

Mayor's Community Arts Grant Program



2008 Guidelines and Application

City of New Haven
Office of Cultural Affairs
165 Church Street, 4R
New Haven, CT 06510
T: (203) 946-7172
F: (203) 946-2391

John DeStefano, Jr., Mayor

2008 Program Schedule, Changes and Notes

Program Schedule

May 13, 2008	Training: Stetson Library , Program Room. 200 Dixwell Ave. Time: 4:30 p.
May 14, 2008	Training: Wilson (Hill) Library , Program Room. 303 Washington Ave. Time: 5 p.m.
May 15, 2008	Training: Mitchell Library , Program Room. 37 Harrison St Time: 4:30 p.m.
May 20, 2008	Training: Downtown (Ives) Library , Program Room. 133 Elm St. Time: 5:30 p.m.
May 22, 2008	Training: Fair Haven Library , Program Room. 182 Grand Ave. Time: 4:30 p.m.
June 4, 2008	Grant Applications Due
July 30, 2008	Notification of Results
July 2008- June 2009	Project Period/Site Visits
June 30, 2009	Final Reports Due

All workshops are free of charge and first-time applicants required to attend at least one workshop. Please contact the Community Outreach Coordinator at (203) 946-7172 to confirm your attendance.

2008 Program Changes

1. Practicing artists and non-profit arts organizations working with neighborhood-based community organizations, youth, and/or volunteer organizations without non-profit status are eligible to apply.

2008 Program Notes

1. Only Arts and Cultural focused events, projects or programs are eligible for funding.
2. Application forms **must** be typed. If submitting or attaching additional pages, please follow the application format provided.
3. Individuals /Organizations may submit only one (1) application for funding consideration.
4. Applicants are required to submit one (1) original plus five (5) copies of their proposal.
5. City of New Haven Departments, Agencies/Commissions are ineligible.
6. Public Schools may apply in collaboration with a community or neighborhood-based organization, but may not apply alone.
7. Visit <http://www.cityofnewhaven.com/EconomicDevelopment/CulturalAffairs.asp> to download guidelines and application.

2008 Guidelines

THE MAYOR'S COMMUNITY ARTS GRANT PROGRAM

The Mayor's Community Arts Grants Program has been designed to support the community by providing financial, marketing and technical assistance for arts and cultural related programs, projects and events which occur in New Haven neighborhoods. The goal of the program is to encourage the development of individual and emerging artists; and strengthen neighborhood programs and collaborations especially those aimed at youth, increase the economic viability of our neighborhoods, improve the quality of life for our citizens, and promote and celebrate cultural awareness and diversity.

AREAS WE FUND

The Arts

Visual or Performing Programs, performances, projects or events that provide a creative learning opportunity or celebration

Children/Youth Activities
Murals/Public Art
Public Performances
Film

Cultural Heritage

Cultural Programs or events that showcase the history or culture of a particular people or ethnic heritage of a New Haven Neighborhood. Partnerships between community groups are strongly encouraged.

Neighborhood Collaborations
Inter-Generational Programs
Festivals
Parades

Youth/Artist Development

Cultural and/or Arts Programs, projects or events that provide youth economic opportunities such as hands-on participation or on-the-job training.

Apprenticeships
Mentorship
Cultural or Arts Training
Workshops

WHO CAN APPLY

Individuals who are presenting, teaching or practicing artists and non-profit arts organizations working with neighborhood-based community and/or youth or senior groups in the City of New Haven are eligible to apply. Applicants can apply for a maximum of \$2,000 in financial support.

City of New Haven Departments, Agencies or Commissions are **not eligible** to apply. Schools may apply in collaboration with a community or neighborhood-based organization, but may not apply individually. The proposed project or program must take place in New Haven. Note: Youth groups submitting proposals must have an adult adviser.

HOW PROPOSALS ARE SELECTED

Each qualified proposal will be judged in terms of the following basic criteria:

- a. Thoroughly developed project concept and realistic budget,
- b. Plans to engage to the New Haven community at large,
- c. Properly completed Application Form,
- d. Ability to complete project between July 1, 2008 - June 30, 2009,
- e. Participation in Program Training Sessions (*new applicants*),
- f. Likely ability to obtain additional funding or in-kind resources.

