

FY06 - Arts Presentation Grant Application

FY06: July 1, 2005 - June 30, 2006
Deadlines: May 2, 2005
August 1, 2005
November 1, 2005

CT Commission on Culture & Tourism
One Financial Plaza, 755 Main Street
Hartford, CT 06103 (860)-256-2721
Susan Docker, Senior Program Manager
Sdocker@ctarts.org - www.cultureandtourism.org

APPLICANT (Organization responsible for financial management of the project)

Applicants can apply only once per CCA fiscal year (July - June) – either school or PTO can apply only once per fiscal year

Organization Name _____

Address _____

City _____, Connecticut Zip _____

PTO or School or Organization Federal Employer ID # _____

Phone # () _____ FAX# () _____ Email address of contact: _____

Contact Person _____ Title _____ Phone # () _____

CULTURAL DIVERSITY DATA (Required by National Standard for Arts Information Exchange)

Grantees should code themselves based on the predominant group comprising their staff or board or membership. Use the list below. Organizations should choose the one code that best represents 50% or more of their staff or board or membership. (circle one)

N American Indian/Alaska Native A Asian P Native Hawaiian/Pacific Islander B Black/African American
H Hispanic/Latino W White "99" No single group listed comprises 50% or more of staff or board

LEGISLATIVE INFORMATION (for Applicant -- Contact Town Clerk for information)

(All legislators are contacted about your grant so it is important to give us the correct information.)

CT Congressional District # _____

State Senator's Name _____ District # _____

State Representative's Name _____ District # _____

PROGRAM/EVENT DESCRIPTION List performing groups or individual artists for which grant is being requested: (If more space needed, submit separate sheet.) You must apply for more than one performance in FY06.

Artist or Performing Group

1. _____ Date(s) _____

Time of event(s) _____ Facility/Town _____

2. _____ Date(s) _____

Time of event(s) _____ Facility/Town _____

3. _____ Date(s) _____

Time of event(s) _____ Facility/Town _____

4. _____ Date(s) _____

Time of event(s) _____ Facility/Town _____

5. _____ Date(s) _____

Time of event(s) _____ Facility/Town _____

Project Race: If the majority of the grant activities are intended to primarily serve or represent the cultural traditions of one particular group, choose that group's code from the list below. If the grant or activity is not designed to serve or represent any one particular group, choose code "99." (circle one)

N American Indian/Alaska Native A Asian P Native Hawaiian/Pacific Islander B Black/African American
 H Hispanic/Latino W White "99" Does not primarily serve/represent any single group

Total performances/readings # _____ Total workshops/demonstrations # _____ Expected audience # _____

Are tickets being sold? YES/NO At what price range? \$ _____ Complimentary tickets # _____

PROGRAM SUMMARY Describe the proposed program/event. State why you are producing it and what you hope to accomplish. (Schools, please describe curriculum tie-in). Attach separate sheet if needed - please type.

PROGRAM BUDGET (Round to the nearest dollar)	Estimated Cash Revenue for program
Applicant Cash from your organization (funds committed for matching funds)	\$ _____
List Name of corporate/business/foundation, etc (matching support for grant)	\$ _____
Private Contributions (matching support by individual contributions)	\$ _____
Public Funds (matching support by government) DO NOT INCLUDE CCT grant request	\$ _____
Ticket Sales (if applicable)	\$ _____
Grant Amount Requested (maximum \$1000 per artist/\$3000 per organization) <u>(Grant request should be equal to one-half of artist fee)</u>	\$ _____
TOTAL CASH REVENUE	\$ _____
	Estimated Cash Expenses for program
*Artistic fee(s) for Directory artist(s) being considered	\$ _____
Fees for non-CCA artists presenting at your facility	\$ _____
Facility Rental (if applicable)	\$ _____
Publicity/Printing Expenses	\$ _____
Other Expenses (describe here)	\$ _____
TOTAL CASH EXPENSES	\$ _____
***** (Total expenses must equal total cash) *****	

CHECKLIST FOR APPLICANTS -- All items must be completed or the application will not be processed.
 ***A signed copy of the artist(s) contract must accompany this application. Contract(s) must be signed by both parties.
 ***This application must be signed below by appropriate personnel – (Principal, PTO President, Coordinator).

CERTIFICATION

Grant funds received in conjunction with this application must only be used to pay artistic fees for the Commission's Directory of Performing Artists and Teaching Artists.

Signature _____ Date _____

Name (please print) _____ Title _____

CT Commission on Culture & Tourism ARTS PRESENTATION GRANT GUIDELINES

Arts Presentation Grants are designed to bring the best of Connecticut's performing and teaching artists to a wider audience by offering funding support for qualified engagements featuring members of the CT Commission on Culture & Tourism's Directory of Performing Artists and Teaching Artists booked by eligible Connecticut presenters. **Directory of Performing & Teaching artists:** www.cultureandtourism.org/arts/directory.html

Application Deadlines (postmarked)

Fiscal Year 2006:

May 2, 2005 for programs occurring between July 1, 2005 and June 30, 2006.
August 1, 2005 for programs occurring between October 1, 2005 and June 30, 2006.
November 1, 2005 for programs occurring between January 2, 2006 and June 30, 2006.

