



CONNECTICUT ARTS ENDOWMENT FUND APPLICATION

Deadline: Received by December 15, 2009

Please send completed application to: Kathleen DeMeo, Program Manager, Connecticut Arts Endowment Fund, Connecticut Commission on Culture & Tourism, One Constitution Plaza, 2nd Floor, Hartford, CT 06103

EVERY BLANK MUST BE FILLED IN (OR INDICATE N/A) IN ORDER FOR THIS FORM TO BE CONSIDERED COMPLETE AND READY FOR REVIEW.

APPLICANT INFORMATION

Federal Employer ID # _____ Date of Non-Profit Incorporation in CT _____

Organization Official Name _____

Organization Also Known As (if different from Official Name) _____

Street Address or Location _____

Mailing Address (if different) _____

City/State/Zip _____

Telephone _____ Fax _____

General Organization E-mail _____

Website Address _____

Executive Director _____

Email _____ Telephone/Extension _____

Application Contact Person _____ Title _____

Email _____ Telephone/Extension _____

LEGISLATIVE INFORMATION (OBTAIN FROM TOWN CLERK OR WWW.VOTESMART.ORG)

U.S. Representative's Name _____ District # _____

State Senator's Name _____ District # _____

State Representative's Name _____ District # _____

SIGNATURE

Under penalties of perjury, I declare that I have examined information contained in the application for this grant and accompanying documents and, to the best of my knowledge and belief, they are true, correct and complete, and I am in fact eligible for funding under this grant program. I am aware that the submission of any false information or omission of any pertinent information resulting in the false representation of a material fact may subject me to civil and/or criminal penalties for filing of false public record and/or forfeiture of any funding awarded under this program. I further declare that I have reviewed the Commission on Culture & Tourism's Grant Overview Guidelines and acknowledge that it is my responsibility as a grant applicant to become familiar with these guidelines and that failure to comply could result in ineligibility for the grant program. I understand that should I have any questions regarding these guidelines, I may contact CCT. I further understand that all documents submitted become the property of CCT.

Printed Name _____ Title _____

Signature _____ Date _____

CONTRIBUTIONS WORKSHEET

Enter figures in each column for the reporting years coinciding with the organization's IRS 990 forms that are being submitted with this application. Do not proceed until you have carefully reviewed the Instructions appearing on the next page.

	Prior (Earlier) Year Org. Fiscal Year 20__	Most Recent Year Org. Fiscal Year 20__
1) Corporate Cash contributions from business sources	\$ _____	\$ _____
2) Foundation Cash contributions from 501(c)(3) foundations	\$ _____	\$ _____
3) Individual Cash contributions (donations) derived from individual solicitation. Include indirect contributions here, if any.	\$ _____	\$ _____
4) Membership Portion of membership dues paid which are contributions, if any. Report here only if not included above.	\$ _____	\$ _____
5) Fundraisers Portion of ticket or other sales associated with fundraisers which are contributions, if any. Report here only if not included above.	\$ _____	\$ _____
6) Noncash If you reported noncash contributions on Form 990 (see diagrammed instructions) detail the value at time of donation of these allowable items only:		
a) Stock and other Securities	\$ _____	\$ _____
b) Works of Art (appraised value)	\$ _____	\$ _____
c) Real Estate	\$ _____	\$ _____
d) Fund Pledges (present value)	\$ _____	\$ _____
7) Total Contributions	\$ _____	\$ _____

If there is any reason why the figures reported on this sheet do not reconcile with those reported on the submitted IRS 990 forms, explain here:

VERIFICATION

I certify that the figures reported here are, to the best of my knowledge, true and correct. I further certify that the two IRS Forms 990 (Return of Organization Exempt from Income Tax) submitted herewith have been fully completed and filed with the Internal Revenue Service as of the date of this application (December 15, 2009).

Name of Accountant or Chief Financial Officer _____

Title _____ Telephone _____

Signature _____ Date _____

INSTRUCTIONS FOR COMPLETING ARTS ENDOWMENT FUND CONTRIBUTIONS WORKSHEET

The law establishing the Connecticut Arts Endowment Fund (CGS § 10-406-408) requires that an organization include as part of its application “a copy of its Internal Revenue Service Return of Organization Exempt from Income Tax form...showing the total amount of contributions received from donors for the organization’s two most recently completed fiscal years.” The purpose of the worksheet is to verify and reconcile the contributions your organization reported on its IRS Forms 990 which you have submitted as part of this application.

It is important to gain accurate, uniformly reported data for the purpose of calculating CAEF grants. It is therefore mandatory that the organization’s outside accountant or chief financial officer sign the form.

