



## MCA Matching Funds Arts & Culture GRANT PROGRAM FY 2021-2022 GENERAL GUIDELINES & INFORMATION

The Middletown Commission on the Arts welcomes grant applications for programs and/or projects that enrich the lives of Middletown residents through the arts & culture. It shall be the policy of the MCA to encourage and stimulate artistic and cultural creativity within the community through a Matching Funds Program. The intent of the Matching Funds Program is to provide eligible applicants support for artistic/cultural projects and events that benefit Middletown residents.

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\*Under Middletown Code of Ordinances, Chapter 44, Section 44-11 Federal, state or other grants, Part B and herein transcribed in its entirety:

**Municipal Grant Awards:** Unless specifically approved by the Common Council, all grants requiring the expenditure of any City funds must have a 1:1 matching requirement so that every dollar expended by the City is matched by a dollar expended by non-City sources. No City funds may be used in meeting this dollar-for-dollar matching requirement, nor may any in-kind services be used as equivalents to meet the matching requirement. Every dollar expended by the City must be matched by an actual dollar expended by non-City sources. When applying for municipal grants, the prospective grant recipients must submit copies of the organization's budget from the prior year and the year in which the grant is sought, financial statements for the most current reporting period, and a list of funding sources for the prior year and the year in which the grant is requested.

[Added 5-2-2016 by Ord. No. 07-16]

### **1. ELIGIBILITY**

- A. City of Middletown residents and nonresident individuals planning an arts & cultural activity in Middletown
- B. Arts Organizations registered as nonprofit with the State of Connecticut Secretary of the State and with 501(c)(3) status with the IRS; businesses with minimum 3 years continuous history or
- C. Non-local arts groups and non-local arts organizations (with proof of 501(c)(3) status) planning an arts & cultural activity in Middletown

### **2. CRITERIA**

- A. The applicant's programming, project or event must meet all of the following criteria:
  1. Artistic and cultural focus
  2. Viability & likelihood of success
  3. Provide a unique service
  4. Fulfill an unmet need

### **3. TYPES OF GRANTS & SCHEDULE**

Commission funded art & culture related programs, projects, events or performances include but are not limited to the mediums of dance, music, theatre, visual arts, design arts, crafts, photography, media, literature, folk life/traditional arts and the humanities. MCA is particularly interested in proposals that reach the city's children and youth population as well as residents in all of the community's diversity. Creatives are encouraged to design and implement community art & culture related programming that promotes and fosters an audience of art appreciators, community engagements and cultural learning experiences. PLEASE NOTE: Proposals for parades, festivals, and mural or sculpture projects must submit a letter of intent to the Mayor's Office and receive approval before submitting a MCA grant application.

- A. **GENERAL OPERATING SUPPORT (GOS):** funding support greater than \$8,000 toward the general operations of a non-profit arts organization. Nonprofit organizations need only to apply for GOS. Applications are currently being accepted. Deadline is January 17, 2022.
- B. **PROJECT SUPPORT GRANT (PSG):** funding support in any amount up to \$7,999 toward an art & culture related project by either an organization, business, or an individual. Limited to one (1) award per 12 month period. Applications are currently being accepted. Application deadlines are September 15, 2021 & January 17, 2022.

#### **4. AWARDS, MATCHING FUNDS AND SPONSORSHIP REQUIREMENTS**

- A. All applicants must match awards on a 1:1\* basis by actual dollars from acceptable sources.  
(\*Middletown Code of Ordinances, Section 44-11)
- B. Applicants are required to supply a matching funds statement of intent (*pg. 1 on application*) and funding sources are to be listed on the budget sheet (*pg. 4 on application*).
- C. Payment of awarded funds will be made after a signed contract by the grantee and acceptable proof of match has been delivered to the Arts & Culture Office.
- D. Grant recipients will be required to submit their matching funds documentation through one of these acceptable proofs of match: 1. Confirmation letter from source; or 2. Copy of the cancelled check from source.
- E. Individual and youth applicants must submit a SPONSORSHIP STATEMENT FORM which provides a brief statement attesting the sponsor's approval of the project and support for the applicant. Sponsors may include individuals, businesses, and organizations.
- F. Awarded funds are restricted to the items and amounts listed on the "expense projections" of the projects budget form as presented on the application.

#### **5. APPLICATION AND REQUIRED INTERVIEW**

- A. The required 15 minute interview and presentation with a panel of commissioners is an opportunity for the applicant's to answer any questions the panel may have. Applications will be disqualified from award consideration if the applicant and/or their representative(s) fail to attend the interview session in person.
- B. Applications received after the posted deadline will be disqualified from award consideration.
- C. All submitted materials must be typed or legibly hand-printed, (*no cursive*). Un-typed/illegible applications will be returned for correction if received in advance of the due date. Corrections must be made and resubmitted by the original due date.
- D. Applications may include any additional information about the applicant and project that seems appropriate (*i.e., history, press releases, printed materials, etc.*).
- E. Applicants are encouraged to present a sample of their work or additional materials at the interview.
- F. Youth applicants must either be a Middletown youth resident or a homeschooler/student of a Middletown school and must be represented by an adult adviser, mentor, parent or guardian.
- G. Youth groups or youth individuals must be accompanied by an adult adviser at the interview.

#### **6. FUNDING RESTRICTIONS**

- A. The Middletown Commission on the Arts does not provide funding for political campaigns, personal/personal property use, capital projects, endowments or multiyear grants. Please contact the Arts Office with your questions.
- B. Modifications to the project and/or extension of the project date must be formally made in writing to the Chair of the MCA, to be discussed and approved in advance of the funded project with the Commissioners of the MCA.
- C. In-kind services are not acceptable for matching funds.

