

NEIGHBORHOOD CULTURAL VITALITY GRANT PROGRAM GUIDELINES & APPLICATION



LETTER OF INTENT DUE: NOVEMBER 20, 2019
APPLICATION DUE: DECEMBER 18, 2019

CITY OF NEW HAVEN
TONI N. HARP, MAYOR

Dr. Dakibu Muley, Community Services Administrator

Dept. Arts, Culture & Tourism
165 Church Street, New Haven, CT 06510
(203) 946-7172 | www.newhavenct.gov



2019-2020 Program Schedule, Notes and Changes

Program Schedule

Oct 21, 2019	Infosession: Wilson (Hill) Library , Family Place Rm. 303 Washington Ave. Time: 5:00pm
Oct 24, 2019	Infosession: Fair Haven Library , Lower Level.182 Grand Ave. Time: 5:30pm
Oct 29, 2019	Infosession: Mitchell Library , Program Rm. 37 Harrison St. Time: 5:00pm
Nov 6, 2019	Workshop: Stetson Library , Program Rm. 200 Dixwell Ave. Time: 6:00-8:00pm
Nov 13, 2019	Workshop: Stetson Library , Program Rm. 200 Dixwell Ave. Time: 6:00-8:00pm
Nov 20, 2019	Workshop: Stetson Library , Program Rm. 200 Dixwell Ave. Time: 6:00-8:00pm
Nov 23, 2019	Workshop: Stetson Library , Program Rm. 200 Dixwell Ave. Time: 10:00am-4:00pm
Nov. 20, 2019	Deadline: Intent to Apply Form
Dec. 18, 2019	Deadline: Grant Applications
Jan. 21, 2020	Notification of Results
Jan. 22, 2020- Dec. 20, 2020	Project Period/Site Visits
Dec. 29, 2020	Deadline: Final Report

Information sessions and Workshops are free of charge. Email kfutrell@newhavenct.gov to confirm attendance.

Program Notes

1. Due to budgetary uncertainties, future or multi-year funding is unconfirmed.
2. **Interested applicants must complete the Letter of Intent Form** (due November 20, 2019) in order to submit an application.
3. **Only Arts and Cultural focused events, projects or programs are eligible for funding.** Proposed mural or other public art projects **must** be reviewed and discussed with Arts, Culture & Tourism staff prior to submission of an application. Contact (203) 946-7172 for an appointment.
4. Applicants **MUST** have two organizational partners (can include an individual artist) (see page 3).
5. **Application forms MUST BE TYPED.** Handwritten applications will not be accepted. If submitting or attaching additional pages, please follow the application format provided.
6. **Individuals/Organizations may submit only one (1) application** for funding consideration.
7. **Applicants are required to submit one (1) original plus seven (7) copies of their proposal.** Individual Artists are required to submit a bio and performance/exhibition history.
8. **City of New Haven Departments, Agencies/Commissions and Board of Education are ineligible to apply.**
9. Visit www.newhavenct.gov/gov/depts/arts/ to download a copy of the guidelines and application.

Program Changes

- Project Period: January 22, 2020– December 20, 2020
- The City of New Haven cannot be the sole funder of a project. Applicants should seek out other forms of support (including in-kind not to exceed 50% of other forms of support)
- Applicants who have received awards in consecutive years for the same project or program are encouraged to submit proposals for new or existing projects that have not yet received funding.

2020 Guidelines

MAYORS COMMUNITY ARTS GRANT - NEIGHBORHOOD CULTURAL VITALITY

The Neighborhood Cultural Vitality Grant provides support to arts and cultural programming and services within the city of New Haven. Communities include under-served populations, mental health programs & facilities; youth & senior programs and centers; hospitals and mixed or lower income housing are especially encouraged to apply. Applicants should also consider use of New Haven's public parks and spaces.

The goals of the grant are 1) to foster the creation of arts (visual art, music, dance, theater, etc.); 2) to strengthen social cohesion by creating opportunities for people of any age to connect and celebrate, both within and across cultures; 3) to provide rigorous, professional-caliber arts training opportunities for young people; 4) To contribute to the development of equitable sustainable partnerships and collaborations across the community.

