

**FY2018**

**Connecticut Office of  
the Arts**

**Arts Learning Grants  
Program Guidelines**

# Connecticut Office of the Arts

Connecticut Office of the Arts (COA) is the State Arts Agency 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). Learn more about the Connecticut Office of the Arts at [www.ct.gov/cct](http://www.ct.gov/cct).

## 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.

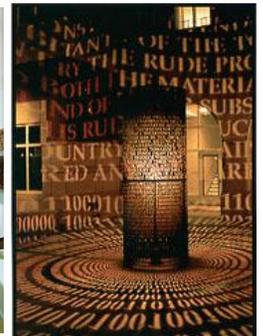


## Mission Statement

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

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## Connecticut Office of the Arts 2018 Grant Offerings

View a complete list FY2018 grant offerings on the Connecticut Office of the Arts [website](http://www.ct.gov/cct) before submitting an application. Review program descriptions, eligibility, and program requirements to ensure that you have made an appropriate selection. There is no preliminary *Intent to Apply* procedure for the 2018 application process.

Please review the Arts Learning Guidelines in addition to the [Connecticut Office of the Arts Grant Overview Guidelines](#) available here as a link or accessible on the Connecticut Office of the Arts website. Embedded links provide further program information and resources so be sure to access the electronic version at [www.ct.gov/cct](http://www.ct.gov/cct).

🕒 *Applicants are encouraged to participate in the COA Grants info webinar – specifics to follow*

# PROGRAM OVERVIEW

The Connecticut Office of the Arts (COA) promotes teaching and learning in, about, and through the arts, through high quality arts engagement, arts integration, arts exploration and discovery experiences. Through its [Higher Order Thinking \(HOT\) Schools](#) program, the COA has developed a "[Continuum of Practice](#)" to serve as a guide for PK-12 schools to self identify their current practice in arts learning, and through its arts in education grant program COA provides opportunities for schools to advance along the arts learning continuum.

Focused on PK-12 schools, Arts Learning grants provide funding in 3 distinct categories:

- **Arts Access** - Exposure to the arts through field trips, school or classroom visits, performance(s), "informance(s)," and/or lecture demonstrations by artists or artist groups or arts venues.
- **Connections and Correlations (CC)** - Extension of Arts Access experiences that begin to make connections between the arts experience and PK-12 curriculum.
- **Arts Integration (AI)** - Sequential arts learning experiences that weave ideas and concepts between and among arts and non-arts disciplines, effectively advancing knowledge and/or skills in an arts discipline while concurrently advancing knowledge and/or skills in other disciplines.

The chart below is intended to assist applicants in selecting the category that best suits their needs.

ACCESS \$700 Grant Awards	CONNECTION/CORRELATION \$3,000 grant awards	INTEGRATION \$5,000 grant awards
<ul style="list-style-type: none"> <li>Ⓢ No match required</li> <li>Ⓢ Total Project minimum = \$700</li> <li>Ⓢ Can be used for any Arts Access experience or combination of Arts Access experiences</li> <li>Ⓢ Rolling deadline: First come (and eligible) first served</li> </ul>	<ul style="list-style-type: none"> <li>Ⓢ 50% (\$1,500) Minimum Cash match required (must be confirmed at time of application)</li> <li>Ⓢ Total Project minimum = \$4,500</li> <li>Ⓢ Can be used for any Connection experience(s)* and up to 15% of total project (\$675) can be used to support complementary Arts Access Experience(s)</li> <li>Ⓢ Competitive Category – deadline March 15, 2017</li> </ul>	<ul style="list-style-type: none"> <li>Ⓢ 75% (\$3,750) Minimum Cash match required (must be confirmed at time of application)</li> <li>Ⓢ Total Project minimum = \$8,750</li> <li>Ⓢ Can be used for any PK-12 Arts Integration Experience(s)* and related professional development</li> <li>Ⓢ Can be used to engage COA's <a href="#">Higher Order Thinking Schools Program services</a></li> <li>Ⓢ Up to 10% of total project (\$875) can be used to support complementary Access Experience(s)</li> <li>Ⓢ Competitive Category – deadline March 15, 2017</li> </ul>

