



Department of Economic and
Community Development

Office of the Arts

ARTS & COMMUNITY IMPACT

FY2016 Application Guidelines

Arts & Community Impact

FY2016 APPLICATION GUIDELINES

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Important Note: These Application Guidelines include embedded links which provide further program information and resources. Be sure to access the electronic version at www.ct.gov/cct.

THE ARTS & COMMUNITY IMPACT GRANT PROGRAM

A wide variety of arts and cultural activity is directed toward advancing changes in the social environment. Such projects work to contribute toward outcomes that can span a spectrum of impact from developing greater awareness and knowledge, communicating important values, deepening community relationships, mobilizing community action to achieving institutional or policy change. Arts & Community Impact (ACI) applicants are strongly encouraged to review the [social impact information](#) found on the [Animating Democracy](#) website. To support the ACI applicant, these Guidelines reference particular pages and resources from Animating Democracy, which is a program of the [Americans for the Arts](#).

The Connecticut Office of the Arts' (COA) ACI grant program is a good fit for those applicants primarily interested in projects that create or sustain a meaningful relationship with non-arts stakeholders to effectively connect the intrinsic value of the arts to identifiable community needs, interests or opportunities. Review the grant program's Principles of Practice (page 4, below) as well as and Note #2, below, and page 14, How to Select the Right COA Project Grant.

Note that COA grant programs provide options for eligible applicants. **Applicants can choose from among six (6) grant program categories to determine the best fit, and may apply to one (1) grant category:**

- Note:** Eligible entities may apply to ONLY one (1) grant category (Project and Operating Support categories a. through f. listed in the circle to the right). Applicants may NOT seek funding from two COA grant categories to fund one activity or connected activities. See below, Two Eligible Tiers, and page 4, Eligibility.
- Note:** Applications in each project grant category are reviewed by panelists with expertise specific to that category. A key to selecting which Project Grant Category is the best fit for your proposal, is to ask, "What panel of experts should read, review, evaluate and score my proposal?" See page 14, How to Select the Right COA Project Grant.

Project Grant Categories:

- Regional Initiative
- Arts Learning
- Arts & Community Impact
- Creative Arts Promoting Preservation ([SHPO](#))
- Public Art Community Projects

General Operating support:

- Supporting Arts in Place

The [FY2016 Grants At-A-Glance](#) provides a snap-shot of all six grant categories.

Note: ACI funds will NOT support ongoing programming or operations. ACI proposals may be submitted for either:

- A new project, or
- An ongoing program or project that is significantly adapted to align with the requirements of this grant program.

TWO ELIGIBLE TIERS

ACI divides applications into two separate grant request ranges. Approved applications in each Eligible Tier complete a panel review process (See Page 11, Review Criteria) by which each proposal is formally evaluated. Eligible Tiers classify applicants by type of entity. Grants require a match of private funds equal to at least fifty percent (50%) of the COA funds requested (see page 12, Matching Requirement & In-kind Contributions). Request ranges are divided by Tier:

ELIGIBLE TIER ONE – for funding requests from \$7,500 up to a maximum of \$15,000

ELIGIBLE TIER ONE ENTITIES include:

- ✓ Artist (with fiscal sponsor)
- ✓ Artist Groups without 501-c-3 status (with fiscal sponsor)
- ✓ Arts Organization
- ✓ Arts Program of a 501-c-3 non-arts organization
- ✓ College or University
- ✓ Municipal Dept (A, B, C)

ELIGIBLE TIER TWO – for funding requests that start above \$15,000 up to a maximum of \$35,000.

ELIGIBLE TIER TWO ENTITIES include:

- ✓ Arts Organization
- ✓ Municipal Department (C)

Applicants should review the [Glossary of Application Terms](#) for more detailed eligibility qualifications and definitions.

ELIGIBILITY

The following applicants are **NOT ELIGIBLE** to apply to the Arts & Community Impact grant program:

- [COA/DECD Line Items](#)
- [COA Designated Regional Cultural Service Organizations](#)
- Applicants who did not submit an Intent to Apply by the deadline.
- Applicants applying to fund ongoing programs, operations, and/or capital or endowment funds.
- Applicants who have applied during the same grant period to any other FY2016 COA grant category.
- Any applicant that seeks funding from TWO COA grant sources to fund ONE activity or for connected activities (for instance: being the applicant for one grant request and being a named partner in another, both for the same activity).
- Incomplete applications are considered ineligible, regardless of an applicant's approved eligibility.
- An application submitted after the deadline is considered ineligible, regardless of an applicant's approved eligibility.

