

**AMERICAN RECOVERY AND REINVESTMENT ACT 2009
ARTS JOBS PRESERVATION PROGRAM
GRANT GUIDELINES - FY 2010**

The Connecticut Commission on Culture & Tourism has received \$306,100 from the National Endowment for the Arts (NEA), the federal arts agency, to establish the Arts Jobs Preservation Program in Connecticut for FY2010.

The American Recovery and Reinvestment Act of 2009 (ARRA) recognizes that the non profit arts industry is an important sector of the economy. In accordance with this Act, the NEA received \$50 million to help preserve jobs in the nonprofit arts sector that are threatened by declines in philanthropic and other support during these difficult economic times.

As partners of the NEA, state arts agencies and regional arts agencies have an important role to play in advancing the goals of this program. Accordingly, the NEA has awarded 40 percent of the \$50 million to state arts agencies and regional arts organizations and will award 60 percent as direct one-time grants to eligible nonprofit organizations across the country.

Eligible Connecticut applicants may apply to three sources for arts ARRA funds: the NEA (see page 2), CCT and the New England Foundation for the Arts (NEFA). Eligible organizations may, however, only receive funding from one source.

APPLICATION DEADLINE **Must be received (not postmarked) by 4:00 pm
May 15, 2009**

PROGRAM TIMELINE	Application Deadline	May 15, 2009
	Review of Applications	Mid June 2009
	Award Notification	Mid July 2009
	Funding Period	August 3, 2009 to June 30, 2010
	Final Report Due	August 31, 2010

PROGRAM INFORMATION CCT's Arts Jobs Preservation Program provides one-time grants to fund salaries, wages, fringe benefits and fees for administrative and artistic personnel whose jobs (1) have recently been eliminated or reduced in hours since July 2008, or (2) are threatened to be eliminated or reduced in hours in the near future due to the current economic downturn.

These positions (staff or contractual) must be critical to carrying out the artistic mission or core work of an organization. They must link to activities 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. Qualified candidates must be in place for these jobs or will be identified to begin work no later than September 1, 2009.

Successful applicants must demonstrate that these positions, if retained or recovered, will contribute not only to the well-being of their organizations but also to the community and region in which they serve.

Funding is not available through this program to support new positions, projects or activities.

WHO MAY APPLY

Eligibility to apply for direct NEA and NEFA stimulus funds

Eligible Connecticut organizations are encouraged to apply to all three sources for ARRA funds: the NEA, CCT and NEFA.

- **NEA:** Organizations that have received NEA awards during any of the last four fiscal years were eligible to apply directly to the NEA for either \$25,000 or \$50,000 for job preservation. The application deadline was April 2. CCT notified and reminded eligible organizations of their eligibility by e-mail on March 18 and March 27, 2009.
- **NEFA:** Connecticut arts presenters that have received NEFA *Expeditions* funding during any of the last four fiscal years may apply directly to NEFA for salary support (maximum grant amount \$15,000). In addition, NEFA will invite applications from arts presenters with currently pending *Expeditions* and *New England States Touring* applications for artist fee support for previously planned engagements. Information on the application process will be available at www.nefa.org on April 15. The application deadline will be June 1, 2009.

Eligibility to apply for direct CCT stimulus funds

Eligible applicants must be Organizational Support Program (OSP), Local Arts Agency (LAA) or arts-focused legislatively-directed grantees of CCT for three of the last four fiscal years (FY 06, 07, 08, 09). This is consistent with NEA's ARRA goal of sub-granting to existing award recipients with the demonstrated ability to deliver results and accountability.

Organizations that applied for ARRA grants directly to the NEA as well as those eligible to apply to NEFA may apply to CCT's program so long as they are otherwise eligible, as stated above. If an organization, however, receives an ARRA grant from either the NEA or NEFA, it cannot receive funds through CCT.

Eligible Applicants

Eligible applicants for CCT's Arts Jobs Preservation Program include:

- OSP (general operating support or project) and LAA grantees that have received CCT funding for at least three of the last four years – FY06-09.
- Arts-focused legislatively directed grantees that have received CCT funding for at least three of the last four years. The three years can be a combination of legislatively directed funds, OSP or LAA grant programs.

