



ARTS PROJECT SUPPORT APPLICATION - FY 2011

DEADLINE: FRIDAY, OCTOBER 8, 2010

Send completed form to: Kathleen DeMeo, Manager, Arts Project Support Program
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 (required for legislator notification) _____
 Mailing Address (if different) _____
 City/State/Zip _____
 Main Telephone _____ General Email _____
 Fax _____ Website Address _____
 Executive Director _____
 Email* _____ Telephone/Extension _____
 Application Contact Person _____
 Contact Person's Title _____
 Email _____ Telephone/Extension _____

** Required - all notices and information regarding applications will be sent by email to application contact person ONLY*

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

CCT informs legislators about grant recipients in their districts. It is important to provide correct information.

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

PROJECT INFORMATION

Title of the project or a 5-15 word description. **This grant will support:**

Total Project Budget: \$ _____ Grant Request: \$ _____

Percent of Request to Project Budget: _____%

Project Start and End Dates (mm/dd/yy - mm/dd/yy): _____

Organization's FY 2009 **cash operating income:** \$ _____
 (Colleges & Universities report annual income for arts center, theatre, etc. only)

FOR OFFICE USE: Application # _____

APPLICATION CHECKLIST

This checklist includes all items required for an application to be considered complete. Do not submit any materials other than those required. **Check each box to confirm items are enclosed with your application.**

SUBMIT IN THE FOLLOWING ORDER ONE ORIGINAL (SIGNATURES) AND SEVEN (7) COPIES:

- Application Form - two pages including this checklist
- Application Narrative - no more than five pages
- Project Timeline - one page
- Resumés/Biographical Summaries of key staff and artists - not to exceed five pages total
- Board of Directors/Advisors List - no more than two pages
- Project Budget Income and Expense Forms - two pages
- Financial Summary Form - one page

BEHIND THE ABOVE COPY MARKED "ORIGINAL," ADD THE FOLLOWING:

- National Standard Data Collection Form - three pages, one copy
- IRS Tax-Exempt Letter - one copy

BEHIND THE ABOVE 8 APPLICATION SETS, IN SEPARATE LARGE ENVELOPES OR FOLDERS IF SO DESIRED, SUBMIT TWO SETS OF THE FOLLOWING SUPPORT MATERIALS:

- Audio - Visual Work Samples - up to two items listed below (see guidelines, p. 10):
 - 1) _____
 - 2) _____

- Press, Publicity and Educational Materials - up to five items listed below (see guidelines, p. 10):
 - 1) _____
 - 2) _____
 - 3) _____
 - 4) _____
 - 5) _____

- Self-addressed postage-paid mailer or box for return of support material, if desired

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 _____

ARTS PROJECT SUPPORT BUDGET (EXPENSES)

Complete the form with projected expense information for the project for which you seek funding. List only those expenses for the project described in your application, which will occur between January 1 and December 31, 2011. Total project expenses and income must be equal. Administrative salaries may not exceed 20% of project costs. See Budget Glossary for clarification of terms.

EXPENSES ANTICIPATED FOR PROJECT

	Job Title	Amount	Percent of time spent on project
1. Salaries			
a. Administrative	\$ _____ (total)		
Specify each person involved:	_____	\$ _____	_____ %
	_____	\$ _____	_____ %
	_____	\$ _____	_____ %
b. Programmatic/Artistic	\$ _____ (total)		
Specify each person involved:	_____	\$ _____	_____ %
	_____	\$ _____	_____ %
	_____	\$ _____	_____ %
c. Technical/Production	\$ _____ (total)		
Specify each person involved:	_____	\$ _____	_____ %
	_____	\$ _____	_____ %
	_____	\$ _____	_____ %
d. Other	\$ _____		
Specify:	_____	\$ _____	_____ %
2. Outside Professional Services			
a. Programmatic/Artistic	\$ _____		
b. Technical/Production	\$ _____		
c. Administrative	\$ _____		
d. Other	\$ _____		
3. Supplies, Materials & Merchandise	\$ _____		
4. Telephone, Postage & Shipping	\$ _____		
5. Space Rental; Occupancy Costs	\$ _____		
6. Marketing/Publicity/Advertising	\$ _____		
7. Outside Printing/Publication	\$ _____		
8. Transportation & Travel	\$ _____		
9. Insurance	\$ _____		
10. Other (specify) _____	\$ _____		
_____	\$ _____		
_____	\$ _____		
TOTAL CASH EXPENSES	\$ _____		

Applicant Name: _____

FINANCIAL SUMMARY

- **All non-profit organizations:** provide a summary of organization's total unrestricted **operating** cash income and expenses for the current and last completed fiscal year.
- **Universities and colleges:** provide a summary of the school's **arts program or venue** (e.g., theatre, arts center) for which funds are sought.
- **Do not** include the value of cash reserves or in-kind donations, or income/expenses related to building projects, improvements or renovations.

