



FY  
2020

Connecticut Office of the Arts



Arts Learning

PRESENTATION

Grants



PROGRAM GUIDELINES



Department of Economic and  
Community Development

Office Of The Arts

Connecticut<sup>®</sup>

## About the Connecticut Office of the Arts

The Connecticut Office of the Arts (COA) is the State Arts Agency (SAA) within the Department of Economic and Community Development for the State of Connecticut. Initially founded as the Commission on the Arts in 1965, the state arts office directly serves arts organizations, artists, schools, municipalities, college and universities and non-profits conducting arts programming across the state through a range of programs and services, including grant support and professional development opportunities. The COA is funded by the State of Connecticut and the National Endowment for the Arts (NEA).

## Vision Statement

Inspire. Empower. Educate. Transform. The arts are a human right. The Connecticut Office of the Arts envisions a world where the arts, in all forms are embedded in everyday life.

## Mission Statement

The Connecticut Office of the Arts animates a culture of creativity across Connecticut by supporting arts making and arts participation for all people.

## COA's READI Framework

Equity, inclusion and access involving all populations are critical to the vitality of our neighborhoods, towns and cities. The Connecticut Office of the Arts is committed to supporting and fully engaging diverse members of our communities in arts policy, practice and decision making. Learn about [COA's READI framework here](#).

## About the National Endowment for the Arts

The National Endowment for the Arts is an independent federal agency that funds, promotes, and strengthens the creative capacity of our communities by providing all Americans with diverse opportunities for arts participation. The National Endowment for the Arts' arts education program is focused on pre-K to 12th-grade students, the educators and civic leaders who support them, and the schools and communities that serve them.

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## PROGRAM OVERVIEW

The Connecticut Office of the Arts (COA) is dedicated to advancing the arts as an essential element of life-long learning. COA supports teaching and learning in, about, and through the arts, through high quality arts engagement, arts integration, arts exploration and discovery experiences for all Connecticut citizens.

**Arts Learning Presentation grants** encourage opportunities for learners of all ages. Connecticut has a rich and varied landscape of arts organizations, venues and providers of arts learning opportunities. Through its Arts Learning Presentation grants COA seeks to connect PK-12 schools and citizens with the Connecticut arts experience. **Arts Learning Presentation Grants** may support presenters in providing arts access /exposure experiences for CT citizens - particularly those who might not otherwise be able to enjoy them.

Eligible applicants **may request \$500-\$1,000** to support a broad spectrum of arts experiences of artistic quality, in Connecticut, appropriate to a defined group of learners. Experiences may include but not limited to field trips (within Connecticut), school or classroom visits, performances, informances, lecture demonstrations, etc., by artists or artist groups, experts, or arts providers.

**Applicants may apply only once in a funding year.**

Applicants **may request support for more than one experience in a funding year** (e.g. 1 fall and 1 winter performance; a performance or lecture/demonstration and transportation to an arts-focused field trip; workshop or performance series; etc.) in one application as long as the **total request does not exceed \$1,000.**

All proposals must align with [COA's READI framework](#).

## TIMELINE

*Dates are subject to change.*

<b>Deadline:</b>	<b>before 3:00 pm, Tuesday, August 20, 2019</b>
Application Review:	Late Summer – Early Fall 2019
Notification:	Late September 2019 ( <i>dependent on state budget</i> )
Funding/Performance Period:	October 1, 2019 – September 30, 2020
Final Report:	November 30, 2020

## ELIGIBLE APPLICANTS

**Eligible applicants** are 'presenters' who, without fee or compensation, provide or support arts experiences for a specific audience.

For the purpose of this grant – presenters are non-arts organizations, schools, libraries, PTO's, Veteran's groups, community centers, etc., who pay an arts provider such as an artist, group, or arts organization (e.g. theater, museum, ballet, symphony, etc.) so that a specific group of learners may enjoy the arts experience without fee or compensation to the presenter.

### **Eligible applicants include:**

- PK-12 Schools and PTO's (including Arts Learning HOT Approach Implementation grant applicants)
- Public Libraries
- Community centers
- Other non-profit non-arts groups/organizations
- Municipalities and 501-C3 organizations such as fairs, festivals and parades that provide arts experiences at no cost to the audience may be eligible to apply for an Arts Learning Presentation grant.

