Connecticut Commission on Culture & Tourism

GRANT OVERVIEW GUIDELINES

Please read these guidelines thoroughly. Failure to comply with the rules and procedures set forth could result in ineligibility for funding. Please be sure to refer to specific grant guidelines for detailed requirements and instruction.

ABOUT THE CONNECTICUT COMMISSION ON CULTURE & TOURISM

The Connecticut Commission on Culture & Tourism (CCT) brings together the arts, historic preservation and tourism. Its mission is to preserve and promote Connecticut's cultural and tourism assets in order to enhance the quality of life and economic vitality of the State.

CCT was created in 2003 in order that the state's cultural and tourism resources would work more efficiently, creatively, and productively. Combined, CCT provides grants, services, technical assistance, tax credits, regulatory oversight, marketing, promotion, recognition, advocacy, and research for the state's culture and tourism industries. The agency oversees six welcome centers and four state-owned museums and works with the five tourism regions, the Connecticut Humanities Council, the Connecticut Trust for Historic Preservation, and the Amistad Committee for the Connecticut Freedom Trail to maximize its impact on the quality of life and the economic vitality of the state.

CCT is governed by 30 commissioners and five ex-officio members. CCT's offices, located at One Constitution Plaza in Hartford, include a gallery which is open to the public weekdays from 9 a.m. to 4 p.m. The space features changing exhibits that directly relate to the Commission's programs across all divisions.

ABOUT THE NATIONAL ENDOWMENT FOR THE ARTS

The National Endowment for the Arts (NEA) is a public agency dedicated to supporting excellence in the arts, both new and established; bringing the arts to all Americans; and providing leadership in arts education. Established by Congress in 1965 as an independent agency of the federal government, the NEA awards grants to state arts agencies and regional arts organizations, as well as direct grants to individual non-profit arts organizations to promote the arts across America.

State arts agencies, such as CCT's Arts Division, are considered NEA's primary partners in serving the American people. As such, CCT applies for and receives annual funding from the Endowment. As recipient of federal funds, CCT complies with all pertinent federal requirements. Those CCT grantees receiving federal funds must, therefore, comply with all pertinent federal requirements.

ABOUT THE NATIONAL PARK SERVICE

The State Historic Preservation Office of the CCT receives funding from the Historic Preservation Fund of the National Park Service, U.S. Department of the Interior. The Historic Preservation Fund support to the State Historic Preservation Office is used to support all aspects of the federally-mandated historic preservation program as set forth in the National Historic Preservation Act of 1966, as amended. These activities include the National Register of Historic Places, Environmental Review, Rehabilitation Tax Credits, Survey and the Certified Local Government program. Those CCT grantees receiving federal funds must, therefore, comply with all pertinent federal requirements.

PREFACE

These guidelines outline what is required of applicants by law and by the Connecticut Commission on Culture & Tourism. This section will help applicants understand the requirements before entering the CCT funding process. Because all CCT programs are competitive, however, meeting these requirements does not ensure activities will be funded. All applications are objectively reviewed according to how well they meet the criteria stated in the guidelines under each program area. Should you have any questions regarding any of the guidelines or applications, please call the appropriate program manager.

AFFIRMATIVE ACTION AND NON-DISCRIMINATION

Applicants receiving CCT funds must comply with all governmental regulations concerning nondiscrimination. Grantees are prohibited from discrimination in employment and the provision of services because of race, color, religious creed, age, sex, marital status, national origin, sexual orientation, ancestry, learning disability, physical disability or blindness, present or past history of mental disability, mental retardation, genetic history or criminal record.

ADA COMPLIANCE

Applicants receiving CCT funds must comply with the Americans with Disabilities Act of 1990 by making appropriate and reasonable accommodations to ensure that people with disabilities have equal physical and communications access to services and programs, as defined by federal law. If an applicant's facilities or activities do not meet the standards of the ADA, the applicant may be ineligible for CCT funding.