- Ⓢ **Project period** for Arts Learning Grants - July 1, 2017 through June 30, 2018
- Ⓢ **\*Teaching Artist Directory** - COA maintains a [Directory of Teaching Artists](#). Arts Learning grant applicants engaging a teaching artist, must select from COA's [Directory of Teaching Artists](#). The Directory supports COA's education goal to advance teaching and learning along the 3-tiered "[Continuum of Practice](#)". The tiers are progressive in the amount of time an artist engages with the same audience, the type and scope of planning involved in developing each project, and the depth of the learning experience the project provides.
- Ⓢ **Arts Standards** - COA supports the [National Core Arts Standards](#) adopted by the CT State Department of Education. For more information on NCAS:
- Ⓢ **NOTE:** Applicant may receive Arts Learning funding in the same category no more than 3 consecutive years

**READI:** Arts Learning Grants must support COA’s READI (Relevance, Equity, Access, Diversity, and Inclusion) framework.

## Equity, Inclusion and Access Statement

Equity, inclusion and access involving all populations are critical to the vitality of our neighborhoods, towns, and cities. We acknowledge that there is much work to do in this area. We are committed to supporting and fully engaging diverse members of our communities in arts policy, practice, and decision making. Continually changing demographics invite opportunity for responsible and responsive social change by attracting new perspectives that connect minds to a vision and hands to a purpose through the arts.

The Connecticut Office of the Arts will insist upon using the lenses of relevance, equity, access, diversity, and inclusion to guide programmatic and investment decisions within the framework of artistic excellence.

Here are our definitions of what that means to us:

**Relevance:** Meaningful or purposeful connection to one’s aspirations, interests, or experiences in relation to current society or culture.

**Equity:** Policy and practice that is fair and just. Our processes and systems are designed to insure that we distribute resources without bias.

**Access:** We will create pathways that invite participation and communication and that provide opportunities for constituents from all populations.

**Diversity:** A mosaic of individuals offering unique perspectives and experiences influenced by their ethnic, cultural, social, economic, and ability backgrounds. As Malcolm Forbes says, “Diversity: the art of thinking independently together.”

**Inclusion:** Active participation by constituents who represent and reflect the communities we are all a part of.

*We commit to a culture that supports curiosity, action and awareness in, about, and through the arts.*

*We commit to a level playing field for constituents to access the resources in our control and the systems we can influence.*

*We commit to cultivating channels for engagement on all levels for all people.*

*We commit to enhancing creativity through diversity.*

*We commit to building a community that is respectful and responsive to the diverse talents, skills and abilities of all people.*

ACCESS	CONNECTION/CORRELATION	INTEGRATION
<ul style="list-style-type: none"> <li>Ⓢ Rolling deadline (Closes when funds are expended)</li> <li>Ⓢ Project period July 1, 2017 through June 30, 2018</li> <li>Ⓢ No Panel Review: First come (and eligible) first served</li> </ul>	<ul style="list-style-type: none"> <li>Ⓢ Competitive Category – deadline March 15, 2017</li> <li>Ⓢ Project period July 1, 2017 through June 30, 2018</li> <li>Ⓢ Panel Review: April 2017</li> </ul>	<ul style="list-style-type: none"> <li>Ⓢ Competitive Category – deadline March 15, 2017</li> <li>Ⓢ Project period July 1, 2017 through June 30, 2018</li> <li>Ⓢ Panel Review: April 2017</li> </ul>

*Dates are subject to change*

Notification: May 2017 (dependent on confirmation and allocation of state budget)

Funding Period: July 1, 2017 – June 30, 2018\*

Final Report: August 30, 2018 or 60 days following completion of project, if sooner

*\*A project may begin before or end after the Connecticut Office of the Arts grant funding period; HOWEVER, the use and/or attribution of COA funds MUST only be used during the specified funding period.*