Applicant Name: _____

Organization's fiscal year start and end dates (mm/dd - mm/dd): ___/___ - ___/___

Amount of accumulated deficit organization presently carries, or debts owed if any: \$_____

Organization Fiscal Year Ending:	Actual 2008	Actual 2009	Approved or Actual 2010
1. Earned Income			
2. Contributed Income			
3. Total Income			
4. Operating Expenses			
5. Net Income / Loss (line 3 minus 4)			

1) Explain the reason for any major increases or decreases (+or -20% or more) in **any** category in the past three years.

2) If the organization shows operating deficits, or owes debts, describe your plan to reduce or eliminate them:

Verification of information (signature **required**) by chief financial officer: _____

Name: _____ Title: _____ Date: _____

NATIONAL STANDARD FOR ARTS INFORMATION EXCHANGE DATA FORM

This information is used by the National Endowment for the Arts to document the Connecticut Commission on Culture & Tourism's and other state arts agencies' grantmaking activities. It will not be considered in the evaluation of your application.

Applicant Name: _____

GRANTEE STATUS

Enter the 2-digit code found below that describes the applicant's legal status:

- | | |
|------------------------------|---------------------------|
| 01 Individual | 05 Government - State |
| 02 Organization - Non-Profit | 08 Government - Municipal |
| 03 Organization - Profit | 09 Government - Tribal |

GRANTEE INSTITUTION

Enter the 2-digit code found below that best describes the applicant:

- | | |
|---|---|
| 01 Individual Artist | 23 Secondary School |
| 02 Individual Non-Artist | 24 Vocational/Technical School |
| 03 Performing Group | 25 Other School |
| 04 Performing Group - College/University | 26 College/University |
| 05 Performing Group - Community (A group that performs avocationally; may or may not be professionally directed) | 27 Library |
| 06 Performing Group - Youth (A group, which <i>may</i> include children, that performs for young audiences) | 28 Historical Society |
| 07 Performance Facility | 29 Humanities Council |
| 08 Art Museum | 30 Foundation (Endowed organization that dispenses funds for philanthropic purposes) |
| 09 Other Museum | 31 Corporation |
| 10 Gallery/Exhibit Space | 32 Community Service Organization (Non-arts, e.g. youth centers, chambers of commerce, YMCA's) |
| 11 Cinema | 34 Health Care Facility |
| 12 Independent Press | 35 Religious Organization |
| 13 Literary Magazine | 36 Seniors' Center |
| 14 Fair/Festival | 37 Parks and Recreation |
| 15 Arts Center (A multi-purpose facility for arts programming) | 47 Cultural Series Organization (Primary purpose is presentation of single arts events or series) |
| 16 Arts Council/Agency | 48 School of the Arts (Has arts education as primary mission, e.g. magnet or community art schools, conservatories) |
| 17 Arts Service Organization (Service-related, e.g. arts education alliances; does not include presenters or producers of the arts) | 49 Arts Camp/Institute |
| 18 Union/Professional Association (Includes artist coalitions, professional associations, clubs, guilds and societies) | 50 Social Service Organization (Governmental or private organization addressing specific social issues) |
| 19 School District | 51 Child Care Provider |
| 20 Parent-Teacher Organization | 99 None of the Above |
| 21 Elementary School | |
| 22 Middle School | |

GRANTEE RACE

Organizations: Select the **one** characteristic that best represents the ethnic identity of 50% or more of your staff or board or membership (**not** audience.)

Individuals: Select **one or more** characteristics that represent your ethnic identity.

- | | | |
|---|---|--------------------------------|
| <input type="checkbox"/> American Indian/Alaskan Native | <input type="checkbox"/> Black/African American | <input type="checkbox"/> Asian |
| <input type="checkbox"/> Native Hawaiian/Pacific Islander | <input type="checkbox"/> Hispanic/Latino | <input type="checkbox"/> White |
| <input type="checkbox"/> No single group represents more than 50% of staff or board or membership of organization | | |

GRANTEE AND PROJECT DISCIPLINES

Enter one numeric code found below that best describes the main art form of the applicant. Use of supplemental letters (e.g. 01A or 01B) is encouraged, but optional.

Grantee Discipline:

Enter one numeric code found below that best describes the art form of the proposed project activities. This code may differ from Grantee Discipline. Supplemental letters are encouraged, but optional.

Project Discipline:

01 Dance (Does not include mime - see 04)

- A Ballet
- B Ethnic/Jazz (Includes folk-inspired - see 12)
- C Modern

02 Music

- A Band (Does not include jazz or popular)
- B Chamber
- C Choral
- D New (Includes experimental, electronic)
- E Ethnic (Includes folk-inspired)
- F Jazz
- G Popular (Includes rock)
- H Solo/Recital
- I Orchestral (Includes symphonic and chamber)

03 Opera/Music Theatre

- A Opera
- B Musical theatre

04 Theatre

- A Theatre - General (Includes classical, contemporary, experimental)
- B Mime
- D Puppet
- E Theatre for young audiences

05 Visual Arts

- A Experimental
- B Graphics (Includes printmaking, book arts; not graphic design - see 06C)
- D Painting (Includes watercolor)
- F Sculpture

06 Design Arts

- A Architecture
- B Fashion
- C Graphic
- D Industrial
- E Interior
- F Landscape Architecture
- G Urban/Metropolitan

07 Crafts

- A Clay (Ceramics)
- B Fiber
- C Glass
- D Leather
- E Metal
- F Paper
- G Plastic
- H Wood
- I Mixed media

08 Photography (Include holography)

09 Media Arts

- A Film
- B Audio (Includes radio, sound installations)
- C Video
- D Technology/Experimental (Includes work created using computer or other digital or experimental media)

10 Literature

- A Fiction
- B Non-Fiction
- C Playwriting
- D Poetry

11 Interdisciplinary Pertaining to art forms/art works that integrate more than one arts discipline to form a single work e.g., a collaboration between performing and visual arts. Include performance art.