Important Note for ELIGIBLE TIER ONE Applicants:

- Individual Artists and Artist Groups without formal Internal Revenue Service charitable organization designation 501-c-3, must apply through a fiscal sponsor (See Page 13, Fiscal Sponsorship).
- An artist employed by an organization may submit an application as an individual artist OR via the organization within which they are employed, but not both.

GRANT AWARDS & FUNDING PERIOD

ACI funds proposals fully or not at all. Awards are based on the final scoring (see Page 11, Review Criteria) and approval by the Connecticut Arts Council. Projects **MUST** occur during the specified funding period and may be completed earlier.

Note: State funds may not be used to cover any expenses incurred before or after the period of the grant, including those costs associated with project planning.

PRINCIPLES OF PRACTICE

The Arts & Community Impact Grant program seeks applicants proposing collaborative projects that value and apply the following principles throughout their work.

✓ Engage & Catalyze Cross-Sector Relationships.

The strongest proposals bring together two or more cross-sector stakeholders (arts with non-arts) that thoughtfully co-interpret a community need, interest or opportunity, recognize and appreciate interdependencies between the stakeholders, and establish clear responsibilities that allow each collaborator to contribute to, assume a level of responsibility for, and attain benefit and learning from, the project.

✓ Value & Understand Context.

Successful proposals present and identify key relationships that demonstrate **WHY** the project proposal is relevant and meaningful to all parties involved; articulate **WHAT** arts & community impact goals the project intends to fulfill; and thoughtfully define **HOW** the project will contribute to those intended outcomes.

✓ Develop Feedback Loops for Learning.

Stakeholders actively evolve their plans during the project's implementation by continuously monitoring progress and momentum to inform ongoing decisions with insightful and relevant information. Reflective feedback loops provide stakeholders with valuable opportunities to co-interpret emerging information and lessons, reconsider the changing needs of the stakeholders, and recognize and react to contextual changes.

✓ Position the Arts in a Leadership Role.

COA requires that every project engage at least one Connecticut artist in a significant project role. Successful proposals place the arts, artists, and arts activities in an influential and contextually suitable role. Every project is unique, therefore the specific scope of an artist's work will vary, but may encompass all phases of the proposed project, from planning and implementation to final evaluation.

See Page 5, Your Application, for details on required information, resources and recommendations. See Page 11, Review Criteria, for details on how your application will be evaluated and scored.

GETTING STARTED

ONLINE APPLICATION SYSTEM

COA's grant programs are administered via an e-granting system at <https://coa.fluidreview.com/>. **Note:** E-mail and paper submissions, or any modified versions of the application, will not be accepted. All technical e-grant system questions should be directed to Tech Support at support@fluidreview.com.

INTENT TO APPLY

The Intent to Apply process formally confirms an applicant's eligibility prior to the submittal of an application. **Note:** **ALL applicants are REQUIRED to submit an Intent to Apply** prior to submitting an ACI application.

Submit your Intent to Apply by logging on at <https://coa.fluidreview.com/>. New FluidReview users must "sign up" by creating a new account. Returning users may simply "sign in." Select **Arts & Community Impact / 2016 Intent to Apply** from the drop down menu.

ARTS & COMMUNITY IMPACT DEADLINES

11:59 PM, Thursday, April 2, 2015	Intent to Apply Due *
No later than Thursday, April 9, 2015	Eligibility Verification
11:59 PM, Thursday, May 7, 2015	Grant Application Due

* Intent to Apply submissions will not be reviewed by COA if received after the published Due Date.

GRANT REPORTS

All grantees are required to submit a Final Report. The Final Report is a closing accounting of your project due no later than 60 days after the end of the contract period (which may be filed earlier for projects that are completed earlier). Interim Reports and Final Reports are submitted via the online portal: <https://coa.fluidreview.com/>.

Note: An **Interim Report** (a one page update of the funded project due no later than January 31, 2016) is a requirement **ONLY** for ELIGIBLE **TIER TWO** grantees.

Final Reports include:

- A Final Accounting Project Budget (and a Final Accounting In-kind Budget *IF*, In-kind contributions were applied toward your project and/or the required match),
- Narrative details and analysis,
- Recorded measurements of project outcomes and learning as proposed in your original application,
- Marketing and publicity materials,
- Other details and documents that support your statements.

YOUR APPLICATION:

REQUIRED INFORMATION, RESOURCES & RECOMMENDATIONS

ELIGIBLE TIER REQUIREMENTS

Note: **Eligible Tiers complete unique applications.** TIER TWO applicants may request a higher amount of state funding and provide additional information. Each Application Section below details required information per Eligible Tier:

- **ELIGIBLE TIER ONE** – funding requests start at \$7,500 and extend to a maximum request of \$15,000.
- **ELIGIBLE TIER TWO** – funding requests start above \$15,000 and extend to a maximum request of \$35,000.

