



MCA MATCHING FUNDS ARTS & CULTURE GRANT APPLICATION: Project Support Grant (PSG)

PROJECT SUPPORT GRANT (PSG): funding support in any amount up to \$7,999 toward a specific art & culture project by either an organization, business, or an individual. Limited to one (1) award per 12 month period. Applications are currently being accepted. **Application deadlines are September 15, 2020 & January 15, 2021.** Please download this fillable PDF document to your computer and save the data you enter. Refer to the MCA General Guidelines while completing the application.
 Questions? Call the Arts Office at 860-638-4510 or email arts@middletownct.gov

APPLICANT INFORMATION:

FIRST TIME APPLICANT WITH MCA? YES NO (If no, please supply last five awarded amounts.)

Award Date: Amount Awarded: \$

Award Date: Amount Awarded: \$

Award Date: Amount Awarded: \$

Award Date: Amount Awarded: \$

Award Date: Amount Awarded: \$

Org's Current Fiscal Yr.

Applicant Is: INDIVIDUAL ARTS GROUP 501(c)(3) BUSINESS OTHER

Applicant Name:

(Org/Group Name)

Applicant 1 Title:

(Person of Contact)

Applicant 2 Title:

(Sponsor/ outh Representative)

Mailing Address: City/State/Zip:

Applicant Phone:

Applicant Email(s):

REQUESTED AMOUNT:

1:1 Grant Request: \$

Total Project Budget: \$

QUESTION #1. MATCHING FUNDS STATEMENT OF INTENT:

Please state firm and/or tentative commitment(s) with source(s) of matching funds for the amount requested above. Sources should be listed on all financial statements supplied with this application.



QUESTION #2. MISSION STATEMENT & OVERVIEW:

Provide the organizations mission statement and/or a detailed overview of the individual, group or business *purposes*. Describe the quality of the artistic programming including its viability and success. Provide this as an attached document on **personal or business letterhead!**

QUESTION #3. PROJECT & ARTIST NARRATIVE:

Describe the LEAD ARTIST AND PROJECT'S focus of artistic and cultural nature. What is the vision for this project? How would MCA grant funds be used for the project? How would an MCA grant increase the impact of the project? Please be specific!

Title of Project: <input style="width: 90%;" type="text"/>	<input type="checkbox"/> Firm or <input type="checkbox"/> Tentative
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Dates of Project: <input style="width: 90%;" type="text"/>	<input type="checkbox"/> Firm or <input type="checkbox"/> Tentative
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Location of Project: <input style="width: 90%;" type="text"/>	<input type="checkbox"/> Firm or <input type="checkbox"/> Tentative
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Participant Involvement: <i>(List titles of participants involved in the project: artistic staff, cast members & volunteers)</i>	Total # <input style="width: 80%;" type="text"/>
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Audience Expectations: <i>(Anticipated # of audience members)</i>	Per Presentation # <input style="width: 80%;" type="text"/>	Total Audience # <input style="width: 80%;" type="text"/>
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Audience Demographics: <i>(Who is your intended audience and what methods do you use or have used to measure your audience? Please explain.)</i>
<input style="width: 100%;" type="text"/>

Selling Tickets? <input type="checkbox"/> NO <input type="checkbox"/> YES, Ticket Price: \$ <input style="width: 80%;" type="text"/>	Selling Program Ads? <input type="checkbox"/> YES, Program Ad Price: \$ <input style="width: 80%;" type="text"/>
<input type="checkbox"/> Free Event?	<input type="checkbox"/> NO

Will the project take place without MCA funding?	Briefly explain:
<input type="checkbox"/> YES OR <input type="checkbox"/> NO	<input style="width: 95%;" type="text"/>

Is your project adaptable to a socially distanced or online platform? <input type="checkbox"/> NO OR <input type="checkbox"/> YES If yes, briefly explain your plan:
<input style="width: 100%;" type="text"/>



QUESTION #4. PUBLICITY STRATEGY:

List all planned methods, marketing tools, website and social media addresses that will be used for advertising your project. Please note: 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.

[Empty response area for Question #4]

QUESTION #5. COMMUNITY IMPACT:

Explain how your project will have an impact, provide a unique service, and fulfill an unmet need in the Middletown community.

[Empty response area for Question #5]



MCA GRANT PROGRAM APPLICATION: Project Budget Form

Please enter all financial information that pertains to the specific project. *In-kind services are not acceptable for matching funds.*

APPLICANT/ORGANIZATION NAME:

INCOME SOURCE FOR PROJECT:

Please provide a complete account of the anticipated amounts and sources of funds budgeted for the project. Examples: Grants, donations, ticket sales, concessions, fundraisers, and misc.

	MCA Grant Request Amount→	\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
Total Income for Project		\$

EXPENSE PROJECTIONS FOR PROJECT:

Please provide a complete account of the anticipated amounts to expend on the project and how you intend to use the MCA funds. Examples: Admin Salaries, Artist fees, technical staff, rental, marketing/PR, printing, equipment, travel, and misc.

		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
Total Expense for Project		\$

IN-KIND CONTRIBUTIONS FOR PROJECT:

Please provide a list of in-kind services for your project. Examples: Professional services, printing, advertising, space & equipment rental, technical, volunteered labor, and misc. *Please note: In-kind services are not acceptable for matching funds.*

		\$
		\$
		\$
		\$
		\$
		\$
Total In-Kind Projections		\$



Applicant Name & Title:

Applicant Signature:

Date:

PLEASE KEEP A COPY FOR YOUR RECORDS.

SUBMIT:

Applications must be received by the MCA Office Staff by 4 p.m. on the day of the deadline. Submit 1 application via email by the deadline and 4 copies of the application to be mailed or hand delivered to the Arts & Culture Office within 5 business days thereafter.

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@middletownct.gov

OFFICE USE

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 maybe 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.