



Connecticut Commission  
on Culture & Tourism

# GENERAL OPERATING SUPPORT

For Arts Organizations

FY 2010  
Interim Application  
Guidelines

**GENERAL OPERATING SUPPORT GUIDELINES FOR MULTI-YEAR GRANTEES**

General Operating Support is a component of the Connecticut Commission on Culture & Tourism’s Organizational Support Program and is designed to strengthen Connecticut’s arts infrastructure and help bring high-quality cultural programming to communities across the state. Grants 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 capacity and fiscal responsibility.

**PROGRAM  
TIMELINE**

<b>Interim Application Deadline</b>	<u>Received</u> (not postmarked) by 4:00 p.m. Tuesday, February 10, 2009
<b>Award Notification</b>	September, 2009
<b>Funding Period</b>	September 1, 2009 - August 31, 2010
<b>Final Report Due</b>	October 31, 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:

<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 FY10, Group A past GOS recipients file an Interim Application February 10, 2009 to qualify for second year of funding.</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 FY10, Group B past GOS recipients and new applicants submit Intent to Apply January 12 and “full” GOS Application February 10, 2009. Applications will be evaluated by advisory panel. Successful applicants begin first year of three-year cycle of support in September, 2009.</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>Literature:</b> Non-profit presses; literary organizations  <b>Design, Media Arts</b></p>	<p>For FY10, Group C past GOS recipients file an Interim Application February 10, 2009 to qualify for third year of funding.</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.

Grantees in Groups A and C (above) that received GOS in FY 2009 (July 1, 2008 - June 30, 2009) are required to submit an Interim Application in order to receive their second or third year of funding. These guidelines are intended for **those organizations only**.

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**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 to eliminate or reduce existing deficits

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**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, in particular the amount of funds available to distribute:

**Funds Available:** The amount of funds allocated to the Organizational Support Program/GOS is dependent on CCT's budget. CCT cannot determine grant program allocations until after a state budget has passed.

**Organization Budget Size:** GOS awards take into account an applicant organization's 3-year average operating income (last three completed fiscal years.) 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 operating income.

**Panel Rating:** The review panel's assessment of an organization's application 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 three-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 2010.

**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 **Tuesday, February 10, 2009**. (Interim applicants need **not** submit an Intent to Apply form). Applications must be **received** (not postmarked) by this date. If hand-delivered, applications must be received at the CCT office by 4:00 pm that day. Applicants must request and retain a receipt from the CCT staff person accepting the hand-delivered application, regardless of delivery date. Applications must be complete upon submission. 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  
OSP/General Operating Support  
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 and U.S. 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 OSP 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 or 12 and include 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.

**Recent Activities.** Summarize the organization's activities and accomplishments from July 1, 2008 to the present.

**Planned Activities.** Describe the organization's core programs and activities for the upcoming grant period, September 1, 2009 - August 31, 2010. Be specific in naming planned productions/exhibitions whenever possible.

### **3) Financial Summary Form**

This form summarizes the current (FY '09), projected (FY'10) plus last three completed years (FY '06, '07, '08) of fiscal activity. Report **unrestricted** cash operating income and expenses only. The operating budget does not include:

- Capital campaign income, or expenses related to capital improvements, renovation or construction
- Donations restricted for an organization's endowment. Revenue (interest) earned on investments and spent on operations during a given year, however, may be included.
- The value of in-kind donations (goods or services)

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

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**APPLICATION  
MATERIALS  
(CONTINUED)**
**3) Financial Summary Form (continued)**

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 (with signature) by 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/Job Title (if applicable)  
Board Position (if officer)  
Contact telephone #/email address (board **officers** only)

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

Staff Name  
Job Title  
Telephone #/email address (executive/artistic staff only)

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

**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 **FY06, FY07 and FY08** audited financial statements (combined statements, showing two years of activity, are acceptable.)
- If the organization's FY08 audit has not been completed by the application deadline, submit an unaudited Statement of Activities (Income Statement) and Statement of Financial Condition (Balance Sheet) for FY08 verified (signed/dated) by the organization's chief financial officer. The FY08 audit should be sent to the CCT program manager as soon as it is available.

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

- Submit **one copy each** of organization's **FY06, FY07 and FY08** Statement of Activities (Income Statement) **and** Statement of Financial Condition (Balance Sheet), either audited OR **verified** (signed/dated) 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. Information collected is used by the National Endowment for the Arts to document CCT's and other 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 at [www.cultureandtourism.org](http://www.cultureandtourism.org) as “fillable” PDF files that you can save to your computer’s hard drive.

Questions regarding the OSP/General Operating Support application process may be addressed to the **Kathleen DeMeo** at **860-256-2735** or **[kathleen.demeo@ct.gov](mailto:kathleen.demeo@ct.gov)**.



**Connecticut Commission  
on Culture & Tourism**

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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.