



# Mayor's Neighborhood Arts & Heritage Grant 2011 Application Guidelines

Administered by:



The City of Bridgeport, Office of Mayor Bill Finch, is pleased to announce the Mayor's Neighborhood Arts & Heritage Grant Program. Mayor's Neighborhood Arts & Heritage Grants support creative arts and heritage projects and programs of individual artists and arts-, cultural-, heritage- and history-based organizations throughout the City of Bridgeport, CT and is administered by the Bridgeport Arts & Cultural Council. The purpose of this program is to enrich the quality of life in the City by funding arts and heritage projects and programs. Underserved individuals and organizations are strongly encouraged to apply. The Mayor's Neighborhood Arts & Heritage Grant is expected to be a highly competitive program and funding, available twice each year in spring and autumn, is limited. Individuals and organizations may apply for not more than one (1) grant each year. Amount of grants: up to \$250 (individuals) and \$500-\$1,000 (organizations). Grants for organizations shall not exceed 50% of the budget for associated project or program.

## IMPORTANT DATES

Spring, 2011		Fall, 2011	
<b>March 1</b>	<b>Commence</b> spring grant funding round. Forms available to public.	<b>TBD</b>	<b>Commence</b> fall grant funding round. Forms available to public.
<b>March 24</b>	<b>Intent to Apply</b> form due. Application must be preceded by the Intent to Apply form. Submit form by 3:00 PM.	<b>TBD</b>	<b>Intent to Apply</b> form due. Application must be preceded by the Intent to Apply form. Submit form by 3:00 PM.
<b>April 14</b>	<b>Application</b> due. Submit one (1) original completed application form and support materials and seven (7) copies. Submit application materials by 3:00 PM.	<b>TBD</b>	<b>Application</b> due. Submit one (1) original completed application form and support materials and seven (7) copies. Submit application materials by 3:00 PM.
<b>April 28</b>	<b>Notification of Grant Awards.</b>	<b>TBD</b>	<b>Notification of Grant Awards.</b>

Note: Due dates are delivery due dates, not postmark deadlines. All materials shall be received in the BACC Office no later than 3:00 PM on the date specified. Materials received after the posted due dates/times will not be accepted.

## ELIGIBILITY REQUIREMENTS

Individual artists, artisans, craft makers and musicians residing or creating works within the City of Bridgeport may apply for a grant up to \$250. Said grant shall be awarded as reimbursement for the purchase of up to \$250 in artistic supplies and/or materials. Organizations with an evidenced visual and/or performing arts or heritage mission and non-profit educational, faith-based or social service organizations offering arts and/or heritage programming may apply for a grant ranging from \$500 to \$1,000. Applicant organizations shall:

- Be located and operated within the City of Bridgeport;
- Apply for a project/program occurring within the City of Bridgeport;
- Have and maintain tax exempt status (e.g. §501(c)(3)) or utilize such an exempt fiscal agent to apply;
- Not request funding for fundraising events;

- Not request funding for general operating support or capital improvements and/or equipment;
- Not request funding in excess of 50% of the entire project/program budget; and
- Not request funding in excess of \$1,000.

Eligible individuals and organizations may apply for not more than one grant per funding round (spring and autumn). Individuals and organizations awarded grant funding during a round of grants are discouraged from applying for grant funding again in the next round. As such, individuals and organizations not awarded grant funding during a prior round of grants will receive review priority in the current round over those which did.

In order to be considered, all applicants shall:

- Submit the Intent to Apply prior to the Application;
- Adhere to the proper format outlined below;
- Submit all required attachments;
- Submit Intent to Apply and Application no later than 3:00 PM on advertised dates; AND
- Reside, create or operate within the City of Bridgeport.

Applications failing to comply with any of the above requirements will not be considered.

### **REVIEW CRITERIA**

All eligible applications will be reviewed by a volunteer review panel comprised of Bridgeport artists, community leaders and administrators. The following review criteria will be considered by the panel when evaluating applications:

- Project/program's potential to serve a range of constituents in Bridgeport;
- Project/program's significance to the community it will serve;
- Project/program's potential to enrich lives through arts & heritage;
- Community support for project/program;
- Perceived quality and creativity of the project/program;
- Qualifications of project/program manager; AND
- Clarity and feasibility of project/program budget, timeline and evaluation plan.

Once the panel has completed its independent review of all eligible applications, it will then present its recommendations to the Bridgeport Arts and Cultural Council's Board of Directors for final ratification. Applicants may be requested to participate in an interview with the Council's Grants Committee staff prior to the gathering of the volunteer review panel. Grant award recipients will be announced by the BACC on **Thursday, April 28<sup>th</sup>**.

