

FY2013 Pilot – ARTS CATALYZE PLACEMAKING Program

**EXPANDED Guidelines for
Sustaining Relevance (ACP-4)**

The Sustaining Relevance Expanded Guidelines consist of the following:

- Overview.....1
- Fiscal Information.....1-2
 - General Financial Information
 - Required Financial Application Forms
 - A. Budget
 - B. Financial Summary Form
 - Matching and % In-Kind Requirements
- Eligible and Ineligible Expenses.....2-3
- Supporting Documentation.....3
 - Connecticut Artist(s)
 - Project / Program Manager
 - Other Materials

OVERVIEW

The **Sustaining Relevance Expanded Guidelines** contain ONLY category-specific details for ACP-4 Sustaining Support. ACP-4 Stabilization Support is not available in FY2013. The expanded guidelines outline application elements and requirements IN ADDITION TO the full guidelines. Be sure to review the full guidelines in connection with the information herein.

Arts Catalyze Placemaking Sustaining Support formula-based awards provide support to arts organizations whose on-going work is relevant to the community and supports COA’s creative placemaking goals.

FISCAL INFORMATION

The fiscal information addressed in the Sustaining Relevance Expanded Guidelines outline specific requirements for ACP-4 Sustaining Support. Be sure to reference the full guidelines for fiscal information applicable to all Arts Catalyze Placemaking categories.

General Financial Information

- Applicants to **ACP-4 Sustaining Support** may select a one- or two-year funding period
- Awarded organizations will receive funding based on a funding formula (similar to COA’s former general operating support program). The formula will consider the applicant’s panel review score, average operating budget size, the available funding pool and the number of applicants to the category.

Required Financial Application Forms

To ensure consistency among applicants when reporting budget information two financial forms are required.

A. Budget

ACP-4 Sustaining Support applicants are required to submit a current operating budget.*

Your operating budget must:

- provide anticipated and/or secured sources of earned and contributed income
- provide anticipated and/or actual operating expenses
- indicate how ACP-4 funds, if awarded, will be allocated

Your operating income budget must:

- **NOT** include restricted revenues, support and/or transferred funds used for non-operating purposes (i.e. capital expenditures; endowment funds; etc.)
- **NOT** include revenue, support and/or transfers into an unrestricted fund specifically for debt repayment

* “Current” describes the fiscal year you are in at the time of your ACP-4 application.

Submitting Your Operating Budget

Applicants are encouraged to submit their own operating budget document. Follow the outline in this section to provide necessary financial information. Applicants may also use the sample operating budget provided by COA and modify it as needed. The sample operating budget is available on the [FAQ & Resources](#) page with further information outlined in the [Submission Process Overview](#).

B. Financial Summary Form

ACP-4 Sustaining Support applicants are required to submit a three-year summary of finances. This form summarizes the applicant’s current approved fiscal year budget plus the prior three completed years of fiscal activity. Report unrestricted cash operating income and expenses only. The figures you report on the Financial Summary form for your current approved fiscal year should match the totals reported on your operating budget income and expense forms (*section A. Budget*).

The Financial Summary Form asks for additional information regarding endowment or other savings or investments. Space is provided to explain substantial year-to-year changes in income or expenses (a plus or minus 20% shift in any budget line) across fiscal years. If the financial summary shows that your organization is carrying an operating deficit and/or owes debt, use the provided space to describe your plan to reduce or eliminate them.

The information on this form **must** be verified by an outside accountant or the organization’s chief financial officer, board treasurer or other authorizing agent of the organization.

Matching and % In-Kind Requirements

Sustaining Support applicants must demonstrate the ability to match their COA award with operating income derived from sources other than CT state funding. ACP-4 Sustaining Support awards are determined formulaically. As all ACP-4 grant awards are capped at no more than 25% of an applicant’s average annual operating income (as calculated on the financial summary form), the required applicant match is automatically satisfied.

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:

- an accounting of actual expenses including the actual allocation of all COA grant funds.
- confirmation of the match by providing the sources of both dollars and in-kind contributions (up to 25% of the required match may be claimed as in-kind).

NOTE: Grantees that select a two-year funding period must also submit an interim report to update the COA as to progress toward goals. (*See Page 6 of the ACP Program Guidelines for further timeline information.*)

ELIGIBLE AND INELIGIBLE EXPENSES

Sustaining Support grants may be applied to any aspect of an organization’s operations and/or expansion of those operations that directly support COA’s creative placemaking goals. Sustaining Support funding is intended to advance Connecticut cities, towns and villages as meaningful communities in which to live, work, learn and play.

Eligible expenses include but are not limited to:

- Operating costs such as rent, telephone, postage and shipping, marketing, etc.
- Documentation (photo, video, audio, collection of statistical information, etc.) and evaluation (hiring of evaluation consulting services) of organizational projects, activities and programs as described in the Activities, Goals & Outcomes Worksheet
- Materials and supplies, including printing
- Staff Salaries (includes benefits) for existing or new staff

- Outside professional services hired to provide assistance in support of mission and/or organizational capacity
- Artist fees
- Office technologies including hardware, software, professional installation, staff training, etc.
- Travel and conference registration expenses for staff and/or volunteers to attend local, regional or national relevant industry conferences, workshops, retreats, clinics, etc. that support the work of the organization (may not exceed 25% of the COA grant)

Ineligible Expenses include:

- Any project, activity or program whose membership and/or participation policies that do not comply with non-discrimination laws
- Interest expenses paid on loans or payments to reduce or eliminate deficits
- Activities to eliminate or reduce existing deficits
- Political contributions
- Lobbying activities & lobbying fees
- Activities that have already been completed
- Any project, activity or program that is already funded by another COA program during the same fiscal year
- Religious programming, activities or paraphernalia
- General brick and mortar expenses
- Hospitality expenses

Please consult the [COA Grant Overview Guidelines](#) for additional information regarding funding restrictions.

SUPPORTING DOCUMENTATION

ACP-4 applicants are required to submit supporting documentation as part of their application. All documents must be uploaded through the e-grant system as outlined in the [Submission Process Overview](#).

Connecticut Artist

All ACP proposals must verify that a Connecticut Artist* has been or will be (within the grant period) an integral part of planning, implementation, evaluation or some other significant aspect of the realizing the applicant's mission and programming. Applicants must supply a one-page resume and/or bio of the Connecticut Artist to be engaged and a brief outline of how the artist is involved. In cases where an artist is retained for their specific discipline expertise, applicants must also submit 2-4 samples of the artist's work (digital materials may include photographs, video, recordings, etc.). If the Artist has not been selected prior to submission of your grant, please provide a description of the qualifications, roles and responsibilities you will use to select this individual and what criteria you will use to gauge the quality and appropriateness of his/her work.

* Applicants may engage more than one Connecticut Artist and may engage additional artists who are not Connecticut residents.

Project / Program Manager

Applicants must supply a one-page resume and/or bio of the project or program manager and a brief outline of the roles and responsibilities that individual will assume. If the Project / Program Manager will not have been selected prior to submission of your grant, please provide a description of the roles and responsibilities of the position. The identified Manager should be a current staff person of your organization who is able to take responsibility for all aspects of the grant.

Other Materials

Applicants may choose to submit up to 3 additional support materials that will help the reviewer to gain a better understanding of your programming. Other materials may be but are not limited to newsletters, photographs, recordings or videos (limited to 3 minutes each). All support materials must be in digital format.