### **Ineligible applicants include:**

- Groups/Organizations/Individuals, such as an artist, artist group, or arts organization (e.g. theater, museum, ballet, symphony, etc.), who charge for an arts experience which they produce, create or perform

- Recipients of Directed Local Funds (aka Line Item recipient)
- COA's [Designated Regional Service Organizations](#)
- Associations, clubs or organizations to which membership or participation fees are paid
- For-profit organizations and businesses
- Groups/Organization that applied to COA's FY20 Supporting Arts, FY20 Arts Project, and FY20 Regional Initiative grant programs

*\*Applicants unsure of eligibility are encouraged to email [bonnie.koba@ct.gov](mailto:bonnie.koba@ct.gov) before applying.*

## DUNS NUMBER REQUIREMENT

Applicants must include their DUNS number (Data Universal Numbering System) when applying for a grant from the Connecticut Office of the Arts. The DUNS number is a unique nine-character identification number that is required on applications for any grant administered by COA that includes National Endowment for the Arts dollars. (Note to public schools and PTO's - Sometimes a school or PTO will have its own DUNS number, sometimes a school district will have one, and sometimes the DUNS number for a school or district is held by the town. A district's fiscal officer should help you to determine your DUNS number.) To learn more select [DUNS info](#).

## ELIGIBLE EXPENSES

Grant funds may support access or exposure to arts learning opportunities and experiences such as:

- Performances, "informances," guest lecture or hands-on demonstrations, workshops, etc., by artists, artist groups or arts providers on or off site
- Support fees for field trips (within Connecticut) including entry fees and transportation
- Materials directly related to the project

## INELIGIBLE EXPENSES

Presentation grants are not intended to support:

<ul style="list-style-type: none"><li>• Purchase of equipment, standard school/classroom supplies, art supplies not directly related to the project, text books, prescriptive programming or materials</li><li>• Field trips that are not arts-focused or that take place outside of CT</li><li>• Classes for matriculating students</li><li>• Scholarships</li></ul>	<ul style="list-style-type: none"><li>• General staffing or classes</li><li>• Fund raising</li><li>• An arts experience that the presenter intends to profit from</li><li>• Production of an arts experience</li><li>• Fundraising or Hospitality events</li></ul>
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## HOW TO APPLY

Please review the Arts Learning Presentation Grant Guidelines before completing this application.

The Arts Learning Presentation grant application must be completed in Survey Monkey. **Please note that you cannot save portions of an application in Survey Monkey.** Once you begin you must complete the application in Survey Monkey in its entirety. **Applicants are encouraged to prepare narrative responses in advance** and then copy and paste into the appropriate sections in [Survey Monkey Application Form](#) when ready to fully complete the application. It may be helpful to use the planning template below to prepare your responses.

## APPLICATION GUIDELINES PLANNING TEMPLATE

### SECTION 1. ELIGIBILITY

**What is the type of your organization? (K-12 Public School, Public Library, Cityscape Parade, XXX Homeless Shelter, etc.)**

**Please enter your DUNS Number (see guidelines above for information regarding DUNS number)**

### SECTION 2. APPLICANT INFORMATION

**Official Name of Applicant** (XX School, XX PTO, XX Library, etc.)

**Street, City, Zip Address of Applicant** (place of business – PO Box not accepted)

**[DUNS Number](#)**

**Name of Main Contact Person** (This is the person authorized to answer questions and make decisions regarding this application.)

**Title of Main Contact Person**

**Cell Phone of Main Contact Person**

**Business Phone of Main** Contact Person

Regularly **checked email address of Main** Contact Person

**Name of Back-up Contact Person** (This is the person authorized to answer questions and make decisions regarding this application if the main contact person is not available.)

**Title of Back-up Person**

**Cell Phone of Back-up** Contact Person

**Business Phone of Back-up** Contact Person:

Regularly **checked email address of Back-up** Contact Person

### SECTION 3. DEMOGRAPHICS

**A. School or school district applicants please respond to the following:**

Are you considered a <b>rural, urban, or suburban</b> school district?	How many certified FTE's are in your district?
How many students are in your district?	What % of these are white non-Hispanic?
What % of these students are white non-Hispanic?	How many non-certified employees are in your district?
What % of students in your district qualify for free and reduced lunch?	What % of these are white non-Hispanic?
How many students will directly benefit from this funding?	How many educators will directly benefit from this funding?
What % of these students are white non-Hispanic?	What % of these are white non-Hispanic?
What % of students qualify for free and reduced lunch?	Who else will benefit from this funding?