◆ Application: SECTION I

Your Comprehensive Project Outline

Applicants will not be able to complete Section I without final proposal design information from later application sections. Required information for your Section I “Summary” is connected to other application sections.

Applicants in Tier One and Tier Two are required to provide:

1. A Project Title. (up to 10 words)
2. Proposed Project Start and End dates.
3. The Proposal Type:
 - a. A new project.
 - b. An ongoing program or project that is significantly adapted to align with the requirements of this grant program.
4. A list of all stakeholders to be involved in the project and a Lead Project Contact (provide contact information for all):
 - a. Briefly describe each project stakeholder. (up to 150 words per stakeholder)
 - b. Outline the primary project relationships by summarizing the role(s) and responsibilities of each stakeholder. (up to 150 words per stakeholder)
5. The Town or Towns where the community impact(s) will occur.
6. A Financial Overview:
 - a. Your Grant Request amount (matches the request on your Project Budget: Expense & Income Allocations).
 - b. Your Total Project Expenses (matches the expense total on your Project Budget: Expense & Income Allocations).
 - c. Confirm whether you propose to use In-kind Contributions to satisfy your required matching funds.
7. An explanation of how the project will be made accessible to persons with varying abilities. (up to 325 words)
8. Provide a Major Project Activities Outline to correlate key project actions to your Broad Community Impact Goal(s).
Note: Information on Broad Community Impact Goal(s) is available in Application Section III. [COA strongly recommends that applicants review this information before finalizing the Major Project Activities Outline.](#) Note that the number of Goals differ by Eligible Tier (see page 8, Application Section III). (Upload maximum two pages)

TIER TWO applicants ONLY are required to provide:

9. Information regarding the allocation of state funds toward administrative project costs. **Note:** No more than 35% of requested state funds can be allocated toward eligible administrative project costs. If your project plans to use state funds to pay administrative expenses to the applicant or other project stakeholders, you must submit:
 - a. A budget detail presenting administrative expenses that will be paid with ACP grant funds to reimburse the Applicant, in whole or in part.
 - b. A budget detail presenting administrative expenses that will be paid with ACP grant funds to reimburse other project stakeholders, in whole or in part (detail amounts for each project stakeholder).
10. A Project Stakeholder Statement (one page maximum) for each named collaborator (upload).

SECTION I: RESOURCES & RECOMMENDATIONS

Relevant Review Criteria: *Relevant Across All Criteria*

- ➔ **Question #3** – see page 7, Application Section II, Question #1. b.
- ➔ **Question #4** – applicants that describe intentional, mutually beneficial, cross sector relationships will receive higher scores than applications where the quality and interdependence of the relationships demonstrate a weak understanding or commitment, such as a primarily transactional arrangement.
Stakeholders – the ACI program stipulates the following stakeholder parameters:
 - The applicant **MUST** collaborate with one (or more) cross sector project stakeholders that effectively link the arts with other (non-arts) fields and sectors in ways that advance interdependency. More stakeholders (quantity) does not equate to higher review scores. Higher scores result from the depth and relevance of the assembled relationships (quality).
 - There are no restrictions placed on the type of entities that can serve as a cross sector stakeholder. Collaborators can include individuals, unincorporated groups, community-based organizations, municipalities, for-profit or nonprofit businesses, or any other entity suitable to your project.
 - Additional stakeholders can be included without restriction (one cross-sector collaborator is required).

- Each project collaborator must be a distinguishable entity that can act as a discrete partner. For example, a “hospital” is an eligible, distinguishable entity. However, the “general population” of a region is indistinct and is not an eligible project stakeholder.
- ➔ **Question #4a** – support the reviewers’ understanding of your proposal by including basic demographic information and/or other important community-specific information. Demographic information about Connecticut communities is available from numerous sources, including the [CT Economic Resource Center](#).
- ➔ **Question #4b** – briefly describe each stakeholder’s major role in the project. What has the stakeholder committed to do in order to achieve the project’s goals? For example, a project’s non-arts stakeholder, such as a police department, commits to provide a specific number of police officers who will work with community artists in a city neighborhood to improve relationships with residents.
- ➔ **Question #5** – list all CT (and other) towns where the project’s key outcomes will have effect.
- ➔ **Question #6** – note that, if awarded a grant, the grant amount and required cash match amount are listed on your legal contract. These amounts are based upon your original application and, where applicable, stipulate the total amount of In-Kind Contribution you proposed to allocate toward the required cash match. See page 12, Matching Requirement, page 13, In-Kind Contributions, and review [Project Budget Instructions](#).
- ➔ **Question #7** – applicants can review the [Accessibility Resources](#) available on COA’s website for help in verifying the ways in which your project will be accessible.
- ➔ **Question #8** – your Major Project Activities Outline logically describes the project’s key activities and **HOW** those activities will achieve your Broad Community Impact Goal(s). Create a chart or provide a simple narrative with clear headings to illustrate the correlation between your Broad Community Impact Goal(s) (Application Section III, Question #2) and your major project activities. This Outline is a key element of the application and should give the reviewer a sound understanding of your project. It will connect directly to information in Section II, Understanding Context, and Section III, Developing Feedback Loops for Learning. Applicants may choose to review the [Social Impact resources](#) available on the Animating Democracy website for help with how to identify, observe and measure typical community impact outcomes.

