

# Mayor's Community Arts Grant Program



## 2009 Guidelines and Application

**INTENT TO APPLY FORM DUE MAY 1, 2009**

City of New Haven  
Office of Cultural Affairs  
165 Church Street, 6th Floor  
New Haven, CT 06510  
T: (203) 946-7172  
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**John DeStefano, Jr., Mayor**

## 2009 Program Schedule, Changes and Notes

### Program Schedule

May 1, 2009	<b>Intent to Apply Form Due</b>
May 4, 2009	<b>Grant Overview: Fair Haven Library</b> , Program Room. 182 Grand Ave. Time: 5 p.m.
May 5, 2009	<b>Grant Overview: Wilson (Hill) Library</b> , Program Rm. 303 Washington Ave. Time: 5 p.m.
May 6, 2009	<b>Grant Overview: Downtown (Ives) Library</b> , Program Room. 133 Elm St. Time: 5:30 p.m.
May 7, 2009	<b>Grant Overview: Mitchell Library</b> , Program Room. 37 Harrison St Time: 5 p.m.
May 12, 2009	<b>Grant Overview: Stetson Library</b> , Program Room. 200 Dixwell Ave. Time: 5 p.m
June 3, 2009	<b>Grant Applications Due</b>
June 30, 2009	Notification of Results
July 2009- June 2010	Project Period/Site Visits
June 30, 2010	Final Reports Due

*Grant Overview sessions are free of charge. Please contact the Community Outreach Coordinator at (203) 946-7172 to confirm your attendance.*

### 2009 Program Notes

1. Due to current budgetary uncertainties, the total amount available is subject to change.
2. Interest applicants must complete the Letter of Intent Form (due May 1, 2009) in order to submit an application.
3. Only Arts and Cultural focused events, projects or programs are eligible for funding. Proposed mural projects must be reviewed and discussed with Cultural Affairs staff prior to submission of an application.
4. Application forms **must** be typed. If submitting or attaching additional pages, please follow the application format provided.
5. Individuals /Organizations may submit only one (1) application for funding consideration.
6. Applicants are required to submit one (1) original plus five (5) copies of their proposal. Individual Artists are required to submit a bio and performance/exhibition history.
7. City of New Haven Departments, Agencies/Commissions are ineligible.
8. Public Schools may apply in collaboration with a community or neighborhood-based organization, but may not apply alone.
9. Visit <http://www.cityofnewhaven.com/EconomicDevelopment/CulturalAffairs.asp#GP> to download guidelines and application.

## 2009 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 goals of the program are to encourage the development of individual and emerging artists; to strengthen neighborhood cohesiveness; enhance 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 \*

#### Arts Programming

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 encouraged.

- Neighborhood Collaborations
- Inter-Generational Programs
- Festivals
- Parades

#### Youth/Artist Development

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

- Apprenticeships
- Mentorship
- Cultural or Arts Training
- Workshops

*\* mural projects must be discussed/reviewed by Cultural Affairs staff prior to submission of an application.*

### 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.

### LETTER OF INTENT TO APPLY

Each qualified applicant is required to submit a letter of intent to apply (see application packet) by May 1, 2009 providing a brief description of the proposed project, whether or not organization is a first time applicant and interest in attending one of three training sessions.

### 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, 2009 - June 30, 2010,

- 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.

### **MATCHING FUNDS**

Applicants must show no less than a 20% cash match. The match can include in-kind (donated goods & services). *Example:* An organization requesting \$500 in financial support should raise a minimum of \$100 in cash or donated goods/services.

### **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 strongly suggested that new applicants discuss their proposal ideas with a Cultural Affairs staff person prior to submitting their completed application.

### **INFORMATION SESSIONS AND WORKSHOPS**

The Office of Cultural Affairs will host a series of Mayor's Community Arts Grant Information Sessions at the New Haven library branches. (See Page 2 for schedule)

Additionally, the Office of Cultural Affairs will host several workshops for applicants based on the information provided by the letters of intent to apply (see application packet). The workshops may address topics such as Production, Budgeting and Marketing. **All new applicants will be required to attend at least one (1) of the offered workshops.** The workshops are free. Please contact the Community Outreach Coordinator at (203) 946-7172 for workshop dates and 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 (5) copies of the application to be received no later than 5:00 PM on June 3, 2009. 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 Grant Program  
165 Church Street, 6<sup>th</sup> Floor  
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 June 30, 2009. 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 1, 2009.

### **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.

Award recipients will be required to complete a W9 in order to receive payment from the City of New Haven. Additionally, recipients will be checked for any outstanding taxes due to the City of New Haven.

### **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 typically take 4-6 weeks to process. Applicants should plan their cash flow accordingly.

Note: Funds will not be disbursed if awardee owes personal or property tax to the City of New Haven. To confirm if you have any outstanding tax payments please contact the Tax Collector's Office, located in New Haven City Hall, 165 Church St. Its hours are Monday through Friday 9am-5pm, (203) 946-8054.

### **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).

### **ACKNOWLEDGMENT OF FINANCIAL SUPPORT**

Award recipients **are required to acknowledge the City's contribution** in all materials and announcements published related to the MCAGP funded activities 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 date 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.

**Organizations who have not sufficiently documented acknowledgement City of New Haven support with the submission of a final report will be placed on a probation and ineligible to apply for the 2010-2011 funding cycle.**

## **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.

*Please note:* Failure to submit a final report within 60 days of the funding cycle end date will result in the withdrawing of the remaining balance of the award.