WHAT WE FUND

Applicants may request support to preserve (a) **one** artistic or administrative staff position OR (b) fees relating to **one** previously engaged artist/contractor or **one** group of previously engaged artists/contractors working on the same project.

Federal funds do not support fundraising activities. If a staff position has multiple responsibilities including development functions, organizations may apply for the portion that does not include development.

**WHAT WE FUND
(CON'T)**

Eligible Costs

- Salary support (wages and fringe benefits), full or partial, for a position that is critical to an organization's mission which has been eliminated or reduced in hours after July 1, 2008, or is in danger of elimination or reduced in hours as a result of the current economic climate.
- Fees for previously engaged artist(s) and/or contractual personnel whose activities are critical to an organization's mission which have been eliminated or reduced in hours after July 1, 2008, or are in danger of elimination or reduced in hours as a result of the current economic climate.

Ineligible Costs

- Salaries, wages, fringe benefits and fees relating to fundraising or development positions.
- Salaries, wages and fees relating to new positions, activities and projects.
- Salaries, wages and fees supported by another ARRA source other than the NEA or NEFA.

HOW WE FUND

Applicants may request

- \$10,000 or \$20,000 for salary support, wages and fringe benefits.
- \$5,000 or \$10,000 for fees for previously engaged artists and/or contractual personnel.

Arts Jobs Preservation grants are non-matching and will be awarded for the amount requested.

The funding period is from August 3, 2009 to June 30, 2010.

REVIEW PROCESS

CCT will convene a panel to review the applications based on the following criteria:

- the significance of the position (staff or contractual) to the mission or core work of the organization
- potential that the Arts Jobs Preservation grant will have a significant and immediate impact on the organization and its ability to continue to serve the public
- organization's ability to implement the ARRA funds

Panel assessments from prior CCT grants and an organization's demonstrated record of meeting CCT reporting requirements will be part of the review.

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.

Because an organization may only receive an ARRA arts grant from one source, CCT will review NEA and NEFA awards before finalizing its Arts Jobs Preservation award recommendations. Recommendations will be reviewed and voted on by the Arts Committee and full CCT Commission.

CCT applicants will be notified of final award decisions in mid July 2009.

**APPLICATION
MATERIALS**

You may download the application packet from CCT's website, www.cultureandtourism.org. You can digitally fill out the application, save a copy for your records and submit the completed application to CCT by mail or hand delivery. Applications must be received by 4:00 pm on May 15, 2009. Fax or electronic submissions will not be accepted. For more information on completing and saving application forms, please see CCT's website.

Applications must include five (5) copies and one (1) original form. The full application packet must contain:

1. Application Form - dated and signed (original signature in blue ink)
2. Application Narrative – no more than 2 pages (one sided only)
3. One-page bio of individual holding the position (staff/contractual) or identified to refill the position (if known)

**GRANTEE
RESPONSIBILITIES**

In addition to complying with CCT's Grant Overview Guidelines, Arts Jobs Preservation grantees are required to follow NEA reporting requirements. These include:

- Report quarterly on the use of NEA ARRA funds in a pre-determined format (to be posted on NEA website: www.nea.gov/recovery)
- Maintain personnel activity reports for any employee whose salary is charged, in whole or part, to the award.
- For projects that engage artists and/or contractual personnel to whom fees will be paid, maintain written contracts that outline the employment terms.

HOW TO APPLY

All CCT applications must be **received** (not postmarked) on or before May 15, 2009. No application or parts thereof will be accepted after the deadline. E-mail or fax submissions will not be accepted.

If hand-delivered, applications must be **received** by 4:00 pm on May 15, 2009.

Applicants must request and retain a receipt from the CCT staff person accepting the hand-delivered application, regardless of delivery date.

All mailed applications shall be sent to:

An-Ming Truxes, Arts Division Director
Connecticut Commission on Culture & Tourism
One Constitution Plaza, 2nd Floor
Hartford, CT 06103

Applicants will be notified of receipt of their application via e-mail within two weeks of the deadline.

Contact An-Ming Truxes at An-Ming.Truxes@ct.gov or 860.256.2722 with any questions.

Applicants must follow all instructions and provide accurate and complete information in all sections and supporting materials as stated in the guidelines. Failure to do so will render your application ineligible for review.