PROJECTS CONSIDERED

Performances, productions, festivals, film, public art projects (*proposed mural or other public art projects must be reviewed and discussed with Arts, Culture & Tourism staff prior to submission of an application*), arts-focused apprenticeships, arts-focused workshops or training.

WHO CAN APPLY

Individuals who are presenting, teaching or practicing artists and non-profit arts or cultural organizations working with underserved neighborhood-based communities in the City of New Haven are eligible to apply. Applicants can apply for a minimum of \$2,500 and a maximum of \$5,000 in financial support.

City of New Haven Departments, Agencies, Commissions or the Board of Education are ***not eligible*** to apply. The proposed activities must take place in New Haven. *Note:* Youth groups submitting proposals must have an adult adviser.

ORGANIZATIONAL PARTNER REQUIREMENT

All applicants must demonstrate that they are partnering with others to produce their project.

1. Applicants **MUST** list two organizational partners (see application Section III) and **MUST** submit a letter of support from each collaborator (2 letters total). Applications submitted without organizational partners and letters of support will not be considered for funding.
2. The City of New Haven **CANNOT** be the sole funder of a project.

LETTER OF INTENT TO APPLY

Each qualified applicant is required to submit an intent to apply form (see application packet) by November 20, 2019 which provides a brief description of the proposed project.

HOW PROPOSALS ARE SELECTED

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

- a. A well-developed project concept aligned with one or more program goals;
- b. A realistic budget that includes matching funds/other financial contributions;
- c. Collaboration/partnership demonstrated by letters of support;
- d. Ability to complete project between January 22, 2020 – December 20, 2020*.

Incomplete or handwritten applications will not be considered. New and returning applicants with 501c3 status are required to include a copy of the IRS letter or a letter from an officer of your organization.

These are very competitive grants. The City of New Haven cannot be the sole funder of a project. Applicants should seek out other forms of support (including in-kind not to exceed 50% of other forms of support). For example, additional funding support may be from individuals, community/neighborhood sources, corporate sponsorships, and foundation support (private or public).

Applicants who have received awards in consecutive years for the same project or program are encouraged to submit proposals for new or existing projects that have not yet received funding.

*Please note: Use of Grants Program funds are restricted to the project period. Activities that occur outside of project period do not qualify for funding.

APPLICATION REVIEW PROCESS

All proposals will be reviewed by the Department of Arts, Culture & Tourism for completeness. Qualifying proposals will then be forwarded to the appointed members of the Grants Jury for evaluation. The Grants Jury includes 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 Arts, Culture & Tourism staff prior to submitting their completed application. Any proposals for murals or other public art must be discussed with Arts, Culture & Tourism staff in advance of submitting an application.

INFORMATION SESSIONS AND WORKSHOPS

The Cultural Affairs Commission will host a series of Grant Information Sessions at the New Haven library branches. (See Page 2 for schedule). **All new applicants are strongly encouraged to attend at least one (1) of the offered information sessions.** Please contact the Community Outreach Coordinator at (203) 946-7172 to reserve the necessary number of seats.

Additionally, first time applicants are encouraged to take advantage of the free grant writing workshop series at Stetson Branch Library scheduled for November 6, 13, 20 or November 23, 2019. Please contact the Community Outreach Coordinator at (203) 946-7172 to reserve the necessary number of seats.

Or attend one of the free or low cost grant writing workshops hosted by the Community Foundation of Greater New Haven (<https://www.cfgnh.org/>) and the New Haven Free Public Library (<http://nhfpl.org>).

HELP WITH COMPLETING YOUR APPLICATION

Personalized assistance with completing the grant application is available. Contact the Department of Arts, Culture and Tourism to request an appointment by calling (203) 946-7172.

APPLICATION SUBMISSION AND DEADLINE

Applicants must submit one (1) original plus seven (7) copies of the application to be received no later than 5:00 PM on December 18, 2019. This is not a postmark deadline. 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 Department of Arts, Culture & Tourism
Attn: Neighborhood Cultural Vitality Grant
165 Church Street, 6th Floor
New Haven, CT 06510

If you have questions or need further instructions, please call the Department of Arts, Culture & Tourism at (203) 946-7172.

