

**FY2018**

**Regional Initiative  
Grant (REGI)**

**Program Guidelines**

# Connecticut Office of the Arts

Connecticut Office of the Arts (COA) is a State Arts Agency within the Department of Economic and Community Development for The State of Connecticut. Initially founded as the Commission on the Arts in 1965, the state arts office directly serves arts organizations, artists, schools, municipalities, college and universities, and non-profits conducting arts programming across the state through a range of programs and services, including grant support and professional development opportunities. The COA is funded by the State of Connecticut and the National Endowment for the Arts (NEA). Learn more about the Connecticut Office of the Arts at [www.ct.gov/cct](http://www.ct.gov/cct).

## Vision Statement

Inspire. Empower. Educate. Transform. The arts are a human right. The Connecticut Office of the Arts envisions a world where the arts, in all forms are embedded in everyday life.

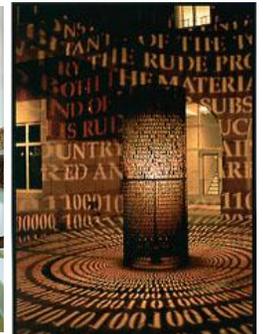
## Mission Statement

The Connecticut Office of the Arts animates a culture of creativity across Connecticut by supporting arts making and arts participation for all people.



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## Connecticut Office of the Arts 2018 Grant Offerings

View a complete list of FY2018 grant offerings on the Connecticut Office of Arts [website](http://www.ct.gov/cct) before submitting an application. Review program descriptions, eligibility, and program requirements to ensure that you have made an appropriate selection. There is no preliminary *Intent to Apply* procedure for the 2018 application process.

Please review the Regional Initiative Program Guidelines in addition to the [Connecticut Office of the Arts Grant Overview Guidelines](#) available here as a link or can be accessed on the Connecticut Office of the Arts website. Embedded links provide further program information and resources so be sure to access the electronic version at [www.ct.gov/cct](http://www.ct.gov/cct).

# PROGRAM OVERVIEW

The Connecticut Office of the Arts Regional Initiative (REGI) Grant Program encourages and supports small Community arts projects that are aligned with our [READ!](#) (*Relevance, Equity, Access, Diversity, and Inclusion*) framework. REGI is a good fit for applicants that intend to use small arts-based projects to engage in a specific community matter, reflect on personal experience, and/or that bring neighborhoods together.

REGI grant requests must range between \$1,000 to \$4,000. Awards are based on a panel review process and available funding.

## Equity, Inclusion and Access Statement

Equity, inclusion and access involving all populations are critical to the vitality of our neighborhoods, towns, and cities. We acknowledge that there is much work to do in this area. We are committed to supporting and fully engaging diverse members of our communities in arts policy, practice, and decision making. Continually changing demographics invite opportunity for responsible and responsive social change by attracting new perspectives that connect minds to a vision and hands to a purpose through the arts.

The Connecticut Office of the Arts will insist upon using the lenses of relevance, equity, access, diversity, and inclusion to guide programmatic and investment decisions within the framework of artistic excellence.

Here are our definitions of what that means to us:

**Relevance:** Meaningful or purposeful connection to one's aspirations, interests, or experiences in relation to current society or culture.

**Equity:** Policy and practice that is fair and just. Our processes and systems are designed to insure that we distribute resources without bias.

**Access:** We will create pathways that invite participation and communication and that provide opportunities for constituents from all populations.

**Diversity:** A mosaic of individuals offering unique perspectives and experiences influenced by their ethnic, cultural, social, economic, and ability backgrounds. As Malcolm Forbes says, "Diversity: the art of thinking independently together."

**Inclusion:** Active participation by constituents who represent and reflect the communities we are all a part of.

*We commit to a culture that supports curiosity, action and awareness in, about, and through the arts.*

*We commit to a level playing field for constituents to access the resources in our control and the systems we can influence.*

*We commit to cultivating channels for engagement on all levels for all people.*

*We commit to enhancing creativity through diversity.*

*We commit to building a community that is respectful and responsive to the diverse talents, skills and abilities of all people.*

Projects should be accessible and relevant to the audience and community it is intended to serve.

