The Arts & the American Recovery and Reinvestment Act (ARRA) of 2009
Connecticut Commission on Culture & Tourism
NEA Application
Attachment I - Narrative

A. Proposed Sub granting Program

Consistent with NEA's American Recovery and Reinvestment Act program, the Connecticut Commission on Culture & Tourism (CCT) will establish a sub granting program to distribute funds to eligible arts organizations with the focus to preserve jobs in the arts in Connecticut. These funds will support salaries, wages, fringe benefits and fees for administrative and artistic personnel whose jobs have recently been eliminated (since September 2008) or are threatened to be eliminated in the near future due to the current economic downturn. The purpose of these awards is "to mitigate risk" and recover arts jobs in the state.

The six New England state arts agencies, along with New England Foundation for the Arts (NEFA), have agreed to name our sub granting programs "Real Jobs" to reinforce NEA's ARRA message that jobs in the arts industry count and are an important sector of the state's and the region's economy.

- **Proposed applicant pool**
  The applicant pool will consist of CCT's Organizational Support Program (OSP) and Local Arts Agency (LAA) grantees that have received general operating or project support funds from the CCT for three of the last four years. Targeting this applicant pool is consistent with NEA's ARRA goal of sub granting to existing award recipients with the demonstrated ability to deliver results and accountability.

  OSP and LAA grantees:
  - Have been vetted through a rigorous panel review by experts in the field and approved by the Arts Committee and the full CCT board
  - Represent all arts disciplines and fields, organizational sizes and wide geographic reach
  - Have a track record of carrying out their projects and meeting CCT's criteria of artistic excellence, outreach and service to community, and administrative soundness

  CCT's OSP and LAA grantees number about 150, the majority of whom have full-time or part-time paid staff. Eligible applicants must have recently lost or are in danger of losing one or more staff or previously engaged contractual artists/personnel whose work is critical to the carrying out of the organization's mission. These positions must link to activities already underway or those that have received serious planning but, due to the current financial situation, have been put on hold or are threatened to be cancelled.

  See below for the names and range of budget sizes of organizations that the OSP and the LAA programs serve.

Discipline	Name of largest Organization	Largest Budget*	Smallest Organization	Smallest Budget*
Presenting	Bushnell Center for the Performing Arts	$16,752,591	Trinity-On-Main (New Britain)	$105,615
Theatre	Goodspeed Musicals	$10,643,647	Repertory Theater of New Britain	$58,346
Music	Hartford Symphony Orchestra	$5,662,016	Farmington Valley Chorale	$25,491
Visual Arts	Wadsworth Atheneum Museum of Art	$8,840,428	Artwell Gallery (Torrington)	$66,536
Dance	Pilobolus	$2,640,829	Cultural Dance Troupe West Indies	$72,925
Multi-Discipline	Music and Arts Center for Humanity (Bridgeport)	$1,278,689	North End Arts Rising	$59,349
Local Arts Agencies	Greater Hartford Arts Council	$5,123,773	Northwest CT Arts Council	$60,563

* Budgets represent three year average operating income

- **Plans for making applicant pool aware**
  On March 3, CCT sent out a message apprising all constituent organizations that guidelines for direct competitive NEA grants have been posted. On or before March 18, CCT will inform the applicant pool of the general timeframe and process for CCT and NEFA applications. Based on information provided by the NEA, CCT will advise those eligible organizations of their eligibility to apply directly to the NEA. CCT will remind all organizations that while an organization may apply for funding from all sources, an organization may only receive funding from one source.

  Since March 3, CCT has received many inquiries and will continue to field calls and provide technical support to Connecticut applicants for ARRA funds regardless of the source. For example, we will ensure that NEA applicants for direct grants understand that they must obtain DUNS numbers and register with grants.gov. In collaboration with NEFA, CCT will create a FAQ and post other relevant ARRA information (such as the NEA "Recovery" website) under HOT Topics on our website and www.recovery.ct.gov (the state's official "Recovery website").

