



MCA Matching Funds Arts & Culture GRANT PROGRAM FY 2019-2020 GENERAL GUIDELINES & INFORMATION

The Middletown Commission on the Arts welcomes grant applications for programs and/or projects that enrich the lives of Middletown residents through the arts & culture. It shall be the policy of the MCA to encourage and stimulate artistic and cultural creativity within the community through a Matching Funds Program. The intent of the Matching Funds Program is to provide eligible applicants support for artistic/cultural projects and events that benefit Middletown residents.

*Under Middletown Code of Ordinances, Chapter 44, Section 44-11 Federal, state or other grants, Part B and herein transcribed in its entirety:

Municipal Grant Awards: Unless specifically approved by the Common Council, all grants requiring the expenditure of any City funds must have a 1:1 matching requirement so that every dollar expended by the City is matched by a dollar expended by non-City sources. No City funds may be used in meeting this dollar-for-dollar matching requirement, nor may any in-kind services be used as equivalents to meet the matching requirement. Every dollar expended by the City must be matched by an actual dollar expended by non-City sources. When applying for municipal grants, the prospective grant recipients must submit copies of the organization's budget from the prior year and the year in which the grant is sought, financial statements for the most current reporting period, and a list of funding sources for the prior year and the year in which the grant is requested.

[Added 5-2-2016 by Ord. No. 07-16]

1. ELIGIBILITY

- A. City of Middletown residents and nonresident individuals planning an arts & cultural activity in Middletown
- B. Arts Organizations registered as nonprofit with the State of Connecticut Secretary of the State and with 501(c)(3) status with the IRS; businesses with minimum 3 years continuous history or
- C. Non-local arts groups and non-local arts organizations (with proof of 501(c)(3) status) planning an arts & cultural activity in Middletown

2. CRITERIA

- A. The organization's programming or project must meet all of the following criteria:
 1. Artistic and cultural focus
 2. Viability & likelihood of success
 3. Provide a unique service
 4. Fulfill an unmet need

3. TYPES OF GRANTS & SCHEDULE

The Commission considers applications from organizations, businesses, arts-related groups, and from individuals three times a year. Commission-funded programs and projects include, but are not limited to, performances, exhibitions, children's arts programs, arts education, public art, and other arts activities. The Commission is particularly interested in programs that reach and benefit Middletown residents in all of the community's diversity.

- A. **GENERAL OPERATING SUPPORT (GOS):** funding support toward the general operations of non-profit arts organizations in any amount, Project Grants greater than \$8,000. An organization may apply for a GOS and Project Support Grant within the same 12 month period. Nonprofit organizations need only to apply.
Applications deadline: January 15 (For GOS beginning July 1 or Projects on/after April 1)
- B. **PROJECT SUPPORT GRANT (PSG):** funding support up to \$7,999 toward a specific art project presentation by either an organization, business, or an individual. Limited to one (1) award per 12 month period.
Application deadlines: September 15 (Projects start date on/after Dec. 1) or January 15 (Projects start date on/after April 1)

4. AWARDS AND MATCHING FUND

- A. Applicants must match awards on a 1:1* basis by actual dollars from acceptable sources.
(*Middletown Code of Ordinances, *Section 44-11*)
- B. Applicants are required to supply a matching funds statement of intent (pg. 1 on application), and source funders are to be listed in the applications budget sheet.
- C. Payment of awarded funds will be made after the receipt of a signed contract by the grantee and acceptable proof of match.
- D. Grant recipients will be required to submit their Matching Funds documentation through one of these acceptable proofs of match:
 - a. Confirmation letter from source; or
 - b. Copy of the cancelled check from source

5. APPLICATION AND INTERVIEW

- A. Applications received after the posted deadline will be disqualified from award consideration.
- B. Applications will be disqualified from award consideration if applicant and/or their representative(s) fail to attend the interview session in person.
- C. All submitted materials must be typed or legibly hand-printed, (no cursive). Un-typed/illegible applications will be returned for correction if received in advance of the due date. Corrections must be made and resubmitted by the original due date. No exceptions, please plan ahead.
- D. Applications may include any additional information about the applicant and project that seems appropriate, (i.e., history, press releases, printed materials, etc.).
- E. If requested, applicants must provide a sample of their work or additional materials at the interview.

6. FUNDING RESTRICTIONS

- A. The Middletown Commission on the Arts does not provide funding for capital projects, endowments or multiyear grants. Please contact the Arts Office with questions.
- B. Modifications to the project and/or extension of the project date must be formally made in writing to the Chair of the MCA, to be discussed and approved in advance of the funded project with the Commissioners of the MCA.
- C. Capital items and equipment purchased with Commission funds become the property of the Commission and the City of Middletown, unless otherwise stipulated.
- D. In-kind services are not acceptable for matching funds.

7. MCA CREDIT AND NOTIFICATION

- A. Grant recipients must credit the City of Middletown and the MCA with its official logo on all press releases, posters, print advertising and programs. Grant recipients must also credit the City of Middletown and the MCA on all verbal announcements and broadcasting, according to the grant agreement.
- B. Grant recipients are expected to contact the Arts & Culture Department by email arts@middletownct.gov with timely notifications of their upcoming MCA grant funded event.

8. FINAL GRANT REPORTS

- A. All MCA grant award recipients must complete and submit a Final Grant Report within **60 days** of the project's completion, and prior to any new application considerations (form will be provided). Failure to submit a final report will make recipients ineligible for future funds. **Due dates for grant reports are indicated on the grantee's contract.**
- B. GOS recipients will be required to complete and submit both an **Interim Grant Report** and a **Final Report**.

