



Connecticut Commission  
on Culture & Tourism

# GENERAL OPERATING SUPPORT

For Arts Organizations

FY 2011  
Interim Application  
Guidelines

**GENERAL OPERATING SUPPORT INTERIM APPLICATION GUIDELINES**

The Commission on Culture & Tourism’s General Operating Support (GOS) program is designed to strengthen Connecticut’s arts infrastructure and help bring high quality cultural programming to citizens and communities across the state. Grants to support basic operations are awarded to arts organizations of all sizes and disciplines that meet high standards in the quality of their programs and services, level of community involvement, administrative capability and fiscal responsibility.

**PROGRAM  
TIMELINE**

**Interim Application Deadline**                      Received (not postmarked) by 4:00 p.m.  
Thursday, August 12, 2010

**Award Notification**                                      November, 2010

**PROGRAM  
INFORMATION**

CCT offers a **multi-year funding cycle** for GOS. Organizations are required to submit a “full” application only once every three years according to discipline (see chart below). Interim applications are filed in the intervening two years. Organizations are grouped according to discipline and reviewed in a staggered cycle as follows:

**GENERAL OPERATING SUPPORT APPLICATION CYCLE CHART**

<p><b>Group A</b>  <b>Music:</b> Organizations presenting all genres including choral, orchestral, classical, opera &amp; jazz; community music schools  <b>Visual Arts 1:</b> craft centers; art museums</p>	<p>For FY11, current grantees in Group A <b>file an Interim Application August 12, 2010</b> to qualify for third year of funding in the cycle.</p>
<p><b>Group B</b>  <b>Theatre:</b> Producing theatres (professional, community and children’s); presenting theaters; theatre companies  <b>Dance:</b> Dance companies; nonprofit dance schools  <b>Dance/Theatre:</b> Training organizations focused on dance and theater; presenting series limited to dance and theatre.</p>	<p>For FY11, current grantees in Group B <b>file an Interim Application August 12, 2010</b> to qualify for second year of funding in the cycle.</p>
<p><b>Group C</b>  <b>Visual Arts 2:</b> Art galleries  <b>Multi-Disciplinary:</b> Art centers and organizations offering programs in performing, visual and literary arts  <b>Design Arts, Literature or Media Arts</b></p>	<p>For FY11, current grantees in Group C and new applicants <b>file an Intent to Apply July 22 and “full” GOS Application August 12, 2010.</b> Evaluated by advisory panel; Successful applicants begin first year of three-year cycle of support in November, 2010.</p>

**WHO MAY APPLY**

Nonprofit arts organizations incorporated in Connecticut for a minimum of three years are eligible to apply for General Operating Support. Additional requirements, outlined in the program’s guidelines found on CCT’s web site, must also be met.

**Current grantees in Groups A and B** (above) that received GOS in FY 2010 (October 1, 2009 - August 31, 2010) **are required to submit an Interim Application** in order to be eligible to receive their second or third year of funding. **These guidelines are intended for organizations in Groups A and B only.**

---

**WHAT WE FUND**
**Eligible Expenses**

General Operating Support funds may be applied to any aspect of an organization's operations to support activities that will best advance its overall mission. Eligible expenses include but are not limited to:

- Staff salaries
- Payments to contracted artistic, technical or administrative professionals
- Production, travel, telephone, shipping and postage costs
- Space rental; occupancy costs (maintenance, security, insurance, utilities, etc.)
- Printing, advertising and marketing costs

**Ineligible Expenses**

- Brick and mortar activities, facility construction or capital improvements
- Major equipment expenditures
- Hospitality expenses, such as food and beverages
- Interest expenses paid on loans or payments on debts

---

**HOW WE FUND**
**Grant Amounts**

Grant amounts may be **no less than \$1000 and no more than 10%** of an organization's operating **income**. The amount an organization receives will fluctuate over the three-year cycle of support due to various factors considered in the funding formula, most notably the amount of funds available to distribute:

**Funds Available:** The amount of funds available for the General Operating Support program is dependent on CCT's annual appropriation as allocated by the Governor and General Assembly. As this amount varies from year to year, so will grant program budgets.

**Applicant Budget Size:** GOS awards take into account a rolling three year average of each applicant organization's operational income. Generally, smaller organizations receive grants that represent greater percentages of their operating income, while larger organizations receive grants that constitute a smaller percentage of their income.

