



GENERAL OPERATING SUPPORT INTERIM APPLICATION - FY 2011

DEADLINE: THURSDAY, AUGUST 12, 2010

Send completed form to: Kathleen DeMeo, Arts General Operating Support Program Manager
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

Organization Name _____ FEI# _____

Mailing Address (e.g., PO Box) _____

Street Address (if different - required for legislator notification) _____

City/State/Zip _____

Main Telephone _____ General Email _____

Fax _____ Website Address _____

Executive Director _____

Telephone/Ext. _____ Email _____

Contact Person _____ Contact's Title _____

Telephone/Ext. _____ Email* _____

Board Chair _____ Email _____

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

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. Report based on the organization's "home" district, i.e. physical location.

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

State Senator's Name _____ District # _____

State Representative's Name _____ District # _____

OPERATIONAL AND FINANCIAL UPDATE

If you check any item (1-7) below, explain the circumstances in more detail in the Narrative.

- 1. There have been changes in key staff and/or board leadership in the last 12 months.
- 2. There have been changes in our facilities in the last 12 months that affect our programming.
- 3. We have begun/will begin new programs or initiatives that represent more than 20% of our activities or budget.
- 4. We have suspended/will suspend or eliminate initiatives that represent more than 20% of our activities or budget.
- 5. There was a reduction in **income** of 20% or more in our last completed fiscal year ending (mm/yy): ____ ____
- 6. There was a reduction in **expenses** of 20% or more in our last completed fiscal year ending (mm/yy): ____ ____
- 7. Events have occurred that might affect the future financial condition of the organization.

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 TWO COPIES. EACH SET MAY BE STAPLED TOGETHER:

- 1. Application Form - two pages including this checklist
- 2. Application Narrative - no more than two pages
- 3. Financial Summary form - one page

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

- National Standard Data Collection form - three pages, one copy
- Board of Directors List
- Staff List + resumé(s)/bio(s) of new senior management staff
- Financial Statements for FY '07, '08 & '09
- Current Organizational Strategic Plan if available (optional)

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 _____

FINANCIAL SUMMARY

Important: Read pages 3-4 of GOS interim application guidelines before completing this form to be sure you are reporting correctly. You may wish to consult previously submitted financial summaries to ensure consistent reporting. Report **unrestricted cash income for operating activities only**.

Applicant Name: _____

Organization's fiscal year (mm/dd - mm/dd): ___/___ - ___/___

Does your organization have an Endowment? or Cash Reserve Fund? or Neither?

If so, indicate the current value of investments: \$_____

Amount drawn from Endowment **principal** (not interest earnings) in the last 12 months, if any: \$_____

Amount of accumulated deficit (or debt) the organization presently carries, if any: \$_____

	Actual 2007	Actual 2008	Actual 2009	Actual or Approved 2010	Projected 2011
1. Earned Income					
2. Contributed Income					
3. Total Income (line 1 plus 2)					
4. Operating Expenses					
5. Net Income/Loss (line 3 minus line 4)					

Three-Year Average Income: (Add **total income** for years **2007, 2008 and 2009**; divide by three.)

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:

I verify that the figures reported on this form are true and correct to the best of my knowledge. I further affirm that the income figures represent cash allotted only to operational activities for the years indicated.

Signature of accountant or 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"/> | * 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. |
| 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 | | | |