TIER TWO applicants ONLY:

- ➔ **Question #10** – convey how a project stakeholder(s) has committed to expand their ability, aptitude or expertise by collaborating on the project. How is their role in the project different from their typical day-to-day operations, if at all? Each Project Stakeholder Statement should be written by the stakeholder and describe their commitment and specific reasons for the collaboration. Do NOT include a written statement from the applicant in this section.

◆ **Application: SECTION II**

Understanding Context: Co-Interpretation of Gathered Information

Applicants in both Tier One and Tier Two are required to provide:

1. COLLECTIVE ASSESSMENT OF COMMUNITY NEED, INTEREST, OR OPPORTUNITY

- a. Describe the community need(s), interest(s) or opportunity(ies) that the stakeholders have collectively identified, interpreted, and intend to address through your proposal design. Clarify the major factors which informed the collective assessment and describe how each stakeholder participated in the process. (up to 975 words)
- b. If you propose the adaptation of an existing program or project to reach your community goal(s), justify your decision. **Note:** Applicants seeking support for a new project will select “Not Applicable.” (up to 325 words)

TIER TWO applicants ONLY are required to supply the following:

2. RESEARCH & INFORMATION GATHERING

Provide materials that correspond to your planning process and/or prior research. (Upload no more than three [3] pages of material which may include web or video links)

SECTION II: RESOURCES & RECOMMENDATIONS

Relevant Review Criteria: Valuing & Understanding Context

- ➔ **Understanding Context** – your narrative in this section explains **WHY** the project proposal is relevant to all involved. The most convincing cases will provide evidence of:

- Viewpoints and input gathered from multiple stakeholders (the community engaged, project partners and any other key relationships with direct interest in the project) to discover, clarify and co-interpret need, interest or opportunity as a part of a thoughtful, ongoing process that was undertaken prior to the project and will be ongoing throughout the project's implementation.
- Your project design should provide an accurate reflection of the community's or communities' need(s), interest(s) or opportunity(ies), whether a new design or a convincing rationale for using an existing program that has been significantly adapted or advanced.
- ➔ **Question #1a** – explain how the project's stakeholders co-interpreted the situation or circumstances that inspired your project design. Support your assessment of the situation by including factors such as:
 - Community / regional cultural characteristics,
 - Community / regional attitudes, beliefs, values, views, etc.,
 - An examination of relevant research,
 - Demographics of the community or region,
 - Economic structures of the community or region,
 - An inventory of available services, support systems & programs,
 - A diagnosis of relevant needs, interests, problems, challenges, etc.,
 - Competitive situations or advantages,
 - Community / regional / statewide / national trends,
 - Your organization's needs and assets,
 - Consequences of the personal and/or organizational capacity of the project's key stakeholders.
- ➔ **Question #1b** – (if applicable) help the reviewer to understand your decision to adapt a current or past project instead of designing a new strategy. It could be helpful to cite results from relevant prior activities, such as participant surveys, focus group responses, final project evaluations, and so forth, to support your conclusion. Applicants who are proposing a new project check the "Not Applicable" box. Confirm that your response agrees with Application Section I, Question #3, Proposal Type.

TIER TWO applicants ONLY:

- ➔ **Question #2** – supply pertinent research and information gathering that supports the relevance of your project to the community needs, interests, or opportunities you wish to address. Examples of helpful materials that were central to the design of your submission might include survey results, community meetings, or research such as published articles, regional studies, etc.

◆ **Application: SECTION III**

Developing Feedback Loops for Learning

Applicants in both Tier One and Tier Two are required to provide:

- **TIER ONE** applicants must formulate at least one (1) Broad Community Impact Goal.
- **TIER TWO** applicants must formulate two (2) to four (4) Broad Community Impact Goals.

1. Identify Your Learning Team.

Identify minimum one person from each stakeholder to focus on reflective feedback and response.

2. Broad Community Impact Goals & Intended Outcomes (up to 35 words per Goal)

For each of your **Broad Community Impact Goals** (as listed in your Major Project Activities Outline), identify and describe at least one **Intended Outcome**.