**Panel Rating:** The review panel's assessment of an organization's application according to specified criteria is an important factor in determining the amount of an award for an organization of a given budget size. The panel rating for each grantee remains constant (normalized each year) over the course of the 3-year funding cycle.

**Funding History:** In an effort to ensure continuity of funding, CCT may limit the amount by which a GOS grant may increase or decrease over the previous year.

**Matching Requirements**

CCT grant funds must be matched by other cash income received during the grant period and used to support the organization's general operations and activities. Income may be derived from a variety of contributed and earned sources. These sources need not be specified in advance; the "match" is automatically ensured by the fact that grants amounts will not exceed 10% of an organization's cash operating income.

---

## REVIEW PROCESS

GOS Interim Applications will be reviewed by CCT staff. If an applicant organization has experienced a period of instability or upheaval, CCT may require the submission of further information or documentation. If CCT determines that an applicant has not maintained the standards of quality programming, community involvement, accessibility and organizational health it demonstrated a year ago, it reserves the right to reduce or withhold funding for FY 2011.

---

## GRANTEE RESPONSIBILITIES

Applicants must read the CCT Grant Overview Guidelines, which are strictly enforced. Applicants must comply with stated Affirmative Action and ADA requirements. Also note the following sections:

- Award Notification/Grant Payment
- Grantee Responsibilities
- Credit and Publicity Responsibilities
- Reporting Requirements
- Grant Cancellations

Applicants should anticipate the need for two certifications which must accompany every CCT grant contract:

**Certification of Authorized Official** (a.k.a. “certified resolution”) indicates that the grantee has passed a resolution authorizing the named individual to sign contracts on behalf of the organization and that the resolution is in effect as of the date of the contract signing.

**Nondiscrimination Certification** certifies that the organization has resolved to support nondiscrimination agreements and warranties required under Connecticut General Statutes and that the resolution is still in effect.

---

## HOW TO APPLY

The deadline for GOS Interim Applications is **Thursday, August 12, 2010**. Interim applicants **need not submit** an Intent to Apply form. Applications must be **received** (not postmarked) by CCT by 4:00 pm this date. If hand-delivered, applicants must request and retain a receipt from the CCT staff person accepting the application, regardless of delivery date. No application or parts thereof will be accepted after the deadline. E-mail or fax submissions will not be accepted.

All mailed applications shall be sent to:

Kathleen DeMeo, Program Manager  
Arts General Operating Support Program  
Connecticut Commission on Culture & Tourism  
One Constitution Plaza, 2nd Floor  
Hartford, CT 06103

When mailing applications, we strongly suggest using express service or 1-day delivery and retaining the receipt. Applicants will be notified of receipt of their application via e-mail within two weeks of the deadline.

---

**APPLICATION  
MATERIALS**

The GOS Interim Application consists of the following:

- Information/Update Form
- Narrative (2 pages)
- Financial Summary Form
- Board/Staff Information
- Financial Statements
- National Standard for Arts Information Exchange Data Collection Form

**1) Information and Updates** (use form provided)

Includes organizational contact information and tracks changes in operations and finances. Check any and all statements (1-7) that are true. Must be signed by an authorized official.

Notes/Definitions:

*FEI#:* Organization's Federal Employer Identification Number.

*Organization Name or Address Changes:* Must be reported to CCT in writing via a letter indicating former name (or address) and new name (or address). Send to the attention of Lu Rivera.

*Authorized Official:* Person with authority to legally obligate the organization.

*Contact Person:* Person CCT staff can contact regarding the GOS grant.

**2) Narrative**

Respond to the following in a narrative of **at least one full page** and **no more than two** pages. Use a font size of 11 point, margins of no more than one inch, and include the organization name at the top of each page. Use the following headings:

**Explanation of Changes.** If you checked any statement (1-7) regarding significant changes in operations or finances, explain in detail. Identify by number and statement. If you checked numbers 4, 5 or 6, explain how reductions in your budget and/or programming have impacted your organization's ability to achieve its mission and meet the needs of its audiences and community.

**Responsiveness to Community and Changing Conditions.** Describe the perceived needs and priorities of your audiences and community, and the methods by which you determine them. How has the organization responded to changing needs in a challenging economic environment?