- **Efforts to reach organizations that serve underserved populations**
  Consideration will be given to applicants that have a track record of reaching and serving underserved populations whose opportunities to experience the arts are limited by geography, ethnicity, economics, disability or age. The most comprehensive way of reaching these organizations of all sizes and disciplines is through our OSP and LAA programs.

- **Plans for receiving and reviewing requests**
  CCT is working with NEFA and the five New England state arts agencies to develop a common application and coordinate timetables. Application information, narrative questions, review criteria, review process and documentation and reporting requirements will mirror those used by the NEA. CCT will encourage eligible applicants to apply to as many sources for which they are eligible.

See the table below for CCT project timeline for receiving and reviewing requests.

March 13, 2009	CCT application due to NEA
On or before March 18	CCT informs the applicant pool of the general timeframe for CCT and NEFA applications
March 28	NEA approves CCT plan
April 1	ARRA funds available to CCT
April 3	Deadline for Governor Rell's certification
April 15	CCT application available online
May 15	CCT application due
Week of June 15	Panel Review
Exact date TBD	NEFA meets to approve direct grants. NEFA informs CCT of Connecticut award recipients.
June 28	National Council meets to approve direct grants. NEA informs CCT of Connecticut award recipients.
Week of June 29	CCT reviews NEA and NEFA award lists and prepares CCT list for board approval
Week of July 6	CCT announces awards

For panelists, CCT will exchange with NEFA and the other New England state arts agencies to recruit candidates.

B. Appropriateness of This Project to CCT's Mission
Connecticut's ARRA program relates directly to CCT's mission – to preserve and promote Connecticut's cultural [and tourism] assets in order to enhance the quality of life and economic vitality of the state. The program specifically supports CCT's Organizational Support and Local Arts Agency programs whose goal is to strengthen, develop and safeguard Connecticut's arts institutions. They make up the state's nonprofit arts industry, an important sector of Connecticut's economy. By preserving jobs in this applicant pool, the ARRA funds will reach the full geographic range and the broadest constituency possible including underserved populations. Preserving jobs among these institutions will have a significant and immediate impact on Connecticut's arts workforce.

C. Impact of Administering on CCT
In the interest of maximizing the amount of funds distributed, CCT will manage this sub granting program in house with existing staff. CCT's Arts Division Director will serve as the lead. She will be assisted by her OSP and LAA program managers and the division's administrative assistant and public information fellow.

This program will add a layer of work to the current load of all staff concerned. In particular, the last quarter of the fiscal year (April-June) coincides with the height of our panel season for OSP and LAA applications. Given that the ARRA funds will provide much-needed boost and restore arts jobs in Connecticut, however, CCT is pleased to respond swiftly and efficiently to this opportunity offered by the NEA.

$300,000 will be distributed as grant awards. Considering CCT's current budget situation, we will reserve $6,100 for photocopying, postage, supplies and other miscellaneous project-specific expenses. We estimate that the in-kind cost of administering the program will total about 10% of combined salaries of staff concerned = approximately $40,000.

Save & Submit	Save	Print	Cancel	Check Package for Errors

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Grant Application Package

Opportunity Title:	The Arts and the American Recovery and Reinvestment Act
Offering Agency:	National Endowment for the Arts
CFDA Number:	45.025
CFDA Description:	Promotion of the Arts_Partnership Agreements
Opportunity Number:	2009NEA04ARRA40
Competition ID:	NONE
Opportunity Open Date:	03/02/2009
Opportunity Close Date:	03/13/2009
Agency Contact:	Andi Mathis Specialist, State & Regional Partnerships 202/682-5430 or mathisa@arts.gov John Ostrout Director, State & Regional Partnerships

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here.

If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academia, or other type of organization.

* Application Filing Name: CT Commission on Culture & Tourism

Mandatory Documents

Move Form to Complete
=>

Move Form to Delete
<=

Mandatory Documents for Submission
SF424 Mandatory Form
Disclosure of Lobbying Activities (SF-LLL)
Attachments

Open Form

Optional Documents

Move Form to Submission List
=>

Move Form to Delete
<=

Optional Documents for Submission

Open Form

Instructions

(1) Enter a name for the application in the Application Filing Name field.

