

CONNECTICUT ARTS ENDOWMENT FUND

The Connecticut Arts Endowment Fund, administered by the Connecticut Office of the Arts (COA), offers matching grants to eligible organizations to help strengthen the state's nonprofit arts industry.

PROGRAM TIMELINE

Application Deadline	By 11:59 p.m. on Tuesday, December 15, 2015
Award Notification	March, 2016
Contract Return Deadline	April 1, 2016
Funding Period	April 15, 2016 - October 15, 2016
Final Report Due	Within 60 days of completion of the grant period

WHO MAY APPLY

Eligible Applicants

Organizations must:

- Be incorporated in Connecticut as a not-for-profit for at least two years prior to the application date. Primary place of business and operations must be in Connecticut
- Have obtained tax-exempt status under Section 501(c)(3) of the Internal Revenue Code
- Have its PRIMARY purpose, as stated in its Certificate of Incorporation, be to create, perform, present or otherwise promote visual, performing or literary arts in the state
- Have received a minimum of \$25,000 in private sector contributions (i.e., from corporations, foundations, businesses and individuals) for each of its two most recently completed fiscal years **as verified on Internal Revenue Service forms**

Ineligible Applicants

- Organizations whose primary purpose is not arts-based
- Organizations whose primary purpose is educational or instructional (e.g. schools)
- Organizations whose primary purpose is to receive contributions for, or provide funding to other organizations. Such organizations that are ineligible include, but are not limited to, all organizations determined to be tax-exempt under section 509 of the Internal Revenue Code.

WHAT & HOW WE FUND

The Connecticut Arts Endowment Fund (CAEF) was established by the Connecticut State Legislature to stimulate the development of private sector funding resources and to ensure the long-term stability of Connecticut's arts industry by providing funding to organizations (C.G.S. § 10-406-409). The Fund is managed by the Office of the State Treasurer. Interest earned on the Fund principal is distributed annually through COA to eligible organizations.

CAEF grants are "unrestricted," that is, organizations may apply funds toward programming, administrative or operational costs, capital projects, equipment purchase, or to build their own endowments. Applicants do not specify a grant request amount or propose specifically how funds are to be spent.

WHAT & HOW WE FUND
(CONTINUED)

Grant awards are calculated based solely on a formula which compares the amount of private sector (non-governmental) contributions raised by the applicant in its two “most recent” fiscal years. The formula is designed to reward organizations that have experienced a substantial increase in the amount of private contributions during the more recent reporting year. (See *Formula on Page 3*)

Formula data is derived from the applicant’s two most recently filed IRS Form 990 or 990EZ submitted with the application. Government contributions (grants) received are **not** included as eligible amounts, nor is the value of most noncash contributions.

HOW TO APPLY

All applicants must submit:

- A completed and signed application
- Complete copies of the organization’s two most recently filed IRS Form 990 or 990EZ.

It is acceptable to submit tax returns for organizational fiscal years ‘13 and ‘14, or fiscal years ‘14 and ‘15. Tax returns will have the year 2012, 2013 or 2014 in the upper right corner. No other tax returns are allowable for application to the FY2016 CAEF.

First-time applicants to the Arts Endowment Fund must also submit:

- A copy of the organization’s Internal Revenue Service 501(c)(3) determination letter (tax-exempt certification)
- A certified copy of the organization’s Certificate of Incorporation as filed with the Connecticut Secretary of State’s Office. This document dates back to the organization’s establishment and should include language which defines the its purpose. It should not be confused with an organization’s by-laws.
- A brief narrative in support of the organization’s purpose to help confirm eligibility to receive proceeds from the Arts Endowment Fund.
- Additional materials that substantiate the organization’s PRIMARY purpose as arts focused, e.g., a comprehensive list of programs offered, a breakout of operating expenses related to arts-specific programming, etc.) may also be included.

WHAT CONSTITUTES AN
ACCEPTABLE FORM 990

State law mandates that applicants submit IRS Forms 990, *Return of Organization Exempt from Income Tax*, to substantiate reported contributions on which grant calculations are based. These forms must be completed, signed and filed with the Internal Revenue Service by December 15, 2015 to be considered valid for application to the CAEF.

Draft copies or unsigned forms will not be accepted. Be sure that signatures appear on **both** 990 Forms submitted. Electronically-submitted 990s are acceptable and are considered legally signed.

Form 990-PF, *Return of Private Foundation*, is **not** acceptable.

WHAT CONSTITUTES AN ACCEPTABLE FORM 990 (CONTINUED)

Organizations that apply in consecutive years must compare a “new” year and therefore provide a new IRS filing to substantiate contributions. For example, if an organization last submitted a 2012 Form 990 (year one) and 2013 Form 990 (year two), in the following year that organization would submit a 2013 Form 990 and a 2014 Form 990.