9. REQUIRED DOCUMENTS

1. Copy of IRS determination letter of 501(c)(3) status, and proof of registration with the Secretary of the State of Connecticut (GOS & PSG nonprofit applicants)
2. Copy of business EIN determination letter from IRS, minimum 3 yr. continuous history, and proof of registration with the Secretary of the State of Connecticut. (PSG business applicants)
3. Prior year financial statement (GOS & PSG nonprofit/business applicants)
4. Projected year financial statement (GOS & PSG nonprofits/business applicants)
5. Current year financial statement (GOS & PSG nonprofits/business applicants)
6. List of Board of Directors, including names/titles, contact info and affiliations (GOS/PSG nonprofit applicants)
7. Letter of Support supplied on official letterhead from a qualified individual or organization. The letter must provide a history of the supporter’s interaction with the applicant and evaluation of the applicant’s artistic and/or educational qualifications. (PSG Individual applicants)
8. Sponsorship Statement Form: applicants with organization sponsorship must supply a sponsor statement form attesting to their approval of the project. **Note:** this applies to those applications in which the applicant and the sponsor are not the same. For example, the public schools (*as sponsor*) sponsoring a string quartet (*as applicant*). (GOS/PSG all applicants when applicable)
9. Narrative and mission statement on organization’s letterhead (GOS/PSG nonprofits/business applicants)

10. COMMISSION DECISION AND PROCESS

- A. All applications and support materials will be reviewed by Staff upon receipt of the application.
- B. Eligible applicants whose applications adhere to these guidelines will be interviewed by the Grants Review Panel of the Commission.
- C. The full MCA Commission will forward the recommendation of awards to the Mayor. The Commission reserves the right to recommend award amounts in any amount up to the requested amount from the applicant.
- D. The Mayor’s decision is subject to the approval of the City of Middletown Common Council.
- E. **All requirements outlined in these guidelines become binding upon the signing of the Grants Contract by award recipients.**

CHECKLIST OF REQUIRED DOCUMENTS TO ACCOMPANY THE APPLICATION FOR MCA GRANT	GOS GRANT	PSG GRANT
1. IRS DETERMINATION LETTER & PROOF OF REGISTRATION	✓ non profits	✓ non profits
2. BUSINESS EIN DETERMINATION LETTER	N/A	✓ business
3. PRIOR YEAR FINANCIAL STATEMENT	✓ non profits	✓ nonprofits/business
4. PROJECTED YEAR FINANCIAL STATEMENT	✓ non profits	✓ nonprofits/business
5. CURRENT YEAR FINANCIAL STATEMENT	✓ non profits	✓ nonprofits/business
6. LIST OF BOARD OF DIRECTORS	✓ non profits	✓ non profits
7. LETTER OF SUPPORT	N/A	✓ individuals
8. SPONSORSHIP STATEMENT FORM	✓ when applicable	✓ when applicable
9. NARRATIVE & MISSION STATEMENT	✓ nonprofits/business	✓ nonprofits/business

TO APPLY AND SUBMIT

Forms and more information: <http://www.middletonct.gov/297/Grant-Information>

Questions: Contact the City of Middletown Arts & Culture Office at 860-638-4510, or email arts@middletonct.gov

Applications must be received by the MCA Office Staff by 4 p.m. on the day of the deadline. Staff will confirm receipt of application by email. **Applications submitted after the deadline will not be considered.**

Postal mailed or hand delivered to:

ATTN: City of Middletown Arts & Culture Office/MCA

Room B-11, Municipal Bldg.

245 DeKoven Drive

Middletown, CT 06457

Electronically mailed to:

ATTN: City of Middletown Arts & Culture Office/MCA

arts@middletonct.gov

AFFIRMATIVE ACTION AND NON-DISCRIMINATION

Applicants receiving MCA funds must comply with all governmental regulation concerning nondiscrimination. Grantees are prohibited from discriminating against any person or group of persons on the grounds of age, ancestry, color, genetic information, learning disability, marital status, past or present history of mental disability, intellectual disability, national origin, physical disability, including, but not limited to blindness, race, religious creed, sex including pregnancy, transgender status, gender identity or expression, sexual orientation, workplace hazards to reproduction systems, political belief, military or veteran status, or criminal record in accordance with §46a-60(a)(1), 46a-80(b), or 46a-81(b) of the Connecticut General Statutes. Unless provisions are controlling or there is a bona fide occupational qualification excluding persons in one of the above protected groups, in any manner is prohibited by the laws of the United States or of the State of Connecticut and the City of Middletown. In addition, the Connecticut Fair Employment Practices Act, Connecticut General Statutes §46a-51 et seq., (CFEPA), not only prohibits discrimination based on actual physical disability, but also applies to discrimination based on perceived physical disability. The grantee also agrees to provide the Affirmative Action Officer of the City of Middletown with such information that may be requested concerning the employment practices and procedures of the grantee as related to the provisions of Chapter 26, Article I of the City of Middletown Ordinance.

ADA COMPLIANCE

Applicants receiving MCA funds must comply with the Americans with Disabilities Act (ADA) by making appropriate and reasonable accommodations to ensure that people with disabilities have equal physical and communications access to services and programs, as defined by federal law. If an applicant's facilities or activities do not meet the standards of the ADA, the applicant may be ineligible for MCA funding.

FREEDOM OF INFORMATION ACT

Applications and all information submitted will become public records under the Freedom of Information Act, C.G.S. § 1-200, *et seq.*, unless specifically exempted by the Act.