3. Developing Your Feedback Loop

Identify and describe specific kinds of **Project Feedback** that the Learning Team will observe and measure in order to drive ongoing, informed decision making. Describe **Information & Data** that you will collect, measure and interpret (qualitative and/or quantitative) to gauge progress and corroborate learning. Describe at least one (1) Project Feedback indicator per Intended Outcome (up to 35 words per indicator), and at least one (1) type of Information & Data measured per Project Feedback indicator (up to 35 words per measure).

4. Improving Practice (up to 350 words)

Briefly describe how undertaking your project will be an opportunity to deepen the project stakeholders' Arts & Community Impact learning and practice.

SECTION III: RESOURCES & RECOMMENDATIONS

Relevant Review Criteria: Potential to Monitor Progress & Learn from Experience

- **Developing Feedback Loops** – your narrative information within this section describes **WHAT** specific arts & community impact outcomes you anticipate. Applicants should ask: “How will we pay attention to context?” “What can we reasonably do and accomplish within the grant’s timeframe?” Plans to track and measure progress should be effective, reasonable and do-able.
- Applicants should review the Impact resources available on the Animating Democracy website, in particular, review the [Continuum of Impact](#) (clicking on the picture provides a PDF version of the chart). The Continuum of Impact page lists six types of change that can occur along the Continuum (such as [Changes in Awareness & Knowledge](#)). Each “change” is linked to detailed information that can help you to better understand how to answer the questions in this section. A PDF of each type of change provides graphics that illustrate:
- Broadly stated Outcomes of Social / Civic Change (which correlates with this application’s **Broad Community Impact Goals**),
 - An example of a Creative Strategy designed to achieve the outcome (which correlates with this application’s **Major Project Activities**),
 - A more Specific Outcome (which correlates with this application’s **Intended Outcomes**),
 - Indicators that might be observed as evidence toward achieving the more specific outcome (which correlates with this application’s **Project Feedback**), and,
 - Data Collection Strategies for selected Indicators (which correlates with this application’s **Information & Data**).
- **Question #1** – identify the individuals (at least two) who will be assigned by the stakeholders to manage the tasks referenced in this section of the application. Each stakeholder should have at least one member with responsibilities to the project’s Learning Team. Provide each person’s name and title or project affiliation.
- **Question #2** – Broad Community Impact Goals represent outcomes that reside more at an expansive community level. Question #2 requires that you identify and describe at least one Intended Outcome for each Broad Community Impact Goal you have named. Intended Outcomes are more specific consequences that can be plausibly anticipated from your major project activities and which are expected to contribute toward the more expansive Broad Community Impact Goal(s). Your Intended Outcomes should be consistent with the information provided in your Major Project Activities Outline.
- **Question #3** – what will the Learning Team be looking for and measuring that will help to indicate progress and momentum toward your Intended Outcome(s) and Broad Community Impact Goal(s)? Ongoing reflection during the project’s implementation allows stakeholders to adapt strategies as needed and learn from practice. Question #3 asks that you identify Project Feedback that the Team will monitor. The feedback will include qualitative and/or quantitative information. Project Feedback indicators are valuable to show the extent to which your actions and strategies have contributed toward intended outcomes (they are not intended to prove causality between your actions and the results). You should decide on a modest number of realistic and useful Project Feedback indicators that will provide insightful and relevant information and that can be reasonably measured.
- **Qualitative** information relates to descriptive data, such as information gathered from interviews, focus groups, blog posts and other anecdotal data, from which project stakeholders can discern valuable patterns and relationships. Qualitative information is tied to meaning (values, beliefs, etc.) and is therefore not strictly statistical. It is important to strive for a diversity of qualitative data so that Project Feedback is not tied to one source that could skew understanding and learning.
- **Quantitative** information is expressed in numbers or statistics, such as counting attendance at an event or the number of hits to a web site. You can also use surveys to measure changes, for instance: a change in understanding can be measured using a [Likert scale](#) that rates the answer within a spectrum from “very little” to “very much.” While quantitative information seems less complicated to gather and interpret, it may not provide you with the most meaningful data in relation to your goals and outcomes.
- Applicants may wish to review the [Understanding Indicators](#) section of the Animating Democracy website for help with identifying and measuring Project Feedback.
- **Question #4** – this an opportunity to convey to the reviewer why this project is important to stakeholder learning and relates, in part, to Application Section I, Question 10.