**Eligible Applicants place of business must be in Connecticut and be one of the following:**

ACCESS	CONNECTION/CORRELATION	INTEGRATION
<ul style="list-style-type: none"> <li>Ⓢ PK-12 Schools</li> <li>Ⓢ 501C-3 arts organizations seeking to provide arts access experience(s) for PK-12 students</li> <li>Ⓢ Arts programs of 501C-3 non-arts organizations seeking to provide arts access experience(s) for PK-12 students</li> <li>Ⓢ Eligible applicants who have applied to other COA grants programs may also apply to the Arts Access category</li> </ul>	<ul style="list-style-type: none"> <li>Ⓢ PK-12 Schools</li> <li>Ⓢ 501C-3 arts organizations seeking to provide programs connecting/correlating with PK-12 school day curriculum</li> <li>Ⓢ Arts programs of 501C-3 non-arts organizations seeking to provide programs connecting/correlating with PK-12 school day curriculum</li> </ul>	<ul style="list-style-type: none"> <li>Ⓢ PK-12 Schools</li> <li>Ⓢ 501C-3 arts organizations that provide programs directly supporting PK-12 school day curriculum through arts integration</li> </ul>

**Ineligible Applicants include:**

- Ⓢ Applicants who applied to any FY2018 COA grant (with the exception of the Arts Endowment grant).
- Ⓢ Applicants with incomplete or late submissions
- Ⓢ Applicants with outstanding final reports may apply but successfully applicants will receive funding only if the final report is received by COA by July 1, 2017
- Ⓢ COA Regional Service Partners
- Ⓢ COA/DECD Line Items

# HOW TO APPLY

## SUBMISSION PROCESS

The grant program is administered using an e-granting system; therefore, all applications must be submitted through the on-line portal at <https://coa.fluidreview.com/>. E-mail and paper submissions will not be accepted. Applicants must create an account, or if an account already exists then sign in using your email and password.

**If you are a returning user:** Log in. Select “View My Submissions”. Scroll down and click “Create New Submission”. From the drop down menu, select either:

- “FY18: Arts Learning – Access”
- “FY18: Arts Learning – Connection”
- “FY18: Arts Learning – Integration”

Enter name of grantee. Click “Get Started” and proceed with application.

**If you are a new user:** Create account by clicking “Sign up”. Complete registration page. When on the registration page, be sure to select the category to which you want to apply from the drop-down menu:

- “FY18: Arts Learning – Access”
- “FY18: Arts Learning – Connection”
- “FY18: Arts Learning – Integration”

Enter name of grantee. Click “Get Started” and proceed with application.

You will receive a confirmation email from FluidReview. Once in FluidReview, click “Create a New Submission”. Enter name of grantee. Click “Get Started” and proceed with application.

The proposal questions and selection criteria are outlined for each Arts Learning category within the program guidelines. Review the appropriate set of requirements associated with the category for which you are applying to.

- 📍 Access Proposal – page 6
- 📍 Connection/Correlation Proposal – page 7
- 📍 Arts Integration Proposal – page 8

# ACCESS PROPOSAL

## A) Applicant Information

### Applicant

- 📍 Name of Applicant (School/organization, etc.)
- 📍 Street Address (PO Box not accepted), City, State, Zip
- 📍 Web site, Main Phone, Other Significant Contact Info
- 📍 Type of organization – School, Museum, Library, etc., other

### Contact Person (Person completing this application on behalf of this Applicant)

- 📍 First Name, Last Name, Title (in relation to this applicant), Email, Phone, Other Phone

### Who will provide this arts experience (Artist[s]\*, Group[s], Arts organization or venue)

- 📍 Contact Information for service provider: Name, Email, Phone, Other Phone, Website

### ARTS ACCESS - Please answer the following using no more than 50 words per question:

1. Describe the Access experience these funds will provide. Include (demographics, grade level, type of art form, etc)

## B) ACCESS Project

## Information

2. Identify the Connecticut Artist(s), Group(s) Performance, or arts/cultural venue involved
3. Will some portion of this experience include active art-making for participants? If so – explain.
4. What will participants gain from this experience?
5. Is this experience new/different for these participants?
6. Is this experience new/different for this applicant?
7. Will these funds support a main experience or a portion of a larger experience? Explain.
8. When will this experience occur? date(s), duration, etc.
9. How does this project support COA's [Vision, Mission, and READI](#) framework.
10. How will the project be made accessible to persons with disabilities? Consider physical access and programmatic access via large print programs and signage, etc. Accessibility Resources are available on COA's website

## C) ACCESS Budget

Total Budget: \$

- How will COA funds be used (please identify artist fees, transportation, admission fees, etc) (50 words max)
- Complete the Connecticut Office of the Arts Budget Worksheet and upload