If the organization received a filing extension from the IRS, their audit has not yet been completed, or for any other reason has not filed its 990 Form by December 15, it is **not eligible to apply** to the CAEF as it is unable to produce a new “year two” form.

There will be no opportunity to amend the application if incorrect forms are submitted. Extensions to the application deadline cannot be granted.

THE FORMULA

The CAEF formula is outlined in C.G.S. § 10-407.

Year 1 “Prior Fiscal Year”

For the portion of total donor contributions which is equal to \$25,000 or more, there shall be a match of 25% of such amount, capped at \$250,000.

Year 2 “Most Recent Fiscal Year”

For the portion of total donor contributions which exceeds the total donor contributions for the prior fiscal year, there shall be a match of 100%, capped at \$1 million.

If in any fiscal year the total amount of matching grants to be paid exceed the investment earnings of the Arts Endowment Fund, all grants shall be reduced on a pro rata basis.

DATA USED TO DETERMINE ELIGIBLE CONTRIBUTIONS WHEN FILING A 990EZ

If your organization filed a Form 990-EZ, the following data is used to determine total amount of eligible contributions:

- Line 1. “Contributions, gifts, grants and similar amounts received”** *plus*
 - Line 3. “Membership dues and assessments”** *plus*
 - Line 6.d. “Net income (loss) from gaming and fundraising events”** *minus*
- Total Government Contributions reported in the application**

Part I		Revenue, Expenses, and Changes in Net Assets or Fund Balances (see the instructions for Part I.)	
Check if the organization used Schedule O to respond to any question in this Part I <input type="checkbox"/>			
	1	Contributions, gifts, grants, and similar amounts received	1
	2	Program service revenue including government fees and contracts	2
	3	Membership dues and assessments	3
	4	Investment income	4
	5a	Gross amount from sale of assets other than inventory	5a
	5b	Less: cost or other basis and sales expenses	5b
	5c	Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a)	5c
Revenue	6	Gaming and fundraising events	
	a	Gross income from gaming (attach Schedule G if greater than \$15,000)	6a
	b	Gross income from fundraising events (not including \$ _____ of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000)	6b
	c	Less: direct expenses from gaming and fundraising events	6c
	d	Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)	6d

FORM 990 -
DATA USED TO
DETERMINE ELIGIBLE
CONTRIBUTIONS WHEN
FILING A FORM 990

If your organization filed a Form 990, the following data is used to determine total amount of eligible contributions:

- Line 1.h. Total
- minus*
- Line 1.e. Government grants (contributions)

Part VIII Statement of Revenue				(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue
Contributions, Gifts, Grants and Other Similar Amounts	1a	Federated campaigns	1a			
	b	Membership dues	1b			
	c	Fundraising events	1c			
	d	Related organizations	1d			
	e	Government grants (contributions)	1e			
	f	All other contributions, gifts, grants, and similar amounts not included above	1f			
	g	Noncash contributions included in lines 1a-1f: \$				
	h	Total. Add lines 1a-1f ▶				

CHANGE IN FISCAL
YEAR

If an organization has recently changed its accounting period (fiscal year), its two most recent federal tax reporting years will be of differing length and will not necessarily equal twelve months. This is acceptable as long as the minimum \$25,000 requirement is met for each reporting year as shown on the 990 Forms submitted.

REQUIRED
CERTIFICATION

State law dictates that proceeds of the Connecticut Arts Endowment Fund be distributed annually by April 15, therefore requiring an expeditious contracting and payment process. Once notified of awards, grantees will have approximately **one month to return a signed grant contract and required Certification of Authorized Official** (a.k.a. Certified Resolution) in order to receive funds.

Certification of Authorized Official (a.k.a. Certified Resolution) is a document, signed by the board secretary, or another officer of the board, that certifies that the recipient organization has passed a resolution authorizing a certain individual to sign contracts with the State of Connecticut, and that the resolution is *still in effect*. The board need not meet to pass a new resolution unless the authorized official has changed. A new certification with a current date, however, must be provided with every grant contract returned to COA.

GRANTEE
RESPONSIBILITIES

- Please read the Connecticut Office of the Arts Grant Overview Guidelines available on the agency web site. Note the following sections:
- Grantee Responsibilities
 - Credit and Publicity Responsibilities
 - Reporting requirements
 - Grant cancellations

APPLICATION DEADLINE

All applications must be submitted via COA's e-granting portal, <https://coa.fluidreview.com>, by 11:59 p.m. **December 15, 2015**. No application or parts thereof will be accepted after the deadline. E-mail or fax submissions will not be accepted.

QUESTIONS

Contact Rhonda F. Olisky at 860-256-2752 or via email at rhonda.olisky@ct.gov