**Planned Activities.** Outline the organization's program plans for fiscal year 2010-11 and any immediate future years if appropriate, naming specific exhibitions or works to be presented (if applicable). Indicate if existing programs have been discontinued or new ones initiated and why.

**3) Financial Summary** (form provided)

**Instructions for Reporting Financial Information**

To ensure consistency among applicants when reporting budget information (a factor in the GOS funding formula), CCT requires use of the Financial Summary. Eligible revenue and support figures are derived from your organization's **operating budget** and are usually **unrestricted** funds. Restricted funds are generally not allowable, with two exceptions: 1) Funds that have been designated for a specific arts program or other operating purpose; and 2) Restricted funds that are transferred to an unrestricted operating fund, such as interest on investments or endowment funds.

**APPLICATION  
MATERIALS  
(CONTINUED)**

**3) Financial Summary** (continued)

The following should **not** be included when reporting income:

- Restricted revenues and support used for non-operating purposes
- Revenue, support and transfers into the unrestricted fund for debt repayment
- Revenues and support recognized for donated services and materials and barter transactions (a.k.a. in-kind). A comparable dollar value for any of these items is not acceptable in this program’s financial reporting.
- Transfers into the unrestricted fund for non-operating purposes (i.e. used for capital expenditures; endowment funds; funds designated for other non-operating purposes)

On the Financial Summary, report your FY10 board-approved (or recently completed) budget plus the prior three completed years of fiscal activity (FY ‘07, ‘08, ‘09) . As outlined above, report **unrestricted** cash operating income and expenses only.

We suggest you refer to Financial Summaries submitted with previous GOS applications to maintain consistent reporting. It is critical that the operating income figures be accurate and verifiable, as they are a factor in grant calculations.

Be sure to indicate whether your organization has an endowment (or cash reserves) and if it is carrying debt. When not applicable, enter \$0. Also explain reasons for large budget fluctuations from year to year, and your debt reduction plan, if applicable.

The information on this form **must** be verified (i.e., signed) by an outside accountant or the organization’s chief financial officer, defined as the board treasurer or the highest level staff person in the organization (other than the director) responsible for budget/fiscal matters.

**4) Board/Staff Information**

Provide a list of the organization’s current **board members** in the following format:

- Member Name
- Employer/Occupation (or professional affiliation)
- Board Position (if officer)
- Email address (officers only)

Also provide a list of current paid **staff** in the following format:

- Staff Name
- Job Title
- Telephone #/email address (key management and artistic staff only)

Also provide a resumé or bio of any **new** (within the past year) key management or artistic staff. Volunteer staff/responsibilities should be listed only if there is no paid staff in the position.

**APPLICATION MATERIALS (CONTINUED)**

**5) Financial Statements**

Submit appropriate detailed financial statements according to the descriptions below. **Do not** submit IRS 990 forms in lieu of financial statements.

**Organizations with operating budgets of \$500,000 or greater:**

- Submit **one copy each** of organization’s **FY07, FY08 and FY09** audited financial statements (combined statements, showing two years of activity, are acceptable.)

**Organizations with operating budgets less than \$500,000:**

- Submit **one copy each** of organization’s **FY07, FY08 and FY09** Statement of Activities (Income Statement) **and** Statement of Financial Condition (Balance Sheet), either audited OR **verified** (signed and dated on the first page) by the organization’s chief financial officer.
- Note that the balance sheet, outlining the organization’s current assets and liabilities, is a required component of financial statements.

**6) National Standard for Arts Information Exchange Data Collection Form**

Submit **one copy** of this 3-page form. The information is collected for the National Endowment for the Arts and is used nationally to track states’ grantmaking activities.

**Note:** The Project Activity Code for GOS applicants is **11** - Operating Support.

**A FINAL NOTE**

**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.**

The Information/Update and Financial Summary **forms** are available on the CCT web site as “fillable” PDF files that you can save to your computer and print.

**Questions** regarding the General Operating Support application process may be addressed to the **Kathleen DeMeo** at **860-256-2735** or **kathleen.demeo@ct.gov**.

**\* \* \* \* \***

Connecticut Commission on Culture & Tourism  
One Constitution Plaza (Second Floor)  
Hartford, Connecticut 06103  
Main Telephone: 860-256-2800  
Web Site: [www.cultureandtourism.org](http://www.cultureandtourism.org)  
Application drop-off: Monday - Friday, 9:00 a.m. - 4:00 p.m.