# SELECTION CRITERIA

## ARTS ACCESS SELECTION CRITERIA – 10 points each

- Ⓢ Applicant meets eligibility criteria
- Ⓢ Arts Access experience provides access/exposure to the arts for K-12 students
- Ⓢ Funds identified support eligible project expenses and are sufficient to complete the project as identified
- Ⓢ Supports COA's strategic direction (mission/vision/READI framework)

# CONNECTION/CORRELATION PROPOSAL

## A) Applicant Information

### Applicant

- ☉ Name of Applicant (School/organization, etc.) and contact information
- ☉ Type of organization – School, Museum, Library, etc., other

### Contact Person (Person completing this application on behalf of this Applicant)

- ☉ Name, Title (in relation to this applicant), Email, Phone

### Who will provide this arts experience (Artist[s]\*, Group[s], Arts organization or venue)

- ☉ Contact Information for service provider: Name, Email, Phone, Website

## B) Connection /Correlation Project Information

### CONNECTIONS/CORRELATIONS - Please answer the following within the word counts permitted:

1. Describe the Connection/Correlation project these funds will provide. What will you do? Include (demographics, grade level, type of art form, etc) *(150 words max)*
  - a. If this includes a complementary Arts Learning Access Experience – please explain *(50 words max)*
2. Identify the Connecticut Artist(s), Group(s) Performance, or arts/cultural venue involved and provide a link to a bio or website.  
\*If engaging a teaching artist, applicant must select from COA's [Directory of Teaching Artists](#)
3. How does this project connect to/support curriculum? *(50 words max)*
4. What will participants gain from this project? *(50 words max)*
5. Is this project new/different for these participants? *(50 words max)*
6. Is this project new/different for this applicant? *(50 words max)*
7. When will this project occur? - Start and end date(s), during school, after school, summer, # and length of sessions, duration, etc. *(100 words max)*
8. How will the project be made accessible to persons with disabilities? Consider physical access and programmatic access via large print programs and signage, etc. Accessibility Resources are available on COA's website *(50 words max)*

## C) Connecting /Correlation Budget

### Total Budget: \$

- How will COA funds be used (please identify artist fees, transportation, admission fees, etc) *(150 words max)*
- Complete the [Connecticut Office of the Arts Budget Worksheet](#) and upload

# SELECTION CRITERIA

## Connection/Correlation SELECTION CRITERIA – 15 points each

- ☉ Applicant meets eligibility criteria
- ☉ The project is arts-based and its connections to/correlations with the curriculum are clear and authentic
- ☉ Identified participant goals are realistic and attainable
- ☉ Required match is confirmed
- ☉ Funds identified support eligible project expenses and are sufficient to complete the project as identified
- ☉ Supports COA's strategic direction (mission/vision/READI framework)

# ARTS INTEGRATION PROPOSAL

## A) Applicant Information

### Applicant

- ☉ Name of Applicant (School/organization, etc.) and contact information
- ☉ Type of organization – School, Museum, Library, etc., other

### Contact Person (Person completing this application on behalf of this Applicant)

- ☉ Name, Title (in relation to this applicant), Email, Phone

### Who will provide this arts experience (Artist[s]\*, Group[s], Arts organization or venue)

- ☉ Contact Information for service provider: Name, Email, Phone, Website

## B) Arts Integration Project Information

### ARTS INTEGRATION - Please answer the following within the word counts permitted:

- Describe the Arts Integration project these funds will provide. What will you do? Is there a professional development component? Who will benefit from this project? Include demographics, grade level, type of art form, etc) *(200 words max)*
  - If this includes a complementary Arts Learning Access Experience – please explain *(50 words max)*
  - If this includes professional development - please explain *(50 words max)*
- Describe (who, what, when, why, where) the planning process for this project. *(100 words max)*
- Identify the Connecticut Office of the Arts [Directory Teaching Artist](#)(s), and (if applicable), Group(s) Performance, or arts/cultural venue involved and provide link to bio or website.
- What will participants gain from this experience overall? *(100 words max)*
  - Identify 1-3 arts learning goals *(use bullet format/30 words max for each)*
    - Identify specific arts standard(s) targeted *(use bullet format/30 words max for each)*
  - Identify 1-3 non-arts learning goals *(use bullet format/30 words max for each)*
  - How will you know whether your arts and non-arts learning goals were met? *(use bullet format/30 words max for each)*
- Is this experience new/different for these participants and for this applicant? *(50 word max)*
- When will this project occur? Include start and end date(s), during school, after school, summer, # and length of sessions, duration, etc. *(100 words max)*
- Does this include professional development? Explain *(100 words max)*
- How will the project be made accessible to persons with disabilities? Consider physical access and programmatic access via large print programs and signage, etc. Accessibility Resources are available on COA's website *(50 words max)*