Note: The CAEF was established to encourage private sector contributions, therefore, government grants are not considered in the funding formula. If your organization is a past recipient of CCT or any other state, federal or local government grant, and did not report a figure on the “government grants” line of the 990, it should take care to do so in the future. Government grants must not be included in any figures reported here.

Be sure to report contributed income only. Program service revenue, or income gained through ticket sales, admissions, class or workshop fees, sales of goods or any other earned revenue should not be included.

At the top of each column, indicate the **organization’s fiscal year** for which you are reporting. These years should coincide with the two Forms 990 included with the application.

Line 1, Corporate

Report cash contributions from businesses, corporations and corporate foundations.

Line 2, Foundation

Report cash contributions from private foundations.

Line 3, Individual

Report cash contributions from individual donors.

Include here any indirect contributions received through workplace giving campaigns or federated fundraising agencies such as United Way. The IRS Form 990 breaks out these contributions: On the 2007 Form, reference Page 1, Part I, line 1c “indirect public support.” On the 2008 Form, reference Page 9, Part VIII, line 1a, “federated campaigns.” For the purposes of this grant, we ask that you include indirect contributions on Line 3 of the worksheet.

Note: While revenue gained through memberships and fundraisers is typically categorized as earned, the IRS recognizes that a portion of income derived through those means may be contributed. If you reported such as contributions on your 990’s, do the same on Lines 4 and 5 of the CAEF worksheet. For reference, the 2006 and 2007 Form 990 instructed filers to report these contributions under “direct public support” (Page 1, Part I, line 1b). The new (2008) Form breaks them out on Page 9, Part VIII, line 1b, “membership dues,” and line 1c, “fundraising events.”

Line 4, Memberships

Report the portion, if any, of membership dues that represent contributions rather than payments for benefits received, such as discounted tickets or workshop fees. Report here only if not included on lines 1-3.

Line 5, Fundraisers

Report the portion, if any, of revenue derived from fundraising events that represent contributions. Example: If your organization held a dinner and charged \$200 per person for the meal but the retail value of the meal was \$125, then the difference between the buyer’s payment and the retail value (\$75) would be considered a contribution.

Line 6, Noncash

The CAEF formula allows for specific noncash donations (unlike CCT’s formula for General Operating Support). Applicants submitting the 2008 Form 990 should include Schedule M, which details noncash contributions. For the purposes of this grant, report on lines 6a - 6c the value at the time of donation of **stock** and other securities, **real estate**, and appraised **works of art**. Pledges of funds to be paid in future years may be reported on line 6d. In accordance with SFAS 116, report the “present value” at time of donation.

Line 7, Total Contributions

Total lines 1-6 for each fiscal year. These figures will be used in the formula to determine the CAEF grant award for qualifying applicants.

Certification

The worksheet must be signed by an individual other than the executive director or contact person. It may be either:

- 1) The accountant who prepared the organization’s most recent IRS Form 990, or another individual associated with the accounting firm.
- 2) The organization’s chief financial officer (in most cases, the Treasurer of the Board).

See diagrams on the next page. ➡

INSTRUCTIONS FOR COMPLETING ARTS ENDOWMENT FUND CONTRIBUTIONS WORKSHEET

Form **990** | **Return of Organization Exempt From Income Tax** | OMB No. 1545-0047
 Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except black lung benefit trust or private foundation) | **2007**
 Department of the Treasury | Internal Revenue Service | The organization may have to use a copy of this return to satisfy state reporting requirements. | **Open to Public Inspection**

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (See the instructions.)

1 Contributions, gifts, grants, and similar amounts received:			
a Contributions to donor advised funds	1a		
b Direct public support (not included on line 1a)	1b		
c Indirect public support (not included on line 1a)	1c		
d Government contributions (grants) (not included on line 1a)	1d		
e Total (add lines 1a through 1d) (cash \$ _____ noncash \$ _____)	1e		

For the 2007 (and older) Form 990, Part I is found on **Page 1**.

- Line 1c, Indirect public support, should be *included* in line 3 of the Contributions Worksheet.
- Lines 1a, 1b and 1c should equal lines 1-5 of the Contributions Worksheet, minus the figure in the green noncash box.
- If your organization received CCT or other government grants and did not correctly report them on line 1d, the amount must be subtracted from the contributions total.
- If there is a figure here for noncash, see line 6 of the Contributions Worksheet.