Carrying Out Your Arts & Community Impact Project

Applicants in both Tier One and Tier Two are required to provide:

1. INFORMATION ABOUT THE PROJECT'S CONNECTICUT ARTIST(S)

- a. Briefly describe the role(s) and responsibilities of the selected artist(s). If the artist is not selected at the time of application, include a brief description of the selection process. (up to 200 words)
- b. Explain why the selected artist is the best fit for this project. If the artist is not selected at the time of application, provide a description of the skills necessary to best support the project's success. (up to 200 words)
- c. If the CT artist(s) is selected prior to submission, upload a resume and/or bio (no more than 2 pages per artist), and no more than six (6) work samples per artist (see e-grant system for file size and capacity restrictions).

2. YOUR PROJECT'S FINANCIAL PLAN

- a. Complete and upload your completed FY2016 ACI Project Budget – Expense & Income Allocations form.
- b. Provide a budget narrative to clarify any noteworthy income and/or expense allocations and any uncertain budget elements. (up to 350 words)
- c. If your project intends to use in-kind contributions, in part, to meet project expenses and/or will be applied toward satisfying the required grant match, complete and upload the FY2016 ACI In-Kind Budget Worksheet.

3. SUPPORTING DOCUMENTATION

Upload up to three (3) files that can provide important information about your proposal (additional materials such as photographs, video, press releases, etc.). Provide a brief description of each uploaded file. Individual document files may not exceed two (2) 8.5" x 11" pages in length. Video or audio files may not exceed 5 minutes in length.

TIER TWO applicants ONLY are required to provide:

4. INFORMATION ABOUT MARKETING AND PUBLICITY (up to 200 words)

- a. Provide a brief outline of plans to promote your project.

SECTION IV: RESOURCES & RECOMMENDATIONS

Relevant Review Criteria: Quality of the Plan

- ➔ **Carrying Out Your Project** – this section provides important information regarding the likelihood of the project's successful completion, including strategic details such as the significance and context of the proposed artists and arts activities, project finances, how you have raised or will raise required matching funds, and so forth.
- ➔ **Question #1** – the [Glossary of Application Terms](#) will provide detailed eligibility qualifications and definitions when hiring a Connecticut artist. Applicants can find help in their search for project artists by reviewing the COA [Directory of Performing & Teaching Artists](#) and the New England Foundation for the Art's [Creative Ground](#) website.
- ➔ **Question #1a** – the Arts & Community Impact grant program places a priority on artists having a significant role in funded projects, from planning and implementation to final evaluation.
- ➔ **Question #1b** – this is an opportunity to reveal a deeper understanding of context. Explain how the artist(s) you have proposed is appropriate in context to the community need, interest or opportunity you have identified.
- ➔ **Question #1c** – when uploading samples of selected artist works, select samples that are either directly related to your project or which show evidence of the critical skills needed for your project. In some cases, projects may need to show evidence of skills beyond an arts discipline. For instance, a project may hire an artist to provide therapeutic services, which should be in evidence via the uploaded materials.
- ➔ **Question #2a** – applicants should review the [Instructions for FY2016 ACI Project Budget](#) as well as study the Sample Budgets (versions Without In-Kind and With In-Kind) for detailed help in preparing your project finances.
- ➔ **Question #2b** – this is an opportunity to clarify your financial plans for the reviewer. Use this narrative to clarify aggregated numbers in your budget, for example, contracted personnel details such as "3 tech

support x 10 hrs ea @ \$25/hr = \$750.) You can also explain the likelihood of meeting the required matching amount, details regarding your in-kind valuations, and so forth.

- **Question #2c** – applicants should review the Sample In-kind Budget Worksheet for help in preparing your project finances.
- **Question #3** – supporting documentation provides an opportunity to increase the reviewer’s understanding of your project. Provide important information about your proposal that supports your narrative and/or financial descriptions.

TIER TWO applicants ONLY:

- **Question #4** – supply pertinent information about how you will engage the community before, during, and after your project. Briefly describe the various media that you will employ to promote the project.

REVIEW CRITERIA

HOW YOUR ARTS & COMMUNITY IMPACT APPLICATION IS EVALUATED

ALL ELIGIBLE TIER applications employ the same review criteria. The maximum score is 60 points. Independent reviewers with professional community arts project experience evaluate and discuss all applications based solely on the criteria below. The review process includes a telephone interview with project stakeholders, scheduled by the reviewer. The independent review panel agrees on final scores for each application and provides funding recommendations to COA.

A. Valuing & Understanding Context (25 points maximum)

Application Section I – Your Comprehensive Project Outline

Application Section II – Understanding Context: Co-Interpretation of Gathered Information

This criterion reflect the applicant’s depth and quality of collective assessment and understanding of the community need(s), interest(s), and opportunities, the demonstrated relevance of the proposed project, and the potential impact and potency of the stakeholders’ collaboration.

