

# CREATIVE COLLABORATION PROGRAM GRANT GUIDELINES - FY 2011

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 by (not postmarked) 4:00 p.m. on or before September 27, 2010**  
Funding Period: November 5, 2010 to October 31, 2011

**PROGRAM  
TIMELINE**

<b>Application Deadline</b>	September 27, 2010
<b>Review of Applications</b>	October 2010
<b>Award Notification</b>	November 2010
<b>Funding Period</b>	November 5, 2010 to October 31, 2011
<b>Final Report Due</b>	December 31, 2011

**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.

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

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## 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.
- 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
- Entities whose primary place of business is not in Connecticut
- Organizations that discriminate in their membership
- Organizations whose programs for which the application is made are sectarian in purpose and focus
- Political organizations
- For profit entities

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## 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.

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## HOW WE FUND

- **The maximum grant award is \$2,000.**
- Creative Collaboration 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.
- Eligible applicants may apply to both Arts Presentation and Creative Collaboration grant programs. The maximum requests for APG and CCG combined, however, may not exceed \$3,000.

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## REVIEW PROCESS

CCT 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

### 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

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## APPLICATION MATERIALS

You may download the application packet from CCT's website, [www.cultureandtourism.org](http://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.

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## 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.

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**HOW TO APPLY**

All applications must be **received by** (not postmarked) 4 p.m. on or before September 27, 2010. 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 September 27, 2010. Applicants must request and retain a receipt from the CCT staff person accepting the hand-delivered application, regardless of delivery date.

All mailed applications shall be sent to:

Amy Freidman  
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 within two weeks of the deadline.

Please contact, Amy Freidman at [Amy.Freidman@ct.gov](mailto:Amy.Freidman@ct.gov) or 860-256-2729 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.**