AWARD NOTIFICATION

Final decisions will be announced by the Department of Arts, Culture & Tourism via email (with hard copy via mail) no later than January 22, 2020. 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 January 31, 2020.

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 Department of Arts, Culture & Tourism. The same approval process must be followed to secure any extension of report deadlines.

Individual artists and organizations without federal identification numbers who receive an award will be required to complete a W9 in order to receive payment. 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 50/50 percent basis. Recipients are eligible to receive 50% of the grant award upon contract signing and submission, with the balance of 50% 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. Additionally, award funds are restricted to use within the project period (January 22, 2020– December 20, 2020).

Note: Funds will not be disbursed if awardee owes personal or property tax to the City of New Haven. To confirm that you have no 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, as 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 Neighborhood Cultural Vitality Grant funded activities with the use of the Department

of Arts, Culture and Tourism logo and following credit line “made possible with the support of the City of New Haven Mayor’s Neighborhood Cultural Vitality 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 Department of Arts, Culture & Tourism 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 Cultural Affairs Commission. Additionally, awardees are required to send a letter to their Alderman thanking them for support of the funded project. A list of Aldermen is available here <http://cityofnewhaven.com/gov/depts/alders/list.htm>

Award recipients who have not sufficiently documented their acknowledgement of the City of New Haven support with their final report will be placed on a probation and will be ineligible to apply for the next funding cycles.

FINAL REPORT

All award recipients are required to submit a Final Report no later than December 31, 2020 in order to be eligible 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 Department of Arts, Culture & Tourism either as part of the 30-day notification or as part of the final report.

Please note: Failure to submit a final report within 30 days of the funding cycle end date will result in the withdrawing of the remaining balance of the award.

** Applicants awarded grants in January 2020 will not be considered for funding in 2021 if a final report has not been filed by December 31, 2020.

Mayor's Neighborhood Cultural Vitality Grant Program

City of New Haven Department of Arts, Culture and Tourism | 165 Church Street | New Haven, CT 06510

2020 Intent to Apply Form (due November 20, 2019)

Please fax (203) 946-7808, email (kfutrell@newhavenct.gov) or deliver completed Letter of Intent to City of New Haven Department of Arts, Culture & Tourism, 165 Church Street, 6th Floor, New Haven, CT 06510.

To access or download forms online visit

https://www.newhavenct.gov/gov/depts/arts/neighborhood_n_cultural_development/grants.htm

Date:	
Applicant Name:	
Contact Person:	
Phone:	Email:
Website:	

Project Title:	
Project Date:	Est. Individuals Served:
Brief Description of Project:	

Funding Amount Requested: \$2,500 \$5,000 Other

First Time Applicant? Yes no

Is this application for a previously NCV funded project/program? Yes no

Signature: _____

Instructions for Application Form

Application Information

Project Name: Provide name of project

Amount Requested: Level of funding desired (max. \$5,000)

Proposal Start Date: Date of program start

Proposal End Date: Date of program completion

Name and Contact Information: Name, phone number, fax number and email address for the person most knowledgeable about the proposal. Provide a mailing address for the contact person where you want all correspondence to be sent. Also include a website address of the organization if applicable.

Aldermanic Wards to be Served: *Unsure?* Visit <https://www.newhavenct.gov/gov/depts/alders/default.htm> to find the alder ward for the proposed project. If the target audience for all New Haven neighborhoods, please indicate "citywide"

Funding History: Please state if this is the first time your organization has applied to the Grants Program. Please state if applying for a program/project previously funded by the Grants Program. List the year and amount of awards received from the Neighborhood Cultural Vitality Program.

Program/Project Participants:

Number of Individuals to Participate & Benefit: State the estimated number of people who will directly participate in your project. Also state the estimated number of people to be impacted by and/or attend the offered programming.

Number of Volunteers: State the estimated number of volunteers expected to assist with the program.

Number of Paid Staff: State the number of staff involved in the project who are being paid.

Number of Participating Artists: State the estimated number of artists involved in the program.

