give your organization the capacity to effectively manage its programs and services. Include information on board involvement.
- Describe your organization's financial condition and cite measures you have, or plan to take, to strengthen its financial stability.
- What new successes have resulted from these actions?

3) STAFF INFORMATION

On no more than **one page**, provide a list of current (paid) staff, their corresponding job title and number of hours per week. Volunteer staff/responsibilities should be listed only if there are no paid staff, and indicate as such.

4) BOARD OF DIRECTORS

On no more than **two pages**, provide a current list of your board of directors and indicate the maximum number of Board Members as stated in your by laws and the current number serving. Provide a list of the organization's current board members in the following format:

Member Name
Employer/Occupation (or professional affiliation)
Board Position (officer and title or member at large)
Email address (officers only)
Number of years on board

5) FINANCIAL SUMMARY FORM

To ensure consistency among applicants when reporting budget information, the DECD/COA requires use of the Financial Summary form provided. Eligible revenue and support figures are derived from your organization's **operating budget** and are usually unrestricted funds. Restricted funds are generally not allowable, with two exceptions: 1) Funds that have been designated for a specific arts program or other operating purpose; and 2) Restricted funds that are transferred to an unrestricted operating fund, such as interest on investments or endowments.

The following should **not** be included when reporting income:

- Restricted revenues and support used for non-operating purposes
- Revenue, support and transfers into the unrestricted fund for debt repayment
- Revenues and support recognized for donated services and materials and barter transactions (a.k.a. in-kind). A comparable dollar value for any of these items is not acceptable in this program's financial reporting.
- Transfers into the unrestricted fund for non-operating purposes (i.e. for capital expenditures or endowments)

The financial summary form summarizes the organization's operating budget for fiscal years ending in the years specified. As outlined above, report unrestricted cash operating income and expenses only. The figures you report on the form should match the totals reported on the income and expense forms.

Current GOS grantees may wish to refer to summaries submitted with previous interim applications to maintain consistent reporting. It is critical that the operating income figures be accurate and verifiable.

Be sure to indicate whether your organization has an endowment (or cash reserves) and if it is carrying debt. When not applicable, enter \$0. Also explain reasons for large budget fluctuations from year to year, and your debt reduction plan, if applicable.

The information on this form **must** be verified (i.e., signed) by an outside accountant or the organization's chief financial officer, defined as the board treasurer or the highest level staff person in the organization (other than the director) responsible for budget/fiscal matters.

6) **FINANCIAL STATEMENT**

Submit appropriate detailed financial statement according to the descriptions below. Do not submit an IRS 990 form in lieu of a financial statement.

Organizations with operating budgets of \$500,000 or greater:

- Submit **one copy** of organization's **FY10** audited financial statement.

Organizations with operating budgets less than \$500,000:

- Submit **one copy** of organization's **FY10** Statement of Activities (Income Statement) and Statement of Financial Condition (Balance Sheet), either audited OR verified (signed and dated on the first page) by the organization's chief financial officer. (Note: The balance sheet outlining the organization's current assets and liabilities, is a required component of financial statement.)

7) **NATIONAL STANDARD FOR ARTS INFORMATION EXCHANGE DATA COLLECTION FORM**

Submit **one copy** of this 3-page form. The information is collected for the National Endowment for the Arts and is used nationally to track states' grantmaking activities.

Note: The Project Activity Code for GOS applicants is 11 - Operating Support.

Applicants must follow all instructions and provide accurate and complete information in all sections and supporting materials as stated in the guidelines. Failure to do so will render your application ineligible for review.

The General Operating Support (GOS) application **forms** are available at www.cultureandtourism.org on the GOS program page. Forms are "fillable" PDF files that you can save to your computer and print.

Questions regarding the General Operating Support application process may be addressed to Lu Rivera at **860-256-2732** or by email at lu.rivera@ct.gov.

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Department of Economic and Community Development (DECD)
Connecticut Office of the Arts (COA)
One Constitution Plaza, 2nd Floor
Hartford, Connecticut 06103
Main Telephone: 860-256-2800
Web Site: www.cultureandtourism.org
Application drop-off: Monday - Friday, 9:00 a.m. - 4:00 p.m.