- This application can be completed in its entirety offline; however, you will need to login to the Grants.gov website during the submission process.
- You can save your application at any time by clicking the "Save" button at the top of your screen.
- The "Save & Submit" button will not be functional until all required data fields in the application are completed and you clicked on the "Check Package for Errors" button and confirmed all data required data fields are completed.

(2) Open and complete all of the documents listed in the "Mandatory Documents" box. Complete the SF-424 form first.

- It is recommended that the SF-424 form be the first form completed for the application package. Data entered on the SF-424 will populate data fields in other mandatory and optional forms and the user cannot enter data in these fields.

- The forms listed in the "Mandatory Documents" box and "Optional Documents" may be predefined forms, such as SF-424, forms where a document needs to be attached, such as the Project Narrative or a combination of both. "Mandatory Documents" are required for this application. "Optional Documents" can be used to provide additional support for this application or may be required for specific types of grant activity. Reference the application package instructions for more information regarding "Optional Documents".

- To open and complete a form, simply click on the form's name to select the item and then click on the => button. This will move the document to the appropriate "Documents for Submission" box and the form will be automatically added to your application package. To view the form, scroll down the screen or select the form name and click on the "Open Form" button to begin completing the required data fields. To remove a form/document from the "Documents for Submission" box, click the document name to select it, and then click the <= button. This will return the form/document to the "Mandatory Documents" or "Optional Documents" box.

- All documents listed in the "Mandatory Documents" box must be moved to the "Mandatory Documents for Submission" box. When you open a required form, the fields which must be completed are highlighted in yellow with a red border. Optional fields and completed fields are displayed in white. If you enter invalid or incomplete information in a field, you will receive an error message.

(3) Click the "Save & Submit" button to submit your application to Grants.gov.

- Once you have properly completed all required documents and attached any required or optional documentation, save the completed application by clicking on the "Save" button.
- Click on the "Check Package for Errors" button to ensure that you have completed all required data fields. Correct any errors or if none are found, save the application package.
- The "Save & Submit" button will become active; click on the "Save & Submit" button to begin the application submission process.
- You will be taken to the applicant login page to enter your Grants.gov username and password. Follow all onscreen instructions for submission.

APPLICATION FOR FEDERAL ASSISTANCE SF-424 - MANDATORY

Version 01.1

* 1.a. Type of Submission:

[X] Application

[ ] Plan

[ ] Funding Request

[ ] Other

* Other (specify)

* 1.b. Frequency:

[X] Annual

[ ] Quarterly

[ ] Other

* Other (specify)

* 1.d. Version:

[X] Initial   [ ] Resubmission   [ ] Revision   [ ] Update

* 2. Date Received:

Completed by Grants.gov upon submission.

STATE USE ONLY:

3. Applicant Identifier:

5. Date Received by State:

4a. Federal Entity Identifier:

6. State Application Identifier:

4b. Federal Award Identifier:

1.c. Consolidated Application/Plan/Funding Request?

Yes [ ]   No [X]   [Explanation]

7. APPLICANT INFORMATION:

* a. Legal Name:

Connecticut Commission on Culture & Tourism

* b. Employer/Taxpayer Identification Number (EIN/TIN):

066000798

* c. Organizational DUNS:

149458585

d. Address:

* Street1:

1 Constitution Plaza

Street2:

* City:

Hartford

County:

* State:

CT: Connecticut

Province:

* Country:

USA: UNITED STATES

* Zip / Postal Code:

06103

e. Organizational Unit:

Department Name:

Division Name:

f. Name and contact information of person to be contacted on matters involving this submission:

Prefix:

* First Name:

An-Ming

Middle Name:

* Last Name:

Truxes

Suffix:

Title: Arts Division Director

Organizational Affiliation:

CT Commission on Culture & Tourism

* Telephone Number: 860-256-2722

Fax Number: 860-256-2811

* Email: an-ming.truxes@ct.gov

APPLICATION FOR FEDERAL ASSISTANCE SF-424 - MANDATORY Version 01.1

* 8a. TYPE OF APPLICANT:

