

CREATIVE COLLABORATION PROGRAM GRANT GUIDELINES - FY 2010

The Connecticut Commission on Culture & Tourism (CCT) Creative Collaboration program fosters collaborations between and among teaching artists, schools, non-profit arts organizations, and arts programs of non-arts organizations. The program encourages the integration of teaching artists from CCT's Directory of Teaching Artists into a variety of settings. Creative Collaboration grants may be used to fund residencies and professional development collaborations between and among teaching artists and schools; teaching artists and non-profit arts organizations or arts programs of non-arts organizations; and teaching artists and school/arts organization teams.

APPLICATION DEADLINE

Must be received (not postmarked) by 4:00 p.m.
January 9, 2009
Funding Period: July 1, 2009 – September 30, 2010

PROGRAM TIMELINE

Application Deadline	January 9, 2009
Review of Applications	February/March, 2009
Award Notification	June/July
Funding Period	July 1, 2009 – September 30, 2010
Final Report Due	November 30, 2010

PROGRAM INFORMATION

Creative Collaboration grants must include:

- A teaching artist from CCT's Directory of Teaching Artists
- A collaborative planning process that includes the artist(s)
- A one-to-one cash match

Creative Collaboration (CC) grants will support five+ day residencies and professional development activities with the same group of learners. Creative Collaborations integrate an arts discipline into non-arts curriculum and content areas; help interpret an exhibition, performance, or presentation; or support arts programming goals and objectives.

* CCT offers an American Masterpieces component supporting 5+ day residencies with a grant award up to \$3,000. See American Masterpieces Addendum page 5.

Creative Collaboration grants may support the broadening or deepening of a current program or the creation of a new one. The following are **examples** of residencies and professional development collaborations that would qualify for funding:

- A museum engages a teaching artist to provide professional development for its docents.
- An elementary school works with a teaching artist to provide a 10-day music residency focused on literacy for 1st and 2nd graders.
- A middle school offers an after-school poetry residency that complements the in-school curriculum.
- A hospital's arts program works collaboratively with a teaching artist to develop and provide arts programming for patients and their families.

**PROGRAM
INFORMATION
(CON'T)**

- A school and historical museum collaborate on an in-school architectural residency that culminates in the development of a walking tour guide and map.

WHO MAY APPLY

Eligible Applicants

- Non-profit 501 (c)(3) arts organization whose primary purpose is to produce, present, promote, or serve the arts. Applicant must be incorporated in Connecticut for at least two years with a two-year history of ongoing arts programming.
- Arts programs of non-profit 501 (c)(3) non-arts organizations. Applicant must be incorporated in Connecticut for at least two years with a two-year history of ongoing arts programming.
- K-12 schools including public, parochial or private non profits.
- Applicants to other CCT grant programs (Organizational Support, Local Arts Agency, Arts Presentation).
- HOT Schools that include an arts organization partner.

Partners

CCT encourages collaborative efforts with broad community support. Partnerships, are not required for the Creative Collaboration Grant (with the exception of HOT Schools), but school/organization partnerships are strongly recommended.

Ineligible Applicants

- Individuals
- Cultural/civic organizations whose primary purpose is NOT to produce, present, or serve the arts
- For profit entities
- Entities whose primary place of business is not in Connecticut

WHAT WE FUND

Eligible Costs/Expenses

- Teaching artist fees
- Applicable project materials and supplies
- Student transportation expenses

Ineligible Costs/Expenses

- Staff salaries, travel reimbursement, fundraising expenses, scholarships, lobbying activities, hospitality expenses, capital expenses, software acquisition, and equipment purchases.
- Activities conducted by a teaching artist who already works for the applicant organization.

HOW WE FUND

- **The maximum grant award is \$2,000** (\$3,000 for American Masterpieces).
- Creative Collaborations must be at least 5 days in length.
- **The grant request must be matched on a one-to-one cash basis.**
- Projects exceeding the grant request + cash match must identify additional funding sources in the application budget.

REVIEW PROCESS

The Commission will review applications based on the following criteria:

Quality of the Project

- Merit of the project's design, structure, and activities
- Evidence of a collaborative planning process (that includes the artist)
- Ability of project to impact teaching and learning in, about and through the arts

**REVIEW PROCESS
(CON'T)**

Ability to Carry Out the Project

- Demonstration of achievable goals and plan for assessing project impact on learning outcomes
- Appropriateness of project budget for proposed activities
- Evidence of a one-to-one cash match in project budget
- Demonstration that budget supports narrative

**APPLICATION
MATERIALS**

You may download the application packet from CCT's website, www.cultureandtourism.org. You can digitally fill out the application, save a copy for your records and submit the completed application to CCT by mail or hand delivery. Applications must be received by 4pm of the stated deadline date. Fax or electronic submissions will not be accepted. For more information on completing and saving application forms, please see CCT's website.