OWNERSHIP

CCT does not own, collect royalties on or hold copyrights to artistic products resulting from its grants nor will it take any action on behalf of the grantee to protect the grantee's intellectual property rights. CCT does, however, have legal authority to reproduce and use documentation of such products for educational, promotional, official or noncommercial purposes, both electronically and in print. CCT will retain possession of all materials submitted in support of a grant application or a final report except:

> *(for Historic Preservation and Museum Division Grants only)* The HPMD does retain any and all copyright rights and other proprietary interests in all research reports, inventories, manuscripts and publications created or arising from HPMD funded grant projects in accordance with HPMD subgrant contract provisions.

FUNDING RESTRICTIONS

The CCT does not fund the following:

- Organizations not incorporated in Connecticut for less than two years and/or whose primary place of business and operations is not in Connecticut except:
  - *(for Historic Preservation Grants only)* non-profit organizations owning historic buildings in Connecticut or providing historic preservation field services in Connecticut
  - *(for Challenge and Co-operative Marketing Grants only)* applicants not incorporated in Connecticut but who are registered to do business in Connecticut and have a Certificate of Authority from the Secretary of State's office. Applicant with a Certificate of Authority must include a copy with the application.
- Organizations whose membership and participation policies do not comply with non-discrimination laws
- Organizations acting solely as fiscal agents for individuals or groups
- State or federal agencies
- Brick and mortar and capital improvements except in Cultural Capital Grants, Historic Restoration Fund and Arts Endowment Fund

FUNDING RESTRICTIONS (CONT'D)

- Specific activities or projects that are already funded by another CCT program during the same fiscal year
- Activities that have already been completed
- Activities to eliminate or reduce existing deficits
- Activities funded by or which generate revenue for CCT (including CT E-Newsletter advertisement, CTvisit.com advertisements, Adopt a Welcome Center, Welcome Center Display Advertising, Premium Brochure Distributor)
- Religious programming and activities
- Benefits, fundraisers, social events
- Interest expenses paid on loans or debts
- Scholarship assistance for academic or non-academic programs
- Lobbying activities
- Political contributions
- Legal fees
- *(for Artist Fellowship Grants only)* Individuals who have not resided in Connecticut for at least one year prior to the making of the application. Applicants for the State Troubadour and State Poet Laureate programs must have resided in Connecticut for at least five years prior to the submission of the application.

APPLYING TO MULTIPLE PROGRAMS

Applicants should consult the appropriate program manager when applying to multiple programs within a fiscal year. CCT does not accept applications to multiple grant programs for the same project and activity.

GRANT SUBMISSIONS

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

All CCT applications must be received (not postmarked) on 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.

All mailed applications shall be sent to:

Name of Program Manager
Program Name
Connecticut Commission on Culture & Tourism
One Constitution Plaza, 2nd Floor
Hartford, CT 06103

Applicants will be notified of receipt of their application via e-mail and, in most cases, will receive their contracts & required forms electronically.

FREEDOM OF INFORMATION ACT

Applications and all information submitted will become public records under the Freedom of Information Act, C.G.S. §1-200, et. seq. unless specifically exempted by the Act. Applicants may request that information contained in the application which are not exempt by the Act, C.G.S. §1-210, be exempt from public disclosure. Such requests will be taken under consideration by the Commission.

AWARD NOTIFICATION/ GRANT PAYMENT

The following process is applicable to all CCT grants with the exception of Capital Improvement grants. Please see those specific guidelines for award notification and grant payment procedures.

CCT will notify all applicants of funding decisions in writing via email. Successful applicants will receive award notification and grant contracts which must be signed and returned within 30 days before grant payments will be processed, unless noted otherwise in the contract package.

Every CCT grant contract issued to an organization shall be accompanied by a certification (a.k.a. "certified resolution") indicating that the grantee has passed a resolution authorizing the named individual to sign the contracts on behalf of the organization and that the resolution is in effect as of the date of the contract signing.

Contracts shall be accompanied by a nondiscrimination certification which certifies that the organization has resolved to support nondiscrimination agreements and warranties required under Connecticut General Statutes and that the resolution is in effect.

After the signed contract and certifications are returned to CCT, contingent upon availability of funds, payments will be authorized in one or more installments as indicated on the contract.