A: State Government

* Other (specify):

b. Additional Description:

* 9. Name of Federal Agency:

National Endowment for the Arts

10. Catalog of Federal Domestic Assistance Number:

45.025

CFDA Title:

Promotion of the Arts_Partnership Agreements

11. Areas Affected by Funding:

12. CONGRESSIONAL DISTRICTS OF:

* a. Applicant: **b. Program/Project:**

CT-001

Attach an additional list of Program/Project Congressional Districts if needed.

| | Add Attachment | Delete Attachment | View Attachment |

13. FUNDING PERIOD:

a. Start Date: b. End Date:

04/01/2009   03/31/2011

14. ESTIMATED FUNDING:

* a. Federal ($):   **b. Match ($):**

306,100.00   0.00

* 15. IS SUBMISSION SUBJECT TO REVIEW BY STATE UNDER EXECUTIVE ORDER 12372 PROCESS?

[ ] a. This submission was made available to the State under the Executive Order 12372 Process for review on:

[ ] b. Program is subject to E.O. 12372 but has not been selected by State for review.

[X] c. Program is not covered by E.O. 12372.

APPLICATION FOR FEDERAL ASSISTANCE SF-424 - MANDATORY

Version 01.1

* 16. Is The Applicant Delinquent On Any Federal Debt?

Yes ☐   No ☒   Explanation

17. By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

** I Agree ☒

** This list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix:

* First Name:
Karen

Middle Name:

* Last Name:
Senich

Suffix:

* Title:
Executive Director

Organizational Affiliation:

* Telephone Number:
860-256-2727

* Fax Number:
860-256-2811

* Email:
karen.senich@ct.gov

* Signature of Authorized Representative:
Completed by Grants.gov upon submission.

* Date Signed:
Completed by Grants.gov upon submission.

Attach supporting documents as specified in agency instructions.

| Add Attachments | Delete Attachments | View Attachments |

APPLICATION FOR FEDERAL ASSISTANCE SF-424 - MANDATORY

* Consolidate Application/Plan/Funding Request Explantion

APPLICATION FOR FEDERAL ASSISTANCE SF-424 - MANDATORY

* Applicant Federal Debt Delinquent Explanation

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C.1352

Approved by OMB

0348-0046

Review Public Burden Disclosure Statement

1. * Type of Federal Action:	2. * Status of Federal Action:	3. * Report Type:
☐ a. contract	☐ a. bid/offer/application	☒ a. initial filing
☒ b. grant	☒ b. initial award	☐ b. material change
☐ c. cooperative agreement	☐ c. post-award	
☐ d. loan		
☐ e. loan guarantee		
☐ f. loan insurance		

4. Name and Address of Reporting Entity:

☒ Prime ☐ SubAwardee

* Name: CT Commission on Culture & Tourism

* Street 1: 1 Constitution Plaza, 2nd Floor   Street 2:

* City: Hartford   State: CT: Connecticut   Zip: 06103

Congressional District, if known: CT-001

5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime:

6. * Federal Department/Agency:	7. * Federal Program Name/Description:
National Endowment for the Arts	Promotion of the Arts_Partnership Agreements
	CFDA Number, *if applicable*: 45.025

8. Federal Action Number, *if known*:	9. Award Amount, *if known*:
	$

10. a. Name and Address of Lobbying Registrant:

Prefix: * First Name: N/A   Middle Name:

* Last Name: N/A   Suffix:

* Street 1:   Street 2:

* City: State: Zip:

b. Individual Performing Services (including address if different from No. 10a)

Prefix: * First Name: N/A   Middle Name:

* Last Name: N/A   Suffix:

* Street 1:   Street 2:

* City: State: Zip:

11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

* Signature: Completed on submission to Grants.gov

*Name: Prefix: * First Name: Karen   Middle Name:

* Last Name: Senich   Suffix:

Title: Executive Director   Telephone No.: 860-256-2727   Date: Completed on submission to Grants.gov

Federal Use Only:

Authorized for Local Reproduction
Standard Form - LLL (Rev. 7-97)

ATTACHMENTS FORM

Instructions: On this form, you will attach the various files that make up your grant application. Please consult with the appropriate Agency Guidelines for more information about each needed file. Please remember that any files you attach must be in the document format and named as specified in the Guidelines.