Application must include four (4) copies, and one (1) original form.

1. Application Form - dated and signed (original signatures)
2. Application Narrative (no more than 2 pages, see application for instructions)
3. Program Budget - one page

Indicate the original with a post-it note marked "Original" and add the following materials:

1. IRS Tax Exempt Determination Letter or Municipal Ordinance/Statute (Schools exempt)
2. W-9 Form
3. National Standards Data Collection Form

Note: An application that is incomplete and/or missing any of the listed materials will not be reviewed.

**GRANTEE
RESPONSIBILITIES**

Please read the following sections on pages 4 - 5 of the CCT Grant Overview Guidelines:

- Grantee Responsibilities
- Credit & Publicity Responsibilities
- Reporting Requirements
- Grant Cancellations

Furthermore, grantees are required to share results of program development with the field.

HOW TO APPLY

All CCT applications must be **received** (not postmarked) on or before the due date. No application or parts thereof will be accepted after the deadline. E-mail or fax submissions will not be accepted.

If hand-delivered, applications must be **received** by 4:00 pm on the due date. Applicants must request and retain a receipt from the CCT staff person accepting the hand-delivered application, regardless of delivery date.

**HOW TO APPLY
(CON'T)**

All mailed applications shall be sent to:

Allen Hoffman
Creative Collaboration Grant
Connecticut Commission on Culture and Tourism
One Constitution Plaza, 2nd Floor
Hartford, CT 06103

Applicants will be notified of receipt of their application via e-mail and U.S. Mail within two weeks of the deadline.

Please contact Program Manager, Allen Hoffman at Allen.Hoffman@ct.gov or 860-256-2726 with any questions.

Applicants must follow all instructions and provide accurate and complete information in all sections and supporting materials as stated in the guidelines. Failure to do so will render your application ineligible for review.

AMERICAN MASTERPIECES ADDENDUM

The American Masterpieces component to the Creative Collaboration program is funded by the National Endowment for the Arts. The purpose of American Masterpieces is to acquaint Americans with the best of their cultural and artistic legacy. The five disciplines designated by the NEA are chamber music, choral music, dance, musical theater, and visual arts.

PROGRAM INFORMATION

The guidelines, application and review process for Creative Collaborations apply to American Masterpieces with two additions:

- *Creative Collaboration – American Masterpieces* Grants **must include** a focus on an American masterwork in chamber music, choral music, dance, musical theater, or visual arts.
- *Creative Collaboration – American Masterpieces* Grants will support five+ day residencies and professional development collaborations with the same group of learners.

The following are examples of residencies and professional development collaborations that would qualify for funding. This is intended as guidance to assist in the development of an appropriate application.

- A teaching artist provides a 12-day professional development series for museum docents focusing on American Masterpieces in the museum's collection.
- A community arts organization provides a poetry residency on an American choral masterwork in a local museum.
- A teaching artist works with students to prepare for their attendance at an American Masterpieces musical.
- A school works with a teaching artist to develop interdisciplinary curriculum around an American dance masterwork.

HOW WE FUND

- **The maximum grant award for *Creative Collaborations – American Masterpieces* is \$3,000.**
- **The grant request must be matched on a one-to-one cash basis.**
- Projects exceeding the grant request + cash match must identify additional funding sources in the application budget.

REVIEW PROCESS

- **American Masterpieces applications must indicate what makes the work an American Masterpiece.**
- The NEA has broadly defined American Masterpieces as seminal works of art that are “artistically, historically, and culturally significant.” For CCT’s purpose, we require *Creative Collaboration-American Masterpieces* applicants state how their American works of choice are artistically, historically, and culturally significant.

APPLICATION MATERIALS

- **Application Narrative** - In addition to questions A - C of the Application Narrative (p.2), American Masterpieces applicants must also indicate why their work of choice is an American Masterpieces (Question D).
- **Budget** - Outline the program budget on the document provided (American Masterpiece budget - page 5 of application).

Applicants must follow all instructions and provide accurate and complete information in all sections and supporting materials as stated in the guidelines. Failure to do so will render your application ineligible for review.