

ARTS PRESENTATION GRANT GUIDELINES - FY 2011

The Connecticut Commission on Culture & Tourism (CCT) Arts Presentation program brings the best of Connecticut’s performing and teaching artists to audiences across the state. The program offers funding support for qualified engagements featuring members of CCT’s *Directory of Performing Artists* or CCT’s *Directory of Teaching Artists*. Members of the *Directories* are listed on CCT’s Website: www.cultureandtourism.org

APPLICATION DEADLINES

Must be received by (not postmarked) 4:00 p.m. on or before September 27, 2010 for programs occurring November 5, 2010 to October 31, 2011.

PROGRAM TIMELINE

Application Deadline	September 27, 2010
Award Notification	November 2010
Funding Period	November 5, 2010 to October 31, 2011
Final Report Due	Two months after last performance

WHO MAY APPLY

Eligible Applicants

1. Non-profit 501(c)(3) organizations such as:
 - Arts and cultural institutions
 - Community and civic organizations
 - Fairs and Festivals
 - Historical societies
 - Hospitals and health care facilities
2. Educational Institutions such as:
 - K-12 schools
 - Colleges and Universities (no state agencies)
 - Parent Teacher Organizations
3. Units of Municipal Government such as:
 - Libraries
 - Youth Service Bureaus
 - Parks and Recreation Departments
 - Social Service Agencies

Ineligible Applicants

1. Organizations receiving CCT’s General Operating Support, Arts Project Support, Local Arts Agency Program, or legislatively-directed funding in FY2011
2. For profit organizations
3. State agencies
4. Organizations whose performing artists/groups and teaching artists are employed by or served on the boards of the same nonprofit organizations

WHAT WE FUND**Eligible**

- Performance(s), lecture demonstrations, workshop(s), and short-term residencies up to five days, featuring members of CCT's *Directory* artists and groups.

Ineligible

- Religious programming and activities
- Fundraising events or activities for the sole purpose of fund-raising.
- Long-term teaching artist residencies (more than 5 days).

HOW WE FUND

1. Arts Presentation grants are available in amounts of up to 50% of eligible artist fees.
2. All grants must be matched on a one-to-one cash basis. In-kind contributions, while always encouraged, cannot be used as match.
3. Presenters may request up to \$1,000 per artist/performing group if artist fees are more than \$2,000. Minimum request is \$350.
4. Presenters may apply for more than one artist or performing group for the fiscal year. The maximum grant per year per organization is \$3,000.
5. Grants are made based on availability of CCT funds. Awards are typically between 30% to 50% of eligible artist fees.
6. Eligible applicants may apply to both Arts Presentation and Creative Collaboration grant programs. The maximum requests for APG and CCG combined, however, may not exceed \$3,000.

REVIEW PROCESS

Only complete applications will be reviewed. (Please see grant overview guidelines)
CCT staff reviews the application based on the following criteria:

1. Suitability of program/event
2. Ability to match grant on a one-to-one cash basis
3. Completeness of program budget
4. For schools, demonstration of school curriculum tie-in.

Funding recommendations are brought to the Commission board for approval.

**APPLICANT
(PRESENTER)
RESPONSIBILITIES**

- Applicants (presenters) are responsible for contacting artists or performing groups directly.
- Artist contracts must include:
 1. Name, address, e-mail and telephone number of the *Directory* artist(s) and the contact person responsible for scheduling the artist or the artist's agent,
 2. Name, e-mail and address of the presenter, and the name and telephone number of the contact person for the presenter, e.g., principal, PTO president.
 3. The date of the engagement and types of services to be provided by the artist and the artist fee, e.g., performance(s), demonstrations, residency, etc.

**GRANTEE
RESPONSIBILITIES**

Please refer to the following sections on pages 4 & 5 of the CCT Grant Overview Guidelines:

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

HOW TO APPLY

Connecticut presenters must engage the services of the artists listed in CCT's *Directory of Performing Artists* or CCT's *Directory of Teaching Artists*. Applicants must file all final reports from previous years before applying. You may download the application from the CCT website, www.cultureandtourism.org.

The 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 1 page, see application for instructions)
3. Program Budget
4. Applications must include each of the following attachments:
 - Signed presenter/artist contract for each artist/groups hired.
 - W-9 Form
 - National Standard for Arts Information Exchange Data Form

No application or parts thereof will be accepted after the deadline. E-mail or fax submissions will not be accepted.

All applications must be **received by** (not postmarked) 4:00 p.m. on or before September 27, 2010. Applications must be mailed or hand-delivered.

If hand-delivered, applications must be **received** by 4:00 pm on September 27, 2010. Applicants must request and retain a receipt from the CCT staff person accepting the hand-delivered application, regardless of delivery date.

Send completed application to:

An-Ming Truxes, Arts Presentation Grant Program
CT Commission on Culture & Tourism
One Constitution Plaza, 2nd Floor
Hartford, CT 06103

Applicants will be notified of receipt of their applications via e-mail within two weeks of the deadlines.

Please contact An-Ming Truxes at an-ming.truxes@ct.gov or 860-256-2722 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.