- To what extent does the proposed project engage and catalyze a key cross sector relationship?
- To what extent were the stakeholders thoughtfully engaged in the planning and design process?
- To what extent is the proposal design relevant to the community or communities described? Will the identified need, interest or opportunity be successfully addressed by the activities proposed?
- To what extent does the project position the arts in a leadership role?
- (Where applicable) To what extent is the proposed project an effective adaptation of ongoing programming or operations?

B. Potential to Monitor Progress & Learn from Experience (20 points maximum)

Application Section I – Your Comprehensive Project Outline

Application Section III – Developing Feedback Loops for Learning

This criterion reflects the stakeholders’ depth of commitment to continuously monitor progress and momentum, co-interpret emerging information, react to contextual changes, and the prospects for learning and/or deepening arts & community practice.

- To what extent does the project’s proposed Feedback Loop outline valuable Broad Community Impact Goals, realistic Intended Outcomes, observable Project Feedback and measurable Information & Data?
- To what extent do the proposal design and stakeholders’ commitment reinforce the ability to continuously scan the project in order to drive ongoing project decisions with insightful and relevant information?
- To what extent can this project lead to beneficial outcomes and learning for the project’s stakeholders?

C. Quality of the Plan (15 points maximum)

Application Section I – Your Comprehensive Project Outline

Application Section IV – Carrying Out Your Arts & Community Impact Project

This criterion reflects the inherent role of the arts within the proposed project and the overall likelihood for success given the plans outlined.

- To what extent is the Major Project Activities Outline an appropriate and feasible strategy? To what extent is the overall project realistic and feasible?
- To what extent is the artistic merit suitable for the context of the community impact outlined in the proposal?
- Is the budget accurate, complete, appropriate and realistic? Are in-kind contributions valued within reason?
- To what extent do the stakeholders demonstrate the commitment and ability to carry out the intention and scope of the proposal?

Panel assessments are the primary consideration in determining grant funding. COA's programs and services intend to achieve broad geographic reach and therefore may consider such in its funding decisions. Following the panel review process, COA staff present funding recommendations to the Connecticut Arts Council for review, discussion and final approval.

FISCAL INFORMATION

ADMINISTRATIVE EXPENSES

Up to 35% of your state grant request can be allocated to pay your project's administrative expenses. The applicant and other project stakeholders may be assigned state funds from the grant to cover such costs.

RESOURCES & RECOMMENDATIONS

- ➔ **Administrative Costs** – these are costs related to running the whole organization as opposed to direct expenses related to a specific department, program or special project. Administrative expenses offer a wide benefit to the company, transcend typical departmental lines and support necessary functions. They include expenditure for such things as utilities costs (heating, cooling, electrical power, water, phone and internet), and general expenses such as office rental, office supplies, insurance, etc.
- ➔ **Allocating Administrative Costs** – a portion of some expenses that seem tied to one department, such as accounting or legal, can be considered administrative because they benefit the entire organization and are also necessary to successfully implement a program or special project. Such costs are allocated, or proportioned, to better reflect actual program or project costs. Likewise, it is customary practice to logically apportion the salaries of managers and general administrators to various programs and projects, as they are involved in many different areas of the operations necessary to those programs and projects.
 - Your proposed project budget may allocate certain administrative costs that are needed to undertake and implement your project – for example, such costs as insurance, postage, telephone, or a reasonable portion of the salary of a supporting staff member. Note that your project's assigned Manager can be either a stakeholder's current staff member (recorded as an allocated administrative expense) or a specifically contracted individual (recorded as a direct project cost).
- ➔ **Not Administrative Expenses** – For the most part, any expenses that are limited to a particular department or project, and which do not offer direct benefit to other areas of the organization, should not be counted as administrative expenses. For example, the cost to contract an artist hired to perform at a special event is not be considered an administrative cost.

MATCHING REQUIREMENT

Receiving an ACI grant award requires a mandatory match of no less than 50% of your grant request. Applicants may use in-kind contributions to satisfy up to 25% of their match. While it is not a requirement for matching funds to be confirmed at the time of application, proposals that can verify funding sources at the time of application are more favorably reviewed. **Note:** COA funding CANNOT be matched with other State of Connecticut funds.

IN-KIND CONTRIBUTIONS

ACI applicants claiming in-kind contributions are required to complete the FY2016 ACI In-Kind Budget Worksheet. Claimed in-kind estimates will be reviewed for reasonableness. Making use of in-kind contributions is not required. Applicants should review the [In-Kind Contributions](#) information on COA's website for further information.