12 Folklife/Traditional Arts Pertaining to traditions informally learned and transmitted in contexts characteristic of ethnic, religious, linguistic, occupational, and/or regional groups.

- A Folk/Traditional Dance
- B Folk/Traditional Music
- C Folk/Traditional Crafts and Visual Arts
- D Oral Traditions (Includes traditional storytelling)

13 Humanities Includes history, philosophy, languages, literature, linguistics, archaeology, ethics, comparative religion, and aspects of the social sciences employing historical or philosophical approaches, e.g. cultural anthropology and sociology.

14 Multidisciplinary Pertaining to activities in more than one discipline. Used when the majority of activities funded by the grant cannot be attributed to a single discipline. Distinguish from Code 11, Interdisciplinary.

15 Non-Arts/Non-Humanities **Organizations** that do not have the arts as their primary mission. Arts Division **Projects** must be arts-focused.

PROJECT RACE

If the majority of the grant activities are intended to involve or act as a clear expression or representation of the cultural traditions of one particular group, or deliver services to a designated population listed, select that group. If the grant activity is not designed to represent or reach one particular group, choose “no single group.”

- | | | |
|---|---|--------------------------------|
| <input type="checkbox"/> American Indian/Alaskan Native | <input type="checkbox"/> Black/African American | <input type="checkbox"/> Asian |
| <input type="checkbox"/> Native Hawaiian/Pacific Islander | <input type="checkbox"/> Hispanic/Latino | <input type="checkbox"/> White |
| <input type="checkbox"/> No single group | | |

PROJECT ACTIVITY

Enter the 2- digit code found below that best describes what this grant will fund:

- | | |
|---|--|
| 02 Audience Services (e.g., ticket subsidies, busing) | 20 School Residency (Artist activities in an educational setting - students receive repeated artist contact over time) |
| 03 Award/Fellowship | 21 Other Residency (Artist activities in a non-school setting) |
| 04 Creation of a Work of Art (Includes commissions) | 22 Seminar/Conference |
| 05 Concert/Performance/Reading | 23 Equipment Acquisition |
| 06 Exhibition | 24 Distribution of Art (e.g., films, books, prints) |
| 07 Facility Construction, Maintenance * | 25 Apprenticeship/Internship |
| 08 Fair/Festival | 28 Writing About Art (Includes criticism) |
| 09 Identification/Documentation | 29 Professional Development/Training (Enhancing career) |
| 11 Operating Support | 30 Student Assessment |
| 12 Arts Instruction | 31 Curriculum Development/Implementation |
| 13 Marketing | 32 Stabilization/Endowment (Grant funds used to reduce debt, contribute to endowments, or build cash reserves) * |
| 14 Professional Support - Administrative | 33 Building Public Awareness |
| 15 Professional Support - Artistic | 34 Technical Assistance |
| 16 Recording/Filming/Taping | 35 Website/Internet Development |
| 17 Publication (e.g., manuals, books) | 36 Broadcasting |
| 18 Repair/Restoration/Conservation * | 99 None of the Above |
| 19 Research/Planning (Includes program evaluation, strategic planning, establishing partnerships) | |

* These codes may be selected only for Connecticut Arts Endowment Fund recipients

PROJECT DESCRIPTORS

Select those descriptors that comprise a significant portion (50% or more) of the grant’s resources or activities:

- | | | | | |
|---|--|---|-------------------------------------|--|
| <input type="checkbox"/> ADA/504 Access | <input type="checkbox"/> International | <input type="checkbox"/> Presenting/Touring | <input type="checkbox"/> Technology | <input type="checkbox"/> Youth at Risk |
| <input type="checkbox"/> None of these apply, or comprise only a small portion of this grant’s activities | | | | |

ARTS EDUCATION

Indicate if the grant’s activities are **arts education*** directed to the following learners by checking appropriate box(es):

- | | More than 50% of grant activities | Less than 50% of grant activities |
|--|-----------------------------------|-----------------------------------|
| K-12 Students | <input type="checkbox"/> | <input type="checkbox"/> |
| Higher Education Students | <input type="checkbox"/> | <input type="checkbox"/> |
| Pre-Kindergarten Children | <input type="checkbox"/> | <input type="checkbox"/> |
| Adult Learners (including teachers & artists) | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> None of this grant’s activities involves arts education | | |

* An organized and systematic educational effort with the primary goal of increasing an identified learner’s knowledge of and/or skills in the arts with measurable outcomes.