Important: Please attach your files in the proper sequence. See the appropriate Agency Guidelines for details.

1) Please attach Attachment 1	CTNarrative.pdf	Add Attachment	Delete Attachment	View Attachment
2) Please attach Attachment 2	CTBudget Form.pdf	Add Attachment	Delete Attachment	View Attachment
3) Please attach Attachment 3		Add Attachment	Delete Attachment	View Attachment
4) Please attach Attachment 4		Add Attachment	Delete Attachment	View Attachment
5) Please attach Attachment 5		Add Attachment	Delete Attachment	View Attachment
6) Please attach Attachment 6		Add Attachment	Delete Attachment	View Attachment
7) Please attach Attachment 7		Add Attachment	Delete Attachment	View Attachment
8) Please attach Attachment 8		Add Attachment	Delete Attachment	View Attachment
9) Please attach Attachment 9		Add Attachment	Delete Attachment	View Attachment
10) Please attach Attachment 10		Add Attachment	Delete Attachment	View Attachment
11) Please attach Attachment 11		Add Attachment	Delete Attachment	View Attachment
12) Please attach Attachment 12		Add Attachment	Delete Attachment	View Attachment
13) Please attach Attachment 13		Add Attachment	Delete Attachment	View Attachment
14) Please attach Attachment 14		Add Attachment	Delete Attachment	View Attachment
15) Please attach Attachment 15		Add Attachment	Delete Attachment	View Attachment

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Applicant (official IRS name): **Connecticut Commission on Culture & Tourism**

INCOME

1. **Amount requested from the Arts Endowment:** $ 306,100

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2. **Total match for this project** Be as specific as possible. Asterisk (*) those funds that are committed or secured.

    Cash (Refers to the cash donations, grants, and revenues that are expected or received for this project)   AMOUNT

    Total cash a. $ _____ 0

In-kind: Donated space, supplies, volunteer services (These same items also must be listed as direct costs under "Expenses" below or in Page 2 of the Project Budget form; identify sources)

Total donations b. $ _____ 0

Total match for this project (2a. cash + 2b. donations) $ _____ 0

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3. **Total project income (1 + 2)** $ 306,100

EXPENSES

1. **Direct costs**: Salaries and wages

TITLE AND/OR TYPE OF PERSONNEL	NUMBER OF PERSONNEL	ANNUAL OR AVERAGE SALARY RANGE	% OF TIME DEVOTED TO THIS PROJECT	AMOUNT
Applicants' artistic and adminstrative personnel	15 to 20	$20,000 and up	50%	200,000

Total salaries and wages a. $ 200,000

Fringe benefits   Total fringe benefits b. $ _____

Total salaries, wages, and fringe benefits (a. + b.) $ 200,000

Applicant (official IRS name): **Connecticut Commission on Culture & Tourism**

EXPENSES, CONTINUED

2. **Direct costs**: **Travel** (Include subsistence)

# OF TRAVELERS	FROM	TO	AMOUNT
		Total travel $	0

3. **Direct costs**: **Other expenses** (Include consultant and artist fees, contractual services, promotion, acquisition fees, rights, evaluation and assessment fees, access accommodations, telephone, photocopying, postage, supplies and materials, publication, distribution, translation, transportation of items other than personnel, rental of space or equipment, and other project-specific costs)

	AMOUNT
Fees to applicants' previously engaged artists and contractual personnel Partial request for full fees of at least $10,000 Number of anticipated consultant and artists fees = 10 to 20	100,000
Photocopying, postage, supplies and other miscellaneous project-specific costs	6,100
Total other expenses $	106,100

4. **Total direct costs** (1. from Project Budget, Page 1 +2.+3.) $ 306,100

5. **Indirect costs** (if applicable)

Federal Agency:	Rate (.00)	x Base	= $	0

6. **Total project costs** (4.+5.) $ 306,100
Must equal total project income (3. From Project Budget, Page 1)