

CONNECTICUT OFFICE OF THE ARTS
FY2019
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.

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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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. Connecticut has a rich and varied landscape of arts organizations, venues and providers of arts learning opportunities. Through its **Arts Access grants**, the Connecticut Office of the Arts seeks **to connect K-12 schools and citizens of all ages with arts experience(s) in Connecticut through field trips (within CT), school or classroom visits, performance(s), “informance(s)”, lecture(s), demonstration(s), etc. by an artist, artist group and/or arts providers.**

ACCESS

\$500 - \$1,000 Grant Awards

- Ⓢ No match required
- Ⓢ Total Project minimum = \$500
- Ⓢ Can be used for any arts experience, or combination of arts experiences, including field trips (within CT), school or classroom visits, performance(s), “informance(s)”, lectures, demonstrations, etc. by an artist, artist group and/or arts providers.
- Ⓢ Rolling deadline: First come (and eligible) first served

R.E.A.D.I FRAMEWORK

Arts Access grants must support COA's R.E.A.D.I (Relevance, Equity, Access, Diversity, and Inclusion) framework. **Here are our definitions of what that means to us.**

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.

PROGRAM TIMELINE

Dates are subject to change

🕒 Project Funding Period*	October 1, 2018 through September 30, 2019 NOTE: <i>*A project may begin before or end after the grant funding period; HOWEVER, the use and/or attribution of COA funds MUST only be used during the specified funding period.</i>
🕒 Deadline	🕒 Rolling deadline (Closes when funds are expended)
🕒 Panel Review	🕒 No Panel Review
🕒 Notification	🕒 No earlier than late September 2018 (dependent on confirmation of state budget)
🕒 Final Report	November 30, 2019 <i>or 60 days following completion of project, if sooner</i>

ELIGIBLE APPLICANTS

- 🕒 PK-12 Schools and Affiliated Parent Organizations
- 🕒 501C-3 arts organizations seeking to provide arts access experience(s) **in CT**
- 🕒 Arts programs of 501C-3 non-arts organizations seeking to provide arts access experience(s) **in CT**

NOTE: Eligible applicants who have applied to other COA grants programs **may also apply** to the Arts Access category

INELIGIBLE APPLICANTS

- 🕒 COA Regional Service Organizations
- 🕒 COA/DECD Line Items

Note: Applicants with an outstanding final report may apply but a successful applicant with an outstanding final report(s) will not receive funding.

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 “FY19: Arts Learning – Access”. 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 “FY19: Arts Learning – Access” category from the drop-down menu. You will receive a confirmation email from FluidReview. Once in FluidReview, click “Create a New Submission”. Enter name of grantee. Select “Get Started” and proceed with application.

ARTS ACCESS PROPOSAL

A) Applicant Information

Applicant

- Ⓢ Name of Applicant (Entity that will receive the check)
- Ⓢ Street Address (PO Box not accepted), City, State, Zip
- Ⓢ Web site, Main Phone, Other Significant Contact Info
- Ⓢ Type of organization – School, Museum, Library, etc.
- Ⓢ Applicant’s DUNS (Data Universal Numbering System) Number

DUNS Number Requirement *(new for FY19)*

All applicants must include their DUNS number when applying for a grant from the Connecticut Office of the Arts. The DUNS (Data Universal Numbering System) 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. Obtaining your DUNS number is a free, straightforward process. For more information, [click here](#).

Contact Person - Person completing this application on behalf of the applicant and who can answer questions about all aspects of this proposal

- Ⓢ First Name, Last Name, Title (in relation to this applicant), Email, Phone, Other Phone
- Ⓢ Secondary Contact (in case the main contact is not reachable): First Name, Last Name, Title (in relation to this applicant), Email, Phone, Other Phone

Arts Provider - Who will provide this arts experience

- Ⓢ Name of the Connecticut artist[s]*, group[s], arts organization or venue, etc. that will provide the arts experience
- Ⓢ Type of Art Form
- Ⓢ Main contact for arts provider: Name, Title, Email, Phone, Other Phone, Website
- Ⓢ Provide information on the group/organization/school this grant will serve – name, location, etc.
- Ⓢ If the applicant or the arts provider has an arts education manager/coordinator/programmer please provide their contact information: Name, Title, Email, Phone, Other Phone, Website

B) Demographics

Provide the following demographics: *For applicants seeking to provide an arts experience(s) for NON K-12 participants, please answer questions 2, 3, 4, 9 only.*

1. grade level(s)
2. # of students/participants
3. #/frequency of event(s) with same students/participants
4. is this a rural, urban or suburban community/school
5. % of students on free and reduced lunch
6. % of students identified as non-white
7. % of staff who identify as non-white
8. Through the Every Student Succeeds Act (ESSA) federal law intends that every student is entitled to a well-rounded education, including the arts. Will all students within this peer group (classroom, grade level, Tier, etc.) be included in this experience? If no – please explain.
9. Other pertinent information

C) Project Information: Please respond to the following with **100 words max** for each question:

1. Is this experience new/different for these participants?
2. Is this experience new/different for this applicant?
3. How does this project support COA's [Vision, Mission, and READI](#) framework.
4. How will the project be made accessible to persons with disabilities? Accessibility Resources are available on COA's website.
5. For schools/affiliate parent groups - Why was this particular Connecticut Artist(s), Group(s) Performance, or arts/cultural venue selected?
 - a. For applicants other than K-12 schools - Why was this particular Connecticut school or population engaged?

Please respond to the following with **50 words max** per question:

6. Describe the Access experience these funds will provide.
7. Will some portion of this experience include active art-making for participants? Explain.
8. Will there be a pre or post component to this experience?
9. What will participants gain from this experience?
10. How will you know if your project was successful?
11. How will you measure success?
12. Will these funds support a main experience or a portion of a larger experience? Explain.
13. When will this experience occur? date(s), duration, etc.

SELECTION CRITERIA

Arts Access grants will be awarded on a first come first served basis (budget permitting) to applicants meeting the following criteria:

- Applicant meets eligibility criteria
- Provides an access/exposure experience of artistic quality, in Connecticut, appropriate to a defined group of participants
- Funds identified support eligible project expenses and are sufficient to complete the project as identified
- Supports COA's strategic direction (mission/vision/READI) within a framework of artistic excellence

ELIGIBLE & INELIGIBLE EXPENSES

ELIGIBLE & INELIGIBLE EXPENSES - grant funds support in-state activities only.

Eligible expenses: the following **must DIRECTLY relate to the project**:

- Materials (including art supplies)
- 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

Ineligible expenses include:

- Expenses not directly related to the project
- Activities occurring outside of CT
- Hospitality events
- Goods intended to have a shelf life beyond the project (art supplies, costumes, instruments, set equipment, etc.)
- See the [Connecticut Office of the Art's Grant Overview Guidelines](#) for a complete list of Funding Restrictions.

CONTACTS & RESOURCES

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
- Submit technical related questions to 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 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:

- [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.
- [CreativeGround](#) - A free directory open to New England artists of any discipline and produced by the New England Foundation for the Arts (NEFA).
- [Local and regional arts agencies](#) – Our partners in the field may help you when seeking local artists.