

CONNECTICUT ARTS ENDOWMENT FUND (CAEF) ON-LINE APPLICATION INSTRUCTIONS

Grantees must complete the CAEF application using COA's on-line e-granting portal accessible at <https://coa.fluidreview.com/>. Grantees must create an account, or if an account already exists then sign in using your email and password.

If you are a returning user: Log in. Select "View My Submissions". Scroll down and click "Create New Submission". Select "**FY2018 CT Arts Endowment Fund**" from the drop-down menu. Enter name of grantee. Click "Get Started".

If you are a new user: Create account by clicking "Sign up". Complete registration page. When on the registration page, be sure to select the category "**FY2018 CT Arts Endowment Fund**" from drop-down menu. You will receive a confirmation email from FluidReview. Once in FluidReview, click "Create a New Submission".

Task 1. Complete Application Form

- Indicate if applicant is a New Applicant or a Returning Applicant. If returning, indicate the most recent year CAEF award was received.
- Name of organization
- Organization also known as (if different from official name)
- Federal Employer ID#
- Date of Incorporation in Connecticut
- Mailing address
- Web-site address (if available)
- Main phone number
- Fax number
- Name of Executive Director
- Phone of Executive Director
- Email of Executive Director
- Application Contact Person
- Contact Person's title
- Contact Person's phone number
- Contact Person's email

- Enter the tax years of the IRS forms, either 990EZ or Form 990, submitted as part of this application.
- Report Government grants received in Year 1 “previous” tax year:
 - Enter Tax Year
 - Municipal grant(s) received (\$)
 - State grant(s) received (\$). (Include all COA grants)
 - Federal grant(s) received (\$)
 - TOTAL (Municipal+State+Local) Government Contributions (\$)
- What IRS form did the organization file for Year 1 “previous” tax year? Indicate 990EZ or Form 990.
- *If your Year 1 filing is a 990EZ* – Is the amount listed for your Total Government Contributions included in Line 1 “Contributions, gifts, grants and similar amounts received” found on Page 1 of the 990EZ? If no, explain any discrepancy.
- *If your Year 1 filing is a Form 990* – Does the amount listed for your Total Government Contributions match the amount reported on Line 1.e. “Government grants (contributions)” in Part VIII. Statement of Revenue? If no, explain any discrepancy.
- Report Government grants received in Year 2 “most recent” tax year:
 - Enter Tax Year
 - Municipal grant(s) received (\$)
 - State grant(s) received (\$) (Include all COA grants)
 - Federal grant(s) received (\$)
 - TOTAL (Municipal+State+Local) Government Contributions (\$)
- What IRS form did the organization file for Year 2 “most recent” tax year? Indicate 990EZ or Form 990.
- *If your Year 2 filing is a 990EZ* – Is the amount listed for your Total Government Contributions included in Line 1 “Contributions, gifts, grants and similar amounts received” found on Page 1 of the 990EZ? If no, explain any discrepancy.
- *If your Year 2 filing is a Form 990* – Does the amount listed for your Total Government Contributions match the amount reported on Line 1.e. “Government grants (contributions)” in Part VIII. Statement of Revenue? If no, explain any discrepancy.

Task 2. Upload IRS Form 990 or 990EZ for Year 1 “previous” tax year

Must be 2014, 2015 or 2016. No other tax years are allowable for application to the FY18 Connecticut Arts Endowment Fund.

Task 3. Upload IRS Form 990 or 990EZ for Year 2 “most recent” tax year

Must be 2015, 2016 or 2017. No other tax years are allowable for application to the FY18 Connecticut Arts Endowment Fund.

Task 4. (For first-time applicants only)

Provide a brief narrative in support of the organization's eligibility to receive proceeds from the Connecticut Arts Endowment Fund.

For returning applicants, this task will remain "incomplete". You may still proceed with application and submission.

Task 5. (For first-time applicants only)

Upload copy of IRS 501(c)(3) tax exemption determination letter.

For returning applicants, this task will remain "incomplete". You may still proceed with application and submission.

Task 6. (For first-time applicants only)

Upload copy of the organization's Certificate of Incorporation.

For returning applicants, this task will remain "incomplete". You may still proceed with application and submission.

Task 7. Signature.

All applicants must agree to the following statements in order to electronically sign the application:

Statement #1: 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.

Statement #2: I further declare that I have reviewed the Connecticut Office of the Arts 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 COA/DECD. I further understand that all documents submitted may become the property of COA/DECD.

Task 8. Submit application.

The application deadline is **Friday, December 15, 2017 at 11:59 p.m.**