Program Information

- I. Description of Project: Provide details of the proposed project. Include the dates, location, how it meets one or more goals of the program.
- II. Explain why the project is being produced.
- III. List two main partners or collaborators on the project. Be sure to include the necessary contact information.
- IV. Check off the Marketing & Outreach Methods: How your organization will inform the community and/or invite participation in or attendance at your project.
- V. Evaluation: what will make the project successful?
- VI. Budget – If an item does not apply, please use N/A (not applicable) in the appropriate space.

Expenses

Should be listed in two separate columns- one (Column A Projected Cash Cost) for the goods and services you expect to pay cash and a second column (Column B Value of Donated Goods and Services) which shows the value of goods and services donated to the project.

WAGES:

1. Artistic: Payments for artist wages. Includes musicians, dancers, visual artists, curators, filmmakers, painters, poets, actors, authors and video artists.
2. Technical: Payments for production. Includes lighting and sound crew, stage managers, stage-hands, and exhibition installers.

ADMINISTRATIVE COSTS:

3. Printing/Copies/Paper/Office Supplies: Costs related to the purchase of office supplies, paper and printing services.
4. Graphic Design: Costs related to graphic design or web design services.
5. Postage: Cost of mailing(s).

PRODUCTION AND TECHNICAL COSTS:

6. Space Rental: Payments for rental of classroom, office, rehearsal, theater, gallery, hall and others spaces directly related to the activity.
7. Equipment: Costs of equipment rental or fabrication. Includes lighting, sound, other productions, vehicles, computers, printers, and copiers.
8. Costumes: Cost of costume creation, rental or maintenance.
9. Supplies: Costs of art supplies, paper, photographic supplies, set and props.

MARKETING:

10. Printed Materials: Cost of printing and distribution of posters, flyers, program booklets, brochures or postcards promoting project.
11. Banners/Signage: Costs of printing, distribution and mounting of banners or signage.
12. Advertising: Cost of online, print, radio or television advertising of project.

OTHER/MISCELLANEOUS:

13. Other: Any additional expenses not categorized above such as insurance fees, permit fees, interest charges, fundraising expenses.

TOTALS:

- 14 (a). Total Projected Cash Expenses: the sum of lines 1-13 of Column A.
- 14 (b). Total Projected Donated Goods and Services: the sum of lines 1-13 of Column B

INCOME

15. Anticipated Admissions/Ticket Sales: The amount of revenue raised from ticket admissions.
16. Private Donations: The amount of revenue raised from individual donations or sources other than corporate, government or foundation sources.
17. State Government: Grant support from agencies of the State Government for your organization's projects.
18. Federal Government: Grant support from agencies of the Federal Government for your organization's projects.
19. Corporate Sponsors: Contributions from businesses, corporations and corporate foundations for your organization's projects.
20. Other: Amount of revenue raised from concessions, advertising space sales in programs, etc.
21. Applicant Cash: Funds from the organization or individual artist.
22. Subtotal Income: The sum of lines 15-21.
23. Amount Requested: The amount of funds requested from the Mayor's Community Arts Grants Program.
24. Total Projected Income: The sum of lines 22 and 23 (the total should equal the total projected expenses).

ADDITIONAL PROGRAM INFORMATION

- VII. Certification: Signature of Contact Person for the project or Board President.

Mayor's Neighborhood Cultural Vitality Grant Program

City of New Haven Dept. of Arts, Culture & Tourism | 165 Church Street | New Haven, CT 06510

2020 Application Form

Application **must** be typed

Project Name:

Amount Requested (max \$5,000):

Proposal Start Date:

Total Project Budget:

Proposal End Date:

Name and Contact Information

Name of Community Group, Youth Group or Artist

Name of Adult Adviser (*For Youth Groups Only*)

Name of Contact Person

Address

Daytime/Evening Telephone Number Email

Website address

Aldermanic Ward (s) to be Served: _____

Funding History (Individuals/Organizations who have previously received an award or submitted a proposal to Mayor's Community Arts Grant Program are welcome to apply)

Are you a First Time Applicant? *yes* *no*

Is this application for a previously funded project/program? *yes* *no*

Amount Awarded (if any): 2016 _____ 2017 _____ 2018 _____ 2019 _____

Does your organization/group have 501(c)3 status? (Not required, however, if applicable, please attach a copy of the IRS letter or a letter from an officer of your organization). *yes* *no*

Program/Project Participants (please provide the estimated number for each category)

Participating Individuals	_____	Individuals to Benefit	_____
Volunteer Artists	_____	Paid Staff	_____
Volunteers Other	_____	Paid Artists	_____

The following questions are designed to provide the Grants Jury information about your organization and the details of your proposed project for the review process. Please refer to the Application Instructions for guidance.