ELIGIBLE EXPENSES

- Materials
- Space rental or Occupancy costs (maintenance, security, insurance, utilities, etc.)
- Payments to contracted artistic, technical or administrative professionals
- Supplemental project insurance
- Project-specific permits and fees
- Artist fees
- Legal fees directly associated with the project
- Hospitality expenses directly related to the project
- Evaluation services and documentation
- Printing, advertising and marketing costs
- Limited brick and mortar expenses ONLY as directly associated with the project
- Travel and conference registration fees

INELIGIBLE EXPENSES

- Expenses incurred outside of the funding period, including planning costs
- Activities already funded by another COA program during the same fiscal year
- Interest paid on loans
- Activities to eliminate or reduce existing deficits
- Scholarship assistance for academic or non-academic programs
- Fundraising costs
- Political contributions
- Lobbying activities & fees
- Legal fees not associated with the project
- Religious programming, activities or paraphernalia
- General brick and mortar construction costs, facility construction or capital improvements
- Any expenses not related to the project

FISCAL SPONSORSHIP

Applicants should review the [Fiscal sponsorship](#) information on COA's website for further information. **Note:** When an artist or organization engages a fiscal sponsor (See Page 4, Important Note for TIER ONE Applicants), the applicant MUST identify the fiscal sponsor at the time of application, complete the Fiscal Sponsorship section of the application and provide:

- a. Fiscal sponsor name and contact information,
- b. An outline of the agreement including insurance requirements,
- c. A copy of the formal agreement.

GENERAL FISCAL INFORMATION

- Grant funds must be applied toward arts-based projects that impact Connecticut towns and communities and benefit Connecticut residents as indicated in your application.
- COA intends to fully fund those requests that are awarded.
- COA may issue multiple grant payments. A payment schedule will be defined by COA in the grant contract. The first installment will be issued following the processing of a fully executed contract.
- The amount of available COA grant funds is dependent on state and federal annual appropriations as allocated by the Governor and the Connecticut General Assembly and as awarded by the National Endowment for the Arts. This amount varies from year to year; therefore, COA's funding may vary.
- Grantees will not receive funding for a newly approved 2016 Arts & Community Impact grant until: 1) any prior COA funded project is complete, and 2), any mandatory final reports have been received.
- COA may utilize Guide Star or other such services to access financial records of non-profit organizations.
- COA reserves the right to request additional financial documents from applicants.
- At the end of the funding period, all grantees must complete a Final Report. Eligible Tier Two grantees must also complete an Interim Report during the period of the grant project. As part of the Final Report, grantees will be required to provide:
 - ✓ accounting of actual expenses including the allocation of COA grant funds,
 - ✓ confirmation of the match by providing the sources of both dollars and in-kind contributions,
 - ✓ required evaluation and assessment data.

QUESTIONS, CONTACTS & APPLICANT RESPONSIBILITIES

TECHNICAL QUESTIONS & RESOURCES

Contact Tech Support at support@fluidreview.com for technical related questions.

HOW TO SELECT THE RIGHT COA PROJECT GRANT

A key to selecting which project grant is the best fit for your proposal, is to ask the question, “Who will best understand our proposal?” This is an important factor as each grant program employs experts in a particular field or fields most relevant to that category. You should reflect on your proposal in relation to the program’s panelists.

PROJECT GRANT CATEGORY	PANEL REVIEW TEAM COMPRISED OF:
Arts Education	<i>Arts Educators, School Teachers & Leadership, Teaching Artists, Curriculum Designers, etc.</i>
Arts & Community Impact	<i>Arts and Non-Arts Professionals with significant experience in community arts projects</i>
Arts Promoting Preservation	<i>Preservation Professionals, CT History Professionals, Arts Professionals, etc.</i>
Public Art	<i>Public Artists, Public Art Program Professionals, Public Space Design Professionals, etc.</i>
Regional Initiative	<i>Local and Regional Stakeholders from the arts and non-arts sectors</i>

REGIONAL PARTNERS

The Office of the Arts partners with [Designated Regional Service Organizations](#) that serve as local field offices to constituents and citizens. Towns served by the service organizations are provided on the Designated Regional Service Organization webpage.

ADDITIONAL APPLICANT RESPONSIBILITIES

Applicants should review the [Connecticut Office of the Arts Grant Overview Guidelines](#), as all guidelines are strictly enforced. In addition, all grantees must comply with:

- [The Department of Economic and Community Development Ethics Statement](#).
- State single audit requirements as may be applicable .
- All municipal, state and federal ordinances and laws (if applicable), which should be confirmed prior to submitting your application.

Note: Applicants should be aware that all collected information is considered public record.

ARTS & COMMUNITY IMPACT GRANT PROGRAM MANAGER

Contact John Cusano, Community Development Coordinator

john.cusano@ct.gov

(860) 256-2723