### **GRANT CONDITIONS**

Grantee shall acknowledge the support of the Mayor's Office and the Bridgeport Arts and Cultural Council in all promotional materials related to the project/program (e.g. digital and physical brochures, flyers, posters, programs, etc.) with the provided BACC Mayor's Neighborhood Arts & Heritage Grant logo and use of the phrase: *"Supported, in part, by the Bridgeport Arts and Cultural Council."*

Grantee shall receive 90% of the grant award upon execution of the contract. The remaining 10% shall be released upon receipt of the Final Report completed after the event has transpired. The Final Report is due within forty-five (45) days after the date of the event.

**APPLICATION PROCESS**

All application materials, including these Guidelines, the Intent to Apply form and Application forms are available online at [www.BridgeportArts.org](http://www.BridgeportArts.org) and [www.bridgeportct.gov](http://www.bridgeportct.gov). If you cannot access the materials online, hard-copies are available at the BACC Office at the Arcade. Office hours are generally 11 AM to 3 PM, Tuesday – Thursday.

1. Submit **Intent to Apply** form. Intent to Apply form is available online at [www.BridgeportArts.org](http://www.BridgeportArts.org). Forms are due in the BACC Office no later than **3:00 PM on Thursday, March 24, 2011**. This is a delivery due date, not a postmark date. Forms received after the due date/time will not be accepted. Hand deliver, mail or email Intent to Apply form to:

Delivery/Mail address:

Grants Administrator  
 Bridgeport Arts & Cultural Council  
 At the Arcade  
 1001-12 Main St.  
 Bridgeport, CT 06604

Email address:

[kkahn@BridgeportArts.org](mailto:kkahn@BridgeportArts.org)

2. Submit **Application** materials.

Applications are due in the BACC Office no later than **Thursday, April 14, 2011 at 3:00 PM**. This is a delivery due date, not a postmark date. Applications received after the due date/time will not be accepted. A complete application submission consists of one (1) original and seven (7) hard copies of the application and the following attachments:

<b>Attachment</b>	<b>Description</b>
Attachment A – Detailed Budget	Itemized list of project/program expenses Itemized list of project/program income, including: - “fair-market” in-kind contributions and - Pending and confirmed sources of income
Attachment B – Statement of Qualifications	Statements should reflect the project/program manager’s qualifications as they relate to the proposed project/program
Attachment C – Staff & Board List	Provide names, job titles, phone numbers and email addresses
Attachment D – Letters of Support	Letters from collaborators indicating their commitment to the project/program and reasons for supporting it
Attachment E – Copy of §501.(c)(3) Letter of Determination (or proof of Fiscal Agency)	Include with <u>original</u> application submission (not necessary for individuals)

Application submissions, including the application form and all attachments shall be:

- Filled out completely
- Typed or clearly readable
- Printed on 8.5" x 11" paper (emailed applications will not be accepted)
- Collated (use colored paper to separate each of the seven copies)
- Not be stapled, bound, or have plastic covers (use rubber bands, binder clips and/or paper clips)
- Clearly marked "Original" or "Copy"

Incomplete application submissions or those that do not adhere to these submission guidelines may be returned. Remember, applications received after **Thursday, April 14, 2011 at 3:00PM** will not be accepted.

### **CONTACT PERSONS**

Direct questions regarding the Mayor's Neighborhood Arts & Heritage Grant Program and the application process to Ken Kahn, BACC Executive Director at (203) 522-4154 or [kkahn@BridgeportArts.org](mailto:kkahn@BridgeportArts.org).



# Mayor's Neighborhood Arts & Heritage Grant 2011 Intent to Apply Form

Administered by:



Please read the Mayor's Neighborhood Arts & Heritage Grant Program Guidelines for instructions on how to complete and format the Intent to Apply Form. The Guidelines are available online at [www.BridgeportArts.org](http://www.BridgeportArts.org) and [www.bridgeportct.gov](http://www.bridgeportct.gov). Completely fill out and remit to the BACC Office at the Arcade no later than the date/time indicated in the Guidelines.

### Applicant Information:

Applicant
Federal Employee ID Number
Name (organization or individual)
Mailing Address
Phone Number
Email Address
Website
Facebook Profile

Contact Person
Name
Mailing Address
Phone Number
Email Address
Website
Facebook Profile

### Project/Program Information

Project/Program Title
Date of Project/Program
Location(s) of Project/Program

Grant Funding Amount Requested (\$)
Total Project/Program Budget

Deliver, mail or email Intent to Apply form to:

Grants Administrator  
Bridgeport Arts & Cultural Council  
1001-12 Main St.  
Bridgeport, CT 06604

Email address:  
[kkahn@BridgeportArts.org](mailto:kkahn@BridgeportArts.org)



# Mayor's Neighborhood Arts & Heritage Grant 2011 Application Form

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Please read the Mayor's Neighborhood Arts & Heritage Grant Program Guidelines for instructions on how to complete and format this Application form. The Guidelines are available online at [www.BridgeportArts.org](http://www.BridgeportArts.org) and [www.bridgeportct.gov](http://www.bridgeportct.gov). Completely fill out and remit to the BACC Office at the Arcade no later than the date/time indicated in the Guidelines.