**B. Applicants that ARE NOT schools or school districts please describe the audience that will benefit from this funding: numbers, age, gender, ethnicity, socio/eco, etc.**

## SECTION 4. THE ARTS LEARNING EXPERIENCE PLAN

**The Plan A. Keeping in mind that while Presentation Grants may serve audiences of all ages - they are part of COA's Arts Learning program please tell us, in 100 words or less, about the arts learning experience this funding will provide:**

**What do you plan to do? When do you plan to do this date(s), length, frequency, etc.? For Whom?; How will COA funds be used? Please be specific: (e.g. On December 5, 2019, COA funds will be used to hire xxx names, poet, dance, and music artists to conduct a 45-minute contemporary-topic-themed performance for 75 middle school students and their parents during the school day. Student/parent teams will then participate in 3 one-hour artist led workshops to develop their own mini contemporary-topic-themed performance. School social worker will facilitate a follow-up discussion with students, parents, staff and artists.)**

**The Plan B. Relevance – Arts providers (100 words or less)**

- **What do you hope your audience will gain from this?**
- **How will this advance arts learning for this particular group?**
- **Why was this particular Connecticut Artist(s), Group(s) Performance, experience, etc., selected?**
- **Why is this the right experience for this audience?**
- **How do you know?**

**The Plan B. Relevance – READI (100 words or less)**

- A. How does this project support COA's [Vision, Mission, and READI framework](#).
- B. How will the project be made accessible to persons with disabilities? Accessibility Resources are available on COA's website.

**The Plan C. Is this New or Different? (Up to 50 words)**

Have you done this sort of thing before? How is this different or why do you want to repeat it? If you did this before what impact did it have and why are you applying to do it again?

**How can COA assist you in making this plan a success or in advancing arts learning?**



## SECTION 5. FISCAL

For this section you will need to answer questions 1-4. **You must also complete and upload** the Arts Learning Presentation Grant budget. Go to the section labeled: Required Budget Form on the [Arts Learning Presentation Grant webpage](#) to access the budget.

1. **What will it cost (total) to carry out this plan?**
2. **What is your funding request from COA (must be within \$500-\$1,000)?**
3. **Will you charge or will your audience (students, families, etc.) be required to contribute in any way? If so – explain**
4. **Will this project happen without COA funding?**

### Preparing the budget

In this section we want to understand how much the total project will cost, whether COA funds will cover the whole thing and if not – how you will meet other expenses. There is no required match for Presentation Grants, but if our funds ARE matched by other resources - it's important for us to know about that. We also want to have a good sense of exactly what different components of these projects cost and how funds are used. This helps us in answering questions others may have about similar projects.

**Applicants are required to use and upload to Survey Monkey - the Arts Learning Presentation Grant Budget Form.** Go to the section labeled: Required Budget Form on the [Arts Learning Presentation Grant webpage](#) to access the budget.

The following regarding Income and Expense is intended to help those who have not completed this type of form before.

### **Income Section**

On the INCOME section of the budget sheet please list income sources (e.g. other grants, school, PTO, or district funds, municipal funds, etc.) in column A, and amounts of income from each of these sources (that you will apply to this project) in column B.

### **Expense Section**

In the EXPENSE section please itemize expenses that are part of this project in column A, indicate the portion of each expense that will be paid by COA funds on the same line in column B, and indicate the portion of each expense that will be paid by other income on the same line in column C. Column D will equal the sum of COA and other funds for each expense line. **Your expenses on the budget sheet should correlate with the detail**

you provided in your narrative response to SECTION 4. The Plan A. (here is an example):

EXPENSE	COA Request	Other Cash	TOTAL (add columns B and C for each expense)
Teaching Artist C Smith 4 hours per day x 3 days @ \$200 per day	\$400	\$200	\$600
Transportation to Carl's sculpture garden	\$300	0	\$300

## GRANTEE RESPONSIBILITIES

- Review and understand the [Grant Overview Guidelines](#)
- Acknowledge the support of the Connecticut Office of the Arts as outlined in the [Credit & Publicity Kit](#)
- State single audit requirements, if applicable

Applicants should note that all information collected is considered public record.

## CONTACTS

Submit grant content related questions [bonnie.koba@ct.gov](mailto:bonnie.koba@ct.gov).