Grant funds, however, will not be disbursed if the grantee has an overdue final report from any prior CCT grant program.

GRANTEE RESPONSIBILITIES

Grant recipients are required to expend all grant funds within the specified funding period for the purposes indicated in Section 1 of the contract.

Any request for changes or modifications to a contract, including a request for an extension of the funding period, shall be made in writing to the Executive Director. Submissions of such a request does not authorize the change or modification. All requests for extension of time shall be made no later than 90 days prior to the expiration of the contract.

Grantees shall honor all legal requirements as specified in the contract. Those receiving federal funds shall comply with certain federal requirements as stipulated.

MATCHING FUNDS

Grantees shall adhere to the matching requirements of the particular grant program. State or federal funds cannot be used as match except in certain Historic Preservation and Museum Division programs. Refer to individual grant programs for details.

CREDIT AND PUBLICITY RESPONSIBILITIES

Grant recipients shall credit the Connecticut Commission on Culture & Tourism in print, A/V and electronic materials and publicity materials (such as press releases, brochures, posters, advertisements and web sites) related to the funded project or activities or comparable credit approved by CCT. Please consult CCT's Credit & Publicity Kit, which will be sent to grant recipients at the time of award notification. This document is also available online at www.cultureandtourism.org.

Use of the agency logo is required whenever feasible. Marketing (Co-Op and Challenge) grants require the use of the CCT Tourism logo as specified in the Credit & Publicity Kit.

APPEALS PROCESS

The appeal process set forth below shall be applicable to the following programs only: *Challenge grants, Cooperative grants, Strategic Initiative grants, Artist Fellowship grant, Creative Collaboration grant, HOT Schools grant, Arts Presentation grant, Directory of Teaching Artists, Directory of Performing Artists, Local Arts Agency grant, and Organizational Support grant (project & operating support).*

What May be Appealed:
Applicants to the above-mentioned grant programs for funding or for listing within a directory or roster may appeal the decision of the Commission based on the following three reasons:

1. the application was declined on the basis of review criteria other than those stated in the program guidelines;
2. the application was declined due to influence of a Commission member who failed to disclose conflict of interest; or
3. the application was declined due to information withheld or information erroneously provided to the review panel by the Commission staff despite complete and accurate information being provided in the application.

Incomplete applications are denied any appeals process. Dissatisfaction with the amount of the award or denial of an award is not grounds for an appeal.

Process for an Appeal:
An applicant seeking to appeal a decision of the Commission shall adhere to the process set forth below:

1. any request for appeal shall be submitted in writing to the Executive Director of the Commission
2. any request for appeal shall be received by the Commission within 30 days of the applicant's receipt of notice of decision
3. any request for appeal of a decision not to be included in a directory or roster shall be received within 15 days of the applicant's receipt of notice of decision
4. the Executive Director shall review the appeal with the chair of the commission and the appropriate grant program manager to determine whether the appeal has merit
5. if the appeal is determined to have merit, the appeal will be re-evaluated by the Commission at its next regularly scheduled meeting
6. if the appeal is determined to have no merit, the applicant will be so notified

APPEALS PROCESS CONT'D

7. any decision rendered pursuant to this process shall be final

If the Commission changes a funding decision as a result of an appeal, the timing of the payment of the grant shall be at the discretion of the Executive Director.

REPORTING REQUIREMENTS

CCT grant recipients shall submit a final report within 60 days of completion of the grant period specified on the contract. CCT will send an e-mail reminder 30 days prior to the end of the funding period. Future CCT funding is contingent upon submission of final reports. Forms and instructions are available on CCT's web site at www.cultureandtourism.org or by request.

The final report must include project work samples that acknowledge CCT support (see specific guidelines for any additional reporting requirements).

GRANT CANCELLATIONS

The CCT has the right to withhold, reduce or cancel grants if a grantee:

- cancels, suspends or significantly changes the scope and activities of a funded project
- fails to comply with the terms of the grant contract
- owes a final report (past due) for a previously received CCT grant
- is unable to raise the required match
- demonstrates inadequate financial management or oversight