

EARLY LEARNING ARTS PROGRAM GRANT GUIDELINES - FY 2009

The Connecticut Commission on Culture & Tourism (CCT) has established a program to offer unique arts experiences to children ages birth to five, their parents/caregivers and instructors. Early Learning grant programs will utilize the arts to improve the quality and increase the accessibility of early childhood learning opportunities. These programs will promote cognitive, motor, language, social and/or emotional development through the arts - preparing children to succeed in school and in life. Inclusive of a strong arts focus and significant parent/caregiver and instructor involvement, Early Learning grants will support innovative creative learning programs for children.

APPLICATION DEADLINE

Must be received (not postmarked) by 4:00 p.m.
January 9, 2009
Funding Period: May 15, 2009 – May 1, 2010

PROGRAM TIMELINE

Application Deadline	January 9, 2009
Review of Applications	February/March, 2009
Award Notification	Mid May
Funding Period	May 15, 2009 – May 1, 2010
Final Report Due	July 31, 2010

PROGRAM INFORMATION

CCT will award two to five grants in the amount of \$5,000 to \$25,000 each to eligible non-profit 501 (c)(3) arts organizations and early learning programs that:

- **Educate:** Provide early learners with quality arts experiences which promote cognitive, motor, language, social and/or emotional development
- **Empower:** Connect parents/caregivers to the teaching and learning process
- **Engage:** Enable instructors to hone skills in utilizing the arts as an early learning strategy
- **Endure:** Represent an early learning model that other providers can observe and emulate

For the purpose of this grant, Early Learning programs must service children ages birth to five. Programs must:

- Demonstrate that activities promote cognitive, motor, language, social and/or emotional development in children through engagement in the arts and arts play.
- Engage children in active learning and creative inquiry in and through the arts with professional artists.
- Employ a “strengths-based” approach that encourages active family participation (in school and at home) and promotes activities which identify and build on a child’s strengths.
- Represent a sustainable approach that can be shared with the field.

A focus on parent/caregiver development should promote effective parenting and provide concrete strategies to support and nurture their child’s development. Programs must actively engage instructors in teaching and learning in and through the arts and include a plan that sustains the program beyond the life of the grant. Finally, programs

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must include a clear, realistic strategy for measuring outcomes. As part of the grant program, CCT will provide a mandatory workshop for the Early Learning program grantee staff.

WHO MAY APPLY

Eligible Applicants

- Non-profit 501 (c)(3) arts organizations incorporated in Connecticut for at least two years with a two-year history of ongoing arts programming.
- Early learning programs of schools (public or private) or non-profit 501 (c)(3) early learning centers.
- Faith-based or community organizations whose early learning programs are nonsectarian in purpose and focus.
- Early learning programs of colleges, universities, libraries, and municipalities incorporated in Connecticut for at least two years.

Partners

CCT encourages collaborative efforts with broad community support. Partnerships, however, are not required for the Early Learning Grants.

Ineligible Applicants

- Individuals
- Civic organizations (e.g. fraternal organizations, women's clubs, chambers of commerce)
- For profit entities (including day care centers)
- State agencies
- Non-profit organizations that discriminate in their membership
- Lead applicants for *Underserved Youth Arts Grant*

WHAT WE FUND

Eligible Costs/Expenses

- Administrative expenses (e.g. organizational staff, overhead costs, etc.) - not to exceed 20% of total project cost
- Outside professional services (programmatic and artistic - e.g. teaching artists, program consultants, etc.)
- Other program expenses (e.g. materials, supplies, student transportation, etc.). Student transportation must not exceed 10% of CCT request.

Ineligible Costs/Expenses

- Fundraising expenses
- Scholarships
- Lobbying activities
- Capital expenses
- Food

HOW WE FUND

The grant request must be matched on a one-to-one cash or cash and in-kind basis. In-kind goods and services may not total more than 50 percent of the match. "In-kind" refers to a donation of goods or services (e.g. free rehearsal space, supplies, or pro bono consultant work). Any In-kind "personnel" listed may only include volunteer time by a professional (if applicant or partner staff, time must be above and beyond normal working hours).

Programs exceeding the grant request + cash/in-kind match must identify additional funding sources in the application budget.

REVIEW PROCESS

The Commission will review Early Learning Grants based on the following criteria:

Quality of the Program

- Merit of the program's design, structure, and activities
- Quality of the artists and/or services that the program will involve

Impact of the Program

- Evidence that the program will provide children with quality arts experiences that promote cognitive, motor, language, social and/or emotional development
- Strength of the parent/caregiver and instructor components

Evaluation and Ability to Carry Out the Program

- Effectiveness of plans to document and assess program impact on the children, parents/caregivers and instructors
- Clarity of strategy to sustain the program beyond the life of the grant
- Appropriateness of program budget for proposed activities
- If a partnership, stability of the collaborative approach, including the contribution and gain of each partner

APPLICATION MATERIALS

You may download the application packet from CCT's website, www.cultureandtourism.org. You can digitally fill out the application, save a copy for your records and submit the completed application to CCT by mail or hand delivery. Applications must be **received** by 4pm of the stated deadline date. **Fax or electronic submissions will not be accepted.** For more information on completing and saving application forms, please see CCT's website.

Application must include four (4) copies and one (1) original form. Full application packet must contain:

1. Application Form - dated and signed (original signatures in blue ink). Be sure to complete legislative information completely and accurately.
2. Application Narrative (no more than 4 pages, see application for instructions)
3. Program Budget (two pages)
4. Attachments - Applications must include each of the following attachments:
 - A one-page background/history of Applicant Organization
 - A one-page biography for each key professional personnel (e.g. program manager, artists, etc.)
 - Partner Information (if applicable)

Indicate the original with a post-it note marked "Original" and add the following materials:

1. IRS Tax Exempt Determination Letter or Municipal Ordinance/Statute (Schools exempt)
2. W-9 Form
3. National Standards Data Collection Form

Note: An application that is incomplete and/or missing any of the listed materials will not be reviewed.

**GRANTEE
RESPONSIBILITIES**

Please read the following sections on pages 4 - 5 of the CCT Grant Overview Guidelines:

- Grantee Responsibilities
- Credit & Publicity Responsibilities
- Reporting Requirements
- Grant Cancellations

Furthermore, grantees are required to share results of program development with the field.

HOW TO APPLY

All CCT applications must be **received** (not postmarked) on or before the due date. No application or parts thereof will be accepted after the deadline. E-mail or fax submissions will not be accepted.

If hand-delivered, applications must be **received** by 4:00 pm on the due date. Applicants must request and retain a receipt from the CCT staff person accepting the hand-delivered application, regardless of delivery date.

All mailed applications shall be sent to:

Amy Freidman
Early Learning Arts Program
Connecticut Commission on Culture and Tourism
One Constitution Plaza, 2nd Floor
Hartford, CT 06103

Applicants will be notified of receipt of their application via e-mail and U.S. Mail within two weeks of the deadline.

Please contact Program Manager, Amy Freidman at Amy.Freidman@ct.gov or 860-256-2729 with any questions.

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.