Form **990** | **Page 9** | OMB No. 1545-0047 | **2008**

Part VIII Statement of Revenue

Contributions, gifts, grants and other similar amounts	1a Federated campaigns	1a	
	b Membership dues	1b	
	c Fundraising events	1c	
	d Related organizations	1d	
	e Government grants (contributions)	1e	
	f All other contributions, gifts, grants, and similar amounts not included above	1f	
	g Noncash contributions included in lines 1a-1f: \$ _____		
	h Total. Add lines 1a-1f		

For the 2008 Form 990, Part VIII, Statement of Revenue, is found on **Page 9**.

- Contributions from federated campaigns should be *included* in line 3 of the Contributions Worksheet.
- Membership dues reported on line 1b should be reported on line 4 of the Worksheet.
- Fundraising contributions on line 1c should be reported on line 5 of the Worksheet.
- If your organization received CCT or other government grants and did not correctly report them on line 1e, the amount must be subtracted from the contributions total.
- If there is a figure here for noncash, see line 6 of the Contributions Worksheet.
- The total on 1h should correspond with line 7, total contributions, on the Worksheet, minus non-allowable noncash items and government grants.

Form **990-EZ** | **Short Form Return of Organization Exempt From Income Tax** | **2008**

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (See the instructions for Part I.)

1 Contributions, gifts, grants, and similar amounts received	1	
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Break out the contributions shown on line 1 to correspond with categories on the Contributions Worksheet. Be sure not to include governmental and non-allowable noncash contributions.

CHECKLIST

- New Applicant to Endowment Fund Returning Applicant _____ Year last award was received

ALL APPLICANTS:

Assemble in the following order:

- The 3-page application form* (stapled) with original signature
*Cover sheet, contributions worksheet, this checklist
- One complete copy of organization's **more recently filed** IRS Form 990 (organization fiscal year 2008 or 2009)
- One complete copy of organization's **previous year** IRS Form 990 (organization fiscal year 2007 or 2008)
- One additional copy of the 3- page application
- One copy of **page 1 only** of **both** Forms 990 submitted. If the more recent form is the NEW 2008 version, also send a copy of page 9, Statement of Revenue
- One copy of the National Standard for Arts Information Exchange Data Form (found on CCT web site, Grant Forms & Guidelines page)

PREVIOUS RECIPIENTS:

- CT Arts Endowment Fund final report form detailing use of 2009 grant

NEW (FIRST TIME) APPLICANTS ONLY:

Add underneath the previous items in the following order:

- Copy of IRS 501 (c)(3) tax-exemption determination letter
- Certified copy of organization's Certificate of Incorporation (may be obtained from CT Secretary of State's Office, 30 Trinity Street, Hartford, CT 06106; Telephone: 860-509-6002)
- A brief narrative in support of the organization's eligibility to receive proceeds from the Connecticut Arts Endowment Fund
- Additional materials that substantiate the organization's primary purpose as arts focused, e.g. a comprehensive list of programs offered, a breakout of operating expenses related to arts-specific programming, etc.



CONNECTICUT ARTS ENDOWMENT FUND FINAL REPORT

Due on or before **December 15, 2009**. May be submitted with FY2010 application.

Submit original signed copy to: Kathleen DeMeo, CT Arts Endowment Fund Program Manager,
Connecticut Commission on Culture & Tourism, One Constitution Plaza, 2nd Floor, Hartford, CT 06103

GRANTEE INFORMATION

Organization Name _____ Contact Person _____

Contact Telephone _____ Contact Email _____

Grant Number ENDOW-_____ (5-digit number found on page one of contract) 2009* Grant Amount: \$ _____

Organization fiscal year end date (mm/dd): _____ Organization's **operating income****: \$ _____

* If this report is for an earlier grant award, indicate the year received: _____

**Report cash income for the year that funds were spent. If fiscal year has not yet concluded estimate figure to the best of your ability.

EXPENDITURE OF FUNDS

Report expense categories in which CT Arts Endowment Fund grant was spent. Column total should equal grant.

Staff Salaries - Administrative	\$ _____
Staff Salaries - Programmatic/Technical	\$ _____
Outside Professional Services	\$ _____
Equipment & Supplies	\$ _____
Space Rental or Occupancy Costs (includes utilities)	\$ _____
Marketing/Publicity/Advertising/Printing	\$ _____
Capital Expenditures	\$ _____
Organization's Endowment	\$ _____
Other (specify): _____	\$ _____
Total	\$

NARRATIVE

Explain specifically how funds were used. Attach support material if it relates to use of funds:

SIGNATURE

Under penalties of perjury, I declare that I have examined the above information and, to the best of my knowledge and belief, it is true, correct and complete.

Printed Name _____ Title _____

Signature _____ Date _____