## TIMELINE

*Dates are subject to change*

<b>Deadline:</b>	<b>on or before 11:59 pm, March 22, 2017</b>
Panel Review:	April 2017
Notification:	May 2017 ( <i>dependent on confirmation of state budget</i> )
Funding Period:	July 1, 2017 – June 30, 2018*
Final Report:	August 30, 2018 or 60 days following completion of project, if sooner

*\*A project may begin before or end after the Connecticut Office of the Arts grant funding period; HOWEVER, the use and/or attribution of COA funds MUST only be used during the specified funding period.*

**Eligible Applicants** must reside in Connecticut and be one of the following:

- Artist – Artist may apply independently or with a Fiscal Sponsor
- Arts Organization - 501(c)(3) or with a fiscal sponsor
- Non-Arts Non Profit 501(c)(3) organization with a history of conducting successful arts projects
- School Districts or Individual Schools
- Libraries
- Colleges and Universities
- Municipal Department

**Fiscal Sponsorship:** for arts organizations who do not have 501(c)(3) status at the time of application and as an option for artists. The Fiscal Sponsor will serve as the legal entity who will manage the project contract, budget, and expenses. Applicants engaging a fiscal sponsor must identify the name and contact information of the fiscal sponsor at the time of application.

**Ineligible Applicants** include:

- Moving forward Connecticut Office of the Arts REGI grantees who've received funding through the program for three consecutive years MUST take a year off from the program.
- Applicants who applied during the same period to any FY2018 COA grant (*with the exception of Access Grants*)
- Applicants with incomplete or late submissions
- Individuals who are currently full-time students in degree seeking programs
- COA Regional Partners
- COA/DECD Line Items

*NOTE: ineligible applicants may participate as project partners and as fiscal sponsors.*

## ELIGIBLE APPLICANTS

## HOW TO APPLY

## SUBMISSION PROCESS

The grant program is administered using an e-granting system; therefore, all applications must be submitted through the online portal at <https://coa.fluidreview.com/>. E-mail and paper submissions will not be accepted. Applicants 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 "**FY18: Regional Initiative (REGI) grant program**" from the drop-down menu. Enter name of grantee. Click "Get Started" and proceed with application.

**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 "**FY18: Regional Initiative (REGI) grant program**" from drop-down menu. You will receive a confirmation email from FluidReview. Once in FluidReview, click "Create a New Submission". Enter name of grantee. Click "Get Started" and proceed with application.

# PROPOSAL

## A) Applicant Information

General Applicant Contact Information & Fiscal Sponsorship Form *(if applicable)*

1. Title of project *(up to 10 words)*
2. Description of Project *(up to 20 words)*
3. Is this request for a NEW or ONGOING project?
4. Start and End Date
5. List a timeline of project activities specifying significant milestones that will occur.
6. Will the project be made accessible to persons with disabilities? Consider physical access and programmatic access via large print programs and signage, etc. Accessibility Resources are available on COA's website. *(up to 150 Words)*
7. Specify the Region that your project will represent. List the town(s) where the project takes place.
8. COA Grant Request (must be between \$1,000 and \$4,000)
9. Total Project Budget (include COA Grant Request)
10. Describe your plans to market and promote your project. *(up to 150 words)*

## B) General Project Information

## C) Narrative

**COMMUNITY ENGAGEMENT PLAN** Provide an 800 word narrative responding to the questions below. Page format: Minimum margins 1" and minimum font size 11 point, save as a PDF and upload.

1. Describe your proposed community arts project and what you envision the outcome to be. *(250 words maximum)*
2. Describe how your project is relevant to your community, how the project activities will effectively engage your audience and deepen community participation within the arts. *(250 words maximum)*
3. Describe how your project aligns with COA's Equity, Inclusion and Access Statement of READI (Relevance, Equity, Access, Diversity, and Inclusion). *(150 words maximum)*
4. How is the project unique to your community? Identify partnerships (if any) that will help make this project a success. *(150 words maximum)*

## D) Budget

Complete the [Budget Worksheet](#) and upload

## E) Support Document

Applicants may submit up to one (1) document upload (optional) and may provide links to additional materials within your narrative.

