



SPECIAL INITIATIVE GRANT PROGRAM GUIDELINES - FY 2008

PROGRAM DESCRIPTION

The Connecticut Commission on Culture & Tourism (CCT) created the Culture and Tourism Special Initiative Grant program to **encourage and nurture unique and creative projects and partnerships that advance culture and tourism in Connecticut.** CCT encourages a broad range of requests. The Special Initiative Grant program is an on-going, year round program with a rolling application deadline.

WHO MAY APPLY

Eligible applications must be 501(c)(3) non-profits, incorporated in Connecticut and whose primary place of business is Connecticut. These include:

- Arts organizations, local arts agencies
- Theater, dance, music, literary, design, visual arts, performance organizations
- History museums and sites, historical societies
- Historic preservation organizations, park conservancies
- Heritage organizations
- Film organizations
- Tourism organizations

Partnerships are strongly encouraged. Eligible applicants may partner with for-profit or non-profit organizations. Partnering entities (may not be lead applicants) include:

- Any entity that qualifies as a lead applicant, but represents a different discipline than that of the actual lead applicant
- Municipalities (arts/cultural commissions, historic districts commissions, tourism districts)
- Chambers of commerce, business associations, travel associations
- Production companies, media studios, public access television, local cable stations
- Attractions, lodgings, restaurants, tourism-related entities
- Arts, cultural, history, or humanities programs affiliated with colleges or universities

Smaller, more local endeavors should refer to CCT's Culture & Tourism Partnership Grants.

INELIGIBLE FOR FUNDING

Ineligible Entities:

- Past CCT grantees with overdue final reports
- Religious institutions and organizations
- Organizations acting as fiscal agent for individual artists or other groups
- Individuals

Ineligible Activities or Expenses:

- Hospitality expenses, such as food and beverages
- Interest expenses paid on loans or payments to eliminate or reduce existing deficits
- General operating support
- Previously funded activities
- Brick and mortar activities, equipment expenditures, facility construction, or capital improvements

REQUEST TO APPLY

Interested parties may e-mail a request to apply consisting of a brief description of the proposed endeavor to Rhonda Olisky at Rhonda.olisky@ct.gov. The description should include the following:

1. Brief history of your organization and its partners;
2. Copy of your organization's operating budget;
3. Brief description of the project;
4. Amount of request (minimum request \$15,000);
5. Total anticipated project budget;
6. The specific purpose for which the funds would be used;
7. Brief explanation why this project is a priority for your organization;
8. Name, address and phone number of the contact person.

Applicants having received a previous Special Initiative Grant must strive to develop a project that surpasses what has been accomplished previously. This shall be clearly articulated in both the request to apply and application.

An invitation to apply/rejection will be issued within thirty days of receipt of request. **Application is by invitation only.** An invitation to apply is not a guarantee of award.

CRITERIA

Special Initiative Grant applications are reviewed based on the following criteria:

- Complete, well-prepared and overall clarity of proposal that includes an accurate and responsible budget
- Quality and merit of proposed activity
- Cross-discipline purpose and activity
- Partners representing one or more discipline— history, arts, heritage, historic preservation, humanities, film or tourism
- Consistent with CCT's strategic plan
(available on-line at <http://www.ct.gov/cct/lib/cct/cct/cctstrategicplan.pdf>)
- State-wide impact
- Degree to which the project promotes Connecticut
- Degree to which the project impacts the state's economy

GRANT AWARDS

The minimum grant amount is \$15,000. The amount of a Special Initiative Grant award may depend on the funds available. Matching funds may be required. Potential grantees will be notified of matching requirement upon notice of award.

REVIEW PROCESS

Special Initiative Grant applications are reviewed according to the published criteria by the Special Projects Committee of the Connecticut Commission on Culture & Tourism which will make recommendation to the full commission. Applicants may be required to make a presentation to the Special Projects Committee.

**AFTER FUNDING
DECISIONS ARE
MADE**

CCT will notify all applicants in writing of the Commission's decision. If awarded funding, the following shall apply:

*** Grant Contract and Payments:** CCT shall send the grantee a grant contract and requisite forms for signature. The contract shall outline the terms of the grant and the payment schedule. CCT will request the release of funds only upon receipt of the fully executed contract.

*** Final Report:** Within sixty (60) days of the last day of the funding period, grantee shall provide a written program evaluation narrative and financial report to CCT in a format to be specified by CCT. Future CCT funding is contingent on submission of final reports. Thoughtful, complete and timely final reports help assess the effectiveness of grant programs, account for expenditure of taxpayers' dollars, and document the public benefit of investing in culture and tourism organizations and programs.

*** Credit:** All grantees shall acknowledge support by CCT in any news release or printed material promoting this grant-funded activity according the CCT's Credit & Publicity Kit.

**GRANT
CANCELLATIONS**

CCT has the right to withhold, reduce or cancel grants if an organization:

- Owes final reports from previously received CCT grants which are overdue
- Fails to comply with the terms of the grant contract
- Is unable to raise or expend the required cash match
- Demonstrates inadequate financial management or oversight
- Does not properly credit CCT support
- Experiences significant changes in programs or services, or cancels or suspends a funded project