## C) Arts Integration Budget

### Total Budget: \$

- How will COA funds be used (please identify artist fees, transportation, admission fees, professional development fees, etc) *(150 words max)*
- Complete the [Connecticut Office of the Arts Budget Worksheet](#) and upload

# SELECTION CRITERIA

## Arts Integration SELECTION CRITERIA – 20 points each

- ☉ Applicant meets eligibility criteria
- ☉ The plan to effectively advance knowledge and/or skills in an arts discipline while concurrently advancing knowledge and/or skills in other disciplines is clearly defined
- ☉ The appropriate people are included in planning and implementing the program
- ☉ Arts and non-arts learning goals and measurement outcomes identified are realistic and attainable

- ② Funds identified support eligible project expenses and are sufficient to complete the project as identified
- ② Supports COA's strategic direction (mission/vision/READI framework)
- ②

## FISCAL INFORMATION

### REQUEST

The Connecticut Office of the Arts, Arts Learning grant program supports projects at three funding levels.

- ② **Access** - \$700
- ② **Connection / Correlation** - \$3,000
- ② **Integration** - \$5,000

Awards are based on available funding. Applicants must submit budgets that demonstrate an ability to meet the program's required match and attribute COA funds to eligible expenses.

### ELIGIBLE EXPENSES

The following eligible expenses must DIRECTLY relate to the project:

- Materials
- Space rental; occupancy costs (security, insurance, utilities, etc.)
- Payments to contracted artistic, technical or administrative professionals
- Project-specific permits and fees
- Artist fees
- Hospitality expenses which are directly related to the project
- Evaluation services and documentation (photo, video, audio, collection of statistical information, etc.)
- Printing, advertising and marketing costs
- Limited brick and mortar expenses directly associated with the project
- Professional development

See the [Connecticut Office of the Art's Grant Overview Guidelines](#) for a complete list of Funding Restrictions.

### MATCH

- ② **Access** – no required match

Grant awards to the following require a match (a minimum financial contribution) of no less than:

- ② **Connection/Correlation** – 50% of grant request (\$1,500) Minimum Cash match required (must be confirmed at time of application)
- ② **Integration** – 75% of grant request (\$3,750) Minimum Cash match required (must be confirmed at time of application)

**Connecticut Office of the Arts funding CANNOT be matched with other Connecticut state funds.**

## CONTACTS & RESOURCES

### CONTACTS

Please note that questions submitted in the last 48 hours before the deadline may not receive responses.

- Submit grant content related questions to [Bonnie.Koba@ct.gov](mailto:Bonnie.Koba@ct.gov)
- Submit technical related questions to [support@fluidreview.com](mailto:support@fluidreview.com)
- Consult with the [Connecticut Office of the Art's Regional Partners](#) for further assistance.

**Technical Support:** Contact FluidReview's Tech Support Team at [support@fluidreview.com](mailto:support@fluidreview.com) for technical related questions. When emailing tech support, please copy and paste the page link to better assist tech support with locating the problem you are experiencing.

Applicants seeking artists for their project may consider the following resources:

- [CreativeGround](#) - A free directory open to New England artists of any discipline and produced by the New England Foundation for the Arts (NEFA).
- [Connecticut Office of the Arts Directory of Teaching Artists](#) – A directory of performing and teaching artists who've been juried into categories of Connecting, Integrating & Performing depending on their level of community and/or classroom engagement.
- Or engage the services of [local and regional arts agencies](#) when seeking local artists.

Applicants seeking project planning, grant writing, and other forms of professional development support may consider the following resources:

- Connecticut Office of the Arts will feature a webinar. Specifics to follow.
- Resources and tool kits are provided on Connecticut Office of the Art's website.