## APPLICANT INFORMATION

Applicant	Contact Person
Federal Employee ID Number	
Name (organization or individual)	Name
Mailing Address	Mailing Address
Phone Number	Phone Number
Email Address	Email Address
Website	Website
Facebook Profile	Facebook Profile

## PROJECT/PROGRAM INFORMATION

Project/Program Title	Arts	Heritage
Date of Project/Program	Grant Funding Amount Requested (\$)	
Location(s) of Project/Program	Total Project/Program Budget	
Rain/Snow Date of Project/Program	Annual Operating Budget	
Rain/Snow Location of Project/Program		

**PROJECT/PROGRAM DESCRIPTION**

Provide a brief history of your organization; including key activities and its mission (individuals may submit their resume/CV). *1 page maximum.*

Provide a detailed description of your project/program. Who is the target audience? When and where will it occur? How will the project/program be executed; and by whom? *1 page maximum.*

Describe your plans for promoting the project/program to your target audience. Include information on your marketing strategy, planned outreach and public activities. *½ page maximum.*

Explain any expected outcomes of the project/program, and how they will be measured? *½ page maximum.*

Admission to attend the project/program is: Free \_\_\_\_\_ or \$\_\_\_\_\_

Are there any exclusions to audience participation or attendance? If so, explain. *½ page maximum.*

**DEMOGRAPHICS**

Board & Staff:

	Number	% Minority	% Female
Board members			
Full-time staff			
Part-time or contracted staff			
Volunteers			

Audience:

Audience Segments	Most Recent	Expected
Children (12 and under)		
Teens (13-20)		
<b>Total Youths:</b>		
Young adults (21-29)		
Adults (30-60)		
Seniors (61+)		
<b>Total Adults:</b>		

**PROPOSED PROJECT/PROGRAM BUDGET SUMMARY**

<b>Proposed Income</b>	<b>Amount</b>	<b>Source(s)</b>
Your Organization	\$	
Business Support/Sponsorship	\$	
Grant/Foundation Support	\$	
Admission/Ticket Sales	\$	
Concession Sales	\$	
Other (describe)	\$	
BACC Support (this grant)	\$	
Total Income:	\$	

<b>Proposed Expenses</b>	<b>Amount</b>	<b>Description</b>
Salary & Fringes	\$	
Signs & Marketing	\$	
Advertising	\$	
Equipment & Supplies	\$	
Rentals	\$	
Professional, Artist Fees	\$	
Municipal Services	\$	
Other (explain)	\$	
Total Expenses:	\$	

**Total Income and Total Expenses must be equal.**

In addition to the proposed budget summary above, a detailed budget is required ("Attachment A").

**SPONSORSHIP SUPPORT**

Specify the name and amount of support provided by each of the project/program’s **direct cash** sponsors.

Cash Sponsors	Amount	Status*
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	

Specify the name and type of support provided by each of the project/program’s **in-kind** sponsors.

In-Kind Sponsor	Service/Product Contributed	Status*

\*Indicate “P” for Pending; “VC” for Verbal Commitment; or “WC” for Written Commitment.

**Funds from the Mayor’s Neighborhood Arts & Heritage Grant Program will be applies toward:**

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If your project/program does not receive the requested grant funding, what is the contingency plan?

Applications are due in the BACC Office no later than the date/time indicated in the Guidelines. This is a delivery due date, not a postmark date. Applications received after the due date/time will not be accepted. A complete application submission consists of one (1) original and seven (7) hard copies of the application and the following attachments:

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- Typed or clearly readable
- Printed on 8.5” x 11” paper (emailed applications will not be accepted)
- Collated (use colored paper to separate each of the seven copies)
- Not be stapled, bound, or have plastic covers (use rubber bands, binder clips and/or paper clips)
- Clearly marked “Original” (1) or “Copy” (7)

Incomplete application submissions or those that do not adhere to these submission guidelines may be returned. Remember, applications received after the due date will not be accepted.

**CONTACT PERSONS**

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**CERTIFICATION**

I, \_\_\_\_\_(please print), have read and understand the 2011 Mayor’s Neighborhood Arts & Heritage Grant Program Guidelines. All information provided in this Application is complete and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Individual

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Fiscal Agent



# Mayor's Neighborhood Arts & Heritage Grant 2011 Final Report

Administered by:



This Final Report is due within 45 days from the end of the funded project/program. Upon receipt of the Final Report, the remaining ten percent (10%) of grant aware will be released.

Applicant	Project/Program	
Name (organization or individual)	Name of Project/Program	
Fiscal Agent (if applicable)	Start Date	End Date
Contact Person	Grant Year	Spring/Fall
Contact Phone Number	Grant Amount (\$)	Balance Due (10%)
Contact Email Address		

## PROJECT SUMMARY

Describe accomplishments and challenges of the event. Additional pages may be attached.

## ATTENDANCE

Projected Attendance	Actual Attendance
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How was attendance data collected?