Proposals with at least one of the following components are strongly encouraged: (a) Children, youth, senior and/or family activities; (b) Coordination or use of existing community resources; (c) Neighborhood collaborations or partnerships. Bonus points will be given to new applicants.

These are very competitive grants. Applicants should not rely on City funding alone but should seek out other forms of additional support such as neighborhood or company sponsorships, other granting institutions, etc. In-kind (free goods or services) from area businesses and institutions are considered just as important as other cash contributions.

APPLICATION REVIEW PROCESS

All proposals will be reviewed by the Office of Cultural Affairs for completeness. Qualifying proposals will then be forwarded to the appointed members of the Grants Jury for evaluation. The Grants Jury is comprised of representatives from the Cultural Affairs Commission, artists and/or individuals with knowledge or interest in community arts.

It is suggested that new applicants discuss their proposal ideas with a staff person prior to submitting their completed application.

TRAINING SESSIONS

The Office of Cultural Affairs in partnership with the Arts Council of Greater New Haven will host a series of workshops for applicants. The workshops address various topics including Event Production, Budgeting and Marketing. **All new applicants are required to attend at least one (1) of the offered workshops.** The workshops are free and will be held at various New Haven library locations. Please contact the Community Outreach Coordinator at (203) 946-7172 to reserve the necessary number of seats.

HELP WITH COMPLETING YOUR APPLICATION

Personalized assistance with completing grant the application is available by appointment. Please contact (203) 946-7172.

APPLICATION SUBMISSION AND DEADLINE

Applicants must submit an original plus five copies of the application to be received no later than 5:00 PM on June 11, 2008. Please Note: Applications received after the deadline will not be reviewed by the Grants Jury. Please mail or deliver proposals to the following address:

City of New Haven Office of Cultural Affairs
C/o Economic Development Administration
Attn: Mayor's Community Arts Program
165 Church Street, Floor 4R
New Haven, CT 06510

If you have questions or need further instructions, please call the Office of Cultural Affairs at (203) 946-7172.

AWARD NOTIFICATION

Final decisions will be announced by the Office of Cultural Affairs via mail no later than July 30, 2008. Due to the limited funds available and the large number of anticipated applications no applicant is guaranteed to receive funding.

Award distribution will begin no sooner than July 31, 2008.

CONTRACT

Award recipients will be mailed a grant recipient contract specifying the specific project for which funds are given, terms of the grant, procedure for payment of funds and reporting requirements. Recipients must sign and return the contract signifying agreement to its terms. No major changes can occur, either in activities or fund use, without requesting and receiving prior approval, in writing, from the Office of Cultural Affairs. The same approval process must be followed to secure any extension of report deadlines.

PAYMENT OF AWARD

Awards will be distributed on a 70/30 percent basis. Recipients are eligible to receive 70% of the grant award upon contract signing and submission, with the balance of 30% payable upon the completion of the project and the submission of a final report. Many times funds may not be received prior to the start of a project. Checks are issued by the City of New Haven and typically take 4-6 weeks to process. Applicants should plan their cash flow accordingly.

IMPROPER USE OF FUNDS AWARDED

Grant awards cannot be used to eliminate a deficit, awards for competitions, to purchase personal property, for endowments or activities restricted to members or residents. Additionally, awards cannot be used to fund individuals for personal use, for-profit organizations, projects in schools during school hours, political causes, candidates, campaigns, organizations whose primary purpose is to influence legislation, or travel (either by group or individuals).

ACKNOWLEDGING THE CITY OF NEW HAVEN

Award recipients are required to acknowledge the City's contribution with the use of the city logo and following credit line "made possible with the support of the City of New Haven Mayor's Community Grants Program". *Note:* the logo should be used with or in place of the above credit line on all printed and electronic material related to the funded project.

Recipients **must** notify the Office of Cultural Affairs of its project at least thirty (30) days prior to the event. Two or more tickets to non-free events should be made available to the Office of Cultural Affairs.

FINAL REPORT

All award recipients are required to submit a Final Report in order to receive the final award installment. Additionally, recipients should forward a copy of all printed materials (posters, flyers, advertisements, program booklets, media articles, etc.) to the Office of Cultural Affairs either as part of the 30-day notification or as part of the final report.