Fiscal Year 2007:

May 1, 2006 for programs occurring between July 1, 2006 and June 30, 2007.
August 1, 2006 for programs occurring between October 1, 2006 and June 30, 2007.
October 2, 2006 for programs occurring between January 2, 2007 and June 30, 2007.

Original signatures are required on the application and the artist/group contracts to process your application.

Application Requirements

- Connecticut presenters must engage the services of the artists or performing groups from the Commission's Directory of Performing Artists and Teaching Artists.
- Applicants may request up to \$1,000 per performing group or artist. All grants must be matched on a one-to-one cash basis.
- Applicants must apply for more than one artist or performing group **or** apply for one artist or performing group that will perform more than once. ****Unless the artistic fee is at least \$1000 - then you can apply for one performance.** For multiple performances or

workshops the maximum award per organization is \$3,000 per fiscal year.

- Applicants can apply only once per fiscal year (7/1/2005 - 6/30/2006). It is important for you to plan your presentation program for the year.

Universities and colleges are allowed to have separate applications if they apply from different departments (example: Music, English Department).

- Applicants must have their own federal employer identification number. For schools it usually starts with an 060000000 nine digits (Parent teacher organizations must furnish the Commission with the PTO FEI#, if applying under the PTO name. If your organization does not have a FEI# you must apply under the school's name where the performance will be held, and the principal of that school must sign all contacts instead of the PTO President).

Schools may only receive one grant per year; therefore either the school or PTO may apply.

- Late or incomplete applications will not be considered. A signed copy of the artist(s) contract must accompany the application. **Both parties must sign the artist(s) contract:** artist or artist's representative and presenter.

Changes in an Engagement: CCT expects that fee-supported engagements will be conducted as outlined in the artist/presenter contract. If any change is made, presenters should contact the program manager in order to ensure that fee support reimbursement can still be forthcoming.

- Funding of eligible engagements is not automatic but awarded on a comparative prioritized basis. Grants will be funded to the extent that Commission resources are available. (Approximately 30% - 50%).

- Type or neatly handwrite applications & add figures.

Presenter Eligibility Requirements

- Connecticut nonprofit organizations and units of state or local government are eligible to apply. This includes nonprofit arts organizations and schools. A Connecticut non-profit organization may not apply for performing artists/groups and teaching artists who are employed by or served on the boards of the same non-profit organization.

- Organizations must be able to show proof of nonprofit status under Section 501(c)(3) of

the Internal Revenue Code and must provide their federal employee identification number on application and on W9 form.

- Organizations presenting fundraising concerts for the benefit of non-arts related programming are not eligible to apply for an Arts Presentation Grant.
- Organizations funded through the Commission's General Operating Support Program, are not eligible to apply. This includes GOS I, GOS II and Project Support Grants. Schools that receive a HOTs School grant in the same fiscal year are not eligible for funding.
- The organization's principal residence must be in Connecticut. All funded activities must take place in Connecticut.
- Organizations must comply with the Civil Rights Act of 1964, the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975. These forbid discrimination based on race, color, national origin, gender, age, or disability. The Commission is committed to providing arts programming to all people of Connecticut. It is mandated by federal and state regulations to fund only those organizations, which meet program, policies, and facilities requirements stipulated in Section 504 of the Rehabilitation Act of 1973, which prohibit discrimination against people with disabilities. Any recipient of state or federal funds must adhere to the regulations, which require compliance evaluations on policies, practices in programs, and activities of recipients of state or federal assistance.
- Organizations must comply with regulations of the Americans with Disabilities Act. Every grantee must provide accommodations when people with disabilities make reasonable requests for services. Accessibility involves both the location (the facility) and the content (the activity or product) of the program.

Qualifying Activities

- The Arts Presentation Grants Program offers partial reimbursement for presenting Directory artists in performances or classroom residencies. .
- The program does not support faculty teaching residencies or long-term residencies.

Maximum grant per teaching artist or performing group is **\$1000**.

- This program also supports activities such as workshops or lecture demonstrations, which take place in conjunction with a public performance.
- Charging admission fees for events are allowable, but not required.

Timely Artist Payment

Directory artists must be paid in full at the time of the engagement by your organization.

Organizations will not receive grant money until 10 days before the performance or residency. Your organization must process all paperwork with the Commission to receive grant. Since grants are just a portion of the artist fees, the grantee is responsible for the full amount of the signed contract.

Funding Criteria

- Encouragement of attendance by new or under-served audiences.
- Broadening of audience appreciation for a wide variety of art forms (i.e., choosing different artists each year)
- Demonstration of school curriculum tie-in with performance (school applicants only) or in-school performance accompanied by lecture/demonstration or workshop.
- Demonstration of matching funds.

Artist/Presenter Contracts

Presenters are responsible for contacting artists or performing groups directly. Contracts must include:

- Name, address, email and telephone number of the Directory artist(s) and the contact person responsible for scheduling the artist or the artist's agent,
- Name, email and address of the presenter, and the name and telephone number of the contact person for the presenter, e.g., principal, PTO president.
- The date of the engagement and number and types of services to be provided by the artist, e.g., performance(s), demonstrations, residency, workshop.
- Total cash fee for the engagement and with signatures of presenter and Directory artist or artist's representative.