# REVIEW CRITERIA

Independent reviewers will evaluate and discuss applications based on the following criteria. Be sure to reference the review criteria as you develop your application. A total of 45 points is possible.

## 1) READI *(15 points)*

- Does the project align successfully with COA's Equity, Inclusion, and Access Statement of READI (Relevance, Equity, Access, Diversity and Inclusion)?

## 2) Community Engagement Plan *(15 points)*

- Is the project relevant to the community it intends to serve and does the project successfully engage the community through arts participation?
- Does the project apply the arts in new and imaginative ways in this community?
- Does this project identify a strong community partnership?

## 3) Quality Plan *(15 points)*

- Is the proposal (and budget) realistic and does the applicant demonstrate an ability to succeed?
- Does the proposal include a suitable plan to market and promote the project?
- Is the proposal feasible, reasonable, and well-timed?

Panelists also rank the overall proposal with one of the following probabilities:

- LOW ~ low probability that the applicant will successfully execute the project.
- MEDIUM ~ sufficient probability that the applicant will successfully execute the project.
- HIGH ~ high probability that the applicant will successfully execute the project.

# FISCAL INFORMATION

## ELIGIBLE EXPENSES

Up to 15% of your grant request can be used for administrative expenses. The applicant and its partner(s) may share funds from a grant to cover these costs as long as the total admin does not exceed the allowable 15%. See glossary of application terms for a definition of administrative expenses.

The following eligible expenses must DIRECTLY relate to the project:

- Materials
- Space rental; occupancy costs (security, insurance, utilities, etc.)
- Payments to contracted artistic, technical or administrative professionals
- Supplemental project insurance
- Project-specific permits and fees
- Artist fees
- Legal fees directly associated with the project
- Hospitality expenses which are directly related to the project
- Evaluation services and documentation (photo, video, audio, collection of statistical information, etc.)
- Printing, advertising and marketing costs
- Limited brick and mortar expenses directly associated with the project

See the [Connecticut Office of the Art's Grant Overview Guidelines](#) for a complete list of ineligible Expenses.

## MATCH

Grant awards require a match (a minimum financial contribution) of no less than 25%. While matching funds do not need to be confirmed at time of application, proposals that can verify funding sources at the time of application are favorably reviewed. **Connecticut Office of the Arts funding CANNOT be matched with other Connecticut state funds.** Applicants may use [In-Kind contributions](#) to meet up to 25% of their match. Applicants claiming in-kind are required to capture this information on the FY2018 Budget worksheet.

# CONTACTS & RESOURCES

## CONTACTS

Please note that questions submitted in the last 48 hours before the deadline may not receive responses.

- Submit REGI grant content related questions to [Adriane.jefferson@ct.gov](mailto:Adriane.jefferson@ct.gov)
- Submit technical related questions to [support@fluidreview.com](mailto:support@fluidreview.com)
- Consult with the [Connecticut Office of the Art's Regional Partners](#) for further assistance.

**Technical Support: Technical Support:** Contact FluidReview's Tech Support Team at [support@fluidreview.com](mailto:support@fluidreview.com) for technical related questions. When emailing tech support, please copy and paste the page link to better assist tech support with locating the problem you are experiencing.

Applicants seeking artists for their project may consider the following resources:

- [CreativeGround](#) - A free directory open to New England artists of any discipline and produced by the New England Foundation for the Arts (NEFA).
- [Connecticut Office of the Arts Directory of Teaching Artists](#) – A directory of performing and teaching artists who've been juried into categories of Connecting, Integrating & Performing depending on their level of community and/or classroom engagement.
- Or engage the services of [local and regional arts agencies](#) when seeking local artists.

## RESOURCES

Applicants seeking project planning, grant writing, and other forms of professional development support may consider the following resources:

- Connecticut Office of the Arts will feature a webinar. Specifics to follow.
- Resources and tool kits are provided on Connecticut Office of the Art's website.