I. Please describe your project. In your description please include the date (s) and location (s) and explain how your project meets one or more of the goals of the Mayor’s Neighborhood Cultural Vitality Grant (see Guidelines page 3):

II. Why have you decided to produce your project at this time?

III. Please list two organizational partners. For each partner, please provide a name, address, phone, email and website (if applicable). *Please note: that according to the grant guidelines, signed letters of support must be submitted from both people on this list. You define what “partner” means for your project.*

Name	Address	Phone	Email/Website
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IV. Please check off your methods of advertising and promotion for your project:

- | | |
|--|---|
| <input type="checkbox"/> Flyers | <input type="checkbox"/> Posters/postcards |
| <input type="checkbox"/> Email Marketing | <input type="checkbox"/> Facebook |
| <input type="checkbox"/> Website | <input type="checkbox"/> Twitter |
| <input type="checkbox"/> Door-to-Door | <input type="checkbox"/> Other Social Media |
| <input type="checkbox"/> Public Speaking/in-person outreach (please list venues) | <input type="checkbox"/> Other (please be specific) |
| <input type="checkbox"/> Paid advertising (please list media outlets) | |

V. What will “success” look like for your project? What evidence will you seek to determine whether or not you have achieved success?

VI. Outline program, project or event budget. Please include all other sources of funding (It is important to research your projected expenses to provide accurate expense figures):

EXPENSES	Projected Cash Cost (a)	Value of Donated Goods & Services (b)
Wages:		
1. Artists		
2. Technicians		
Administrative Costs:		
3. Printing/Copies/Paper/Office Supplies		
4. Graphic/Web Design		
5. Postage		
Production/Technical Costs:		
6. Space Rental		
7. Equipment Rental		
8. Costumes		
9. Supplies/Materials		
Marketing:		
10. Printed Materials		
11. Banners/Signage		
12. Advertising		
Other/Miscellaneous:		
13. Other (please specify)		
14 a. Total Projected Expenses [lines 1(a) thru 13(a) only]	(a)	
14 b. Total Donated Goods & Services [lines 1(b) thru 13(b) only]		(b)

INCOME	Projected Income
15. Anticipated Admissions/Ticket Sales	
16. Private Donations	
17. State Government	
18. Federal Government	
19. Corporate Sponsors (please list separately)	
20. Other (please list separately)	
21. Additional Funding (REQUIRED)	
22. Subtotal Income (lines 15-21)	
23. AMOUNT REQUESTED (\$2500-\$5000)	
24. Total Projected Income (lines 22+23) [should equal line 14(a) above]	

In-Kind contributions may not exceed 50% of the total additional funding

Remember to attach (if applicable) a list of: other/miscellaneous expenses and/or income (corporate sponsors, etc.)

VII. CERTIFICATION

I certify that the information contained in this application is true and correct to the best of my knowledge and belief.

Signature of Contact Person or Board President

Date

Helpful Hints for Completing Your Application

- Type Application Answers. Help the jury learn more about you and your project. Hand written applications are often difficult to read.
- Be Clear, Concise, Factual and Specific. Have someone who is less familiar with your project read the application to see if they understand what you have written.
- Draft a Realistic and Balanced Budget. Conduct the necessary research for costs of services, projects, etc.
- Keep application criteria close by as you fill out the application (*Note: Applicants must submit letters of support from each collaborator*).
- Have a "Plan B." Many projects receive partial funding so it is important to plan accordingly.
- Include materials (CD, DVD, photos, flyers, articles) that showcase recent work with your application.
- Attend an information session. Familiarize yourself with the application and gain knowledge about other aspects of proposal writing.
- Confused? Need Help? Have Questions? Call the Community Outreach Coordinator at (203) 946-7172.

Application Package

Assemble the application package as illustrated below:

