

## CONNECTICUT ARTS ENDOWMENT FUND (CAEF) GUIDELINES

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The **Connecticut Arts Endowment Fund (CAEF)** was established by the Connecticut State Legislature to stimulate the development of private sector funding resources and to ensure the long-term stability of Connecticut's arts industry by providing funding to organizations.

The Fund is managed by the Office of the State Treasurer and the program is administered by the Connecticut Office of the Arts (COA). Interest earned on the Fund principal is distributed annually through COA to **eligible arts organizations**.

CAEF grants are "unrestricted," that is, organizations may apply funds toward programming, administrative or operational costs, capital projects, equipment purchase, or to build their own endowments.

### PROGRAM TIMELINE

Application Deadline	By 11:59 pm on Saturday, December 15, 2018
Award Notification	Mid/Late February 2019
Funding Period	April 15, 2019 – October 15, 2019
Final Report Due	On or before December 15, 2019

### ELIGIBLE APPLICANTS

An applicant must be a **Connecticut Arts Organization** that meets the definition below.

An **arts organization** is defined as an organization whose core mission, vision, focus and legal purpose, as stated in its Articles of Incorporation and bylaws, articulate a commitment to create, perform, present or promote artistic activities\* AND at least 51 percent of its annual fiscal expenditures is allocated specifically to support artistic activities, arts programming, services or arts-based initiatives. *\*Artistic activities include, but are not limited to, music, theater, dance, painting, sculpture, literature, films, and allied arts and crafts.*

#### **Additional criteria required for an Arts Organization applying to the Connecticut Arts Endowment Fund program:**

- ✓ Have obtained tax-exempt status under Section 501 (c)(3) of the Internal Revenue Code.
- ✓ Be incorporated in Connecticut as a not-for-profit for at least two (2) years prior to the application due date.
- ✓ Primary place of business and operation must be in Connecticut.

- ✓ Have received a **minimum of \$15,000** in private sector contributions (i.e., from corporations, foundations, businesses or individuals) for each of its two most recently completed fiscal years as verified on IRS tax forms.
- ✓ Have a current Certificate of Good Standing (aka Certificate of Legal Existence) from the Connecticut Secretary of the State's Office (**new for FY19**).

## INELIGIBLE APPLICANTS

- ✗ Organizations whose primary purpose is educational or instructional (e.g. schools, universities, colleges)
- ✗ Organizations whose primary purpose is to receive contributions for, or provide funding to, other organizations. (E.g. foundations/charities under Section 509 (a))

## FUNDING

Applicants do not specify a grant request amount. Grant awards are calculated solely on a formula which compares the amount of private sector (non-governmental) contributions received by the applicant in its two (2) most recently completed fiscal years. The formula is designed to reward organizations that have experienced a substantial increase in the amount of private contributions during its most recently completed fiscal year. The CAEF formula is outlined below:

### Year 1 "Prior Fiscal Year"

For the portion of total donor contributions which is equal to \$15,000 or more, there shall be a match of 25% of such amount, capped at \$250,000.

### Year 2 "Most Recent Fiscal Year"

For the portion of total donor contributions which exceeds the total donor contributions for the prior fiscal year, there shall be a match of 100%, capped at \$1 million.

If in any fiscal year the total amount of matching grants to be paid exceed the investment earnings of the Arts Endowment Fund, all grants shall be reduced on a pro rata basis.

## REQUIRED FORMS

Applicants are required to submit its **IRS Form 990** or **IRS Form 990EZ** to substantiate contributions on which grant calculations are based. These forms must be completed, signed and **filed** with the Internal Revenue Service by December 15, 2018 to be considered valid for application to the CAEF. **Form 990-PF, Return of Private Foundation, and 990-N (e-Postcard) are NOT acceptable.**

If an organization has received a filing extension from the IRS or for any other reason has not filed its IRS forms by December 15, 2018, it is NOT eligible to apply to the CAEF.

**New for FY19** – Applicants must submit a current [Certificate of Good Standing](#) (aka Certificate of Legal Existence) from the Connecticut Secretary of the State’s Office.

## CHANGE IN FISCAL YEAR

If an organization has changed its accounting period (fiscal year), its two (2) most recent federal tax years will be of differing length and will not necessarily equal twelve (12) months. This is acceptable as long as the minimum requirement is met for each reporting year.

## HOW TO APPLY

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 be 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”. Select “**FY2019 CT Arts Endowment**” from the drop-down menu. Enter a name for your application, *preferably the name of your organization*. 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 “**FY2019 CT Arts Endowment**” from drop-down menu. You will receive a confirmation email from FluidReview. Once in FluidReview, click “Create a New Submission”. Enter a name for your application, *preferably the name of your organization*. Click “Get Started” and proceed with application.

**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. Note: FluidReview support maintains a 24 hour response policy; therefore, plan accordingly and complete your application well in advance of the deadline

Application updates following the deadline will not be accepted; however, COA reserves the right to request further information and/or references from applicants as needed.

## QUESTIONS ABOUT THE PROGRAM

Contact Rhonda F. Olisky via email at [rhonda.olisky@ct.gov](mailto:rhonda.olisky@ct.gov).



Department of Economic and  
Community Development

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Office of the Arts