#### **7. MCA CREDIT AND NOTIFICATION**

- A. Grant recipients must credit the City of Middletown and the MCA with its official logo on all press releases, posters, print advertising and programs. Grant recipients must also credit the City of Middletown and the MCA on all verbal announcements and broadcasting, according to the grant agreement.
- B. Grant recipients are expected to contact the Arts & Culture office by email [arts@middletownct.gov](mailto:arts@middletownct.gov) with timely notifications of their upcoming MCA grant funded event.
- C. The Arts & Culture office is available to provide additional publicity for the MCA funded event/activity through social media and bulk email notifications.

## 8. FINAL GRANT REPORTS

- A. All MCA grant award recipients must complete and submit a Final Grant Report Form within **30 days** of the project's completion, and prior to any new application considerations. *(Form will be provided)*. Failure to submit a final report will make recipients ineligible for future funds. **Due dates for grant reports are indicated on the grantee's contract.**
- B. GOS recipients will be required to complete and submit both an **Interim Report** and a **Final Report**.
- C. Final reports must include all publicity materials from the event or program.
- D. Applicants are not permitted to apply for future funding until a final grant report from the applicant's most recent grant award has been submitted to and accepted by the Arts & Culture office. No exceptions.

## 9. COMMISSION DECISION AND PROCESS

- A. All applications and supporting materials will be reviewed by Arts & Culture staff upon receipt of the application. PLEASE NOTE: Arts & Culture staff does not make grant award decisions.
- B. Eligible applicants will be interviewed by the Grants Review panel of the Commission.
- C. The Grants Review panel will then make recommendations to the Commission.
- D. After discussion at their regular meeting, the full MCA Commission will forward its recommendations of award amounts to the Mayor. The Commission reserves the right to recommend award amounts in any amount up to the requested amount from the applicant. Applicants are not guaranteed funding.
- E. The Mayor's decision is subject to the approval of the City of Middletown Common Council at their monthly public meeting held on the first Monday of every month.
- F. All requirements outlined in these guidelines become binding upon the signing of the Grants Contract by award recipients.

## 10. REQUIRED DOCUMENTS

CHECKLIST OF REQUIRED DOCUMENTS TO ACCOMPANY THE APPLICATION FOR MCA GRANT	INDIVIDUAL APPLICANT	NON PROFIT APPLICANT	BUSINESS APPLICANT
1. <b>IRS DETERMINATION LETTER &amp; PROOF OF REGISTRATION</b> 501(c)(3) status, and proof of registration with the Secretary of the State of Connecticut	-	✓	-
2. <b>BUSINESS EIN DETERMINATION LETTER</b> from IRS, minimum 3 yr. continuous history, and proof of registration with the Secretary of the State of Connecticut	-	-	✓
3. <b>PRIOR</b> year financial statement	-	✓	✓
4. <b>PROJECTED</b> year financial statement	-	✓	✓
5. <b>CURRENT</b> year financial statement	-	✓	✓
6. <b>LIST OF BOARD OF DIRECTORS</b> including names/titles, contact info and affiliations	-	✓	-
7. <b>SPONSORSHIP STATEMENT</b> form provided with application, see 4E of general guidelines.	✓	✓	✓
8. <b>MISSION STATEMENT &amp; OVERVIEW</b> on organization's letterhead, see application question #2	✓	✓	✓
9. Submit <b>1 application</b> via email by the deadline and <b>4 copies of the application</b> are to be mailed or hand delivered to the Arts & Culture office within 5 business days thereafter.	✓	✓	✓

## **TO APPLY AND SUBMIT**

Forms and more information: <http://www.middletownct.gov/297/Grant-Information>

Questions: Contact the City of Middletown Arts & Culture Office at 860-638-4510, or email [arts@mddletownct.gov](mailto:arts@mddletownct.gov)

Applications must be received by the MCA Office Staff by 4 p.m. on the day of the deadline. Staff will confirm receipt of application by email. **Applications submitted after the deadline will not be considered.**

### **Postal mailed or hand delivered to:**

ATTN: City of Middletown Arts & Culture Office/MCA  
Room B-11, Municipal Bldg.  
245 DeKoven Drive  
Middletown, CT 06457

### **Electronically mailed to:**

ATTN: City of Middletown Arts & Culture Office/MCA  
[arts@middletownct.gov](mailto:arts@middletownct.gov)

## **AFFIRMATIVE ACTION AND NON-DISCRIMINATION**

Applicants receiving MCA funds must comply with all governmental regulation concerning nondiscrimination. Grantees are prohibited from discriminating against any person or group of persons on the grounds of age, ancestry, color, genetic information, learning disability, marital status, past or present history of mental disability, intellectual disability, national origin, physical disability, including, but not limited to blindness, race, religious creed, sex including pregnancy, transgender status, gender identity or expression, sexual orientation, workplace hazards to reproduction systems, political belief, military or veteran status, or criminal record in accordance with §46a-60(a)(1), 46a-80(b), or 46a-81(b) of the Connecticut General Statutes. Unless provisions are controlling or there is a bona fide occupational qualification excluding persons in one of the above protected groups, in any manner is prohibited by the laws of the United States or of the State of Connecticut and the City of Middletown. In addition, the Connecticut Fair Employment Practices Act, Connecticut General Statutes §46a-51 et seq., (CFEPA), not only prohibits discrimination based on actual physical disability, but also applies to discrimination based on perceived physical disability. The grantee also agrees to provide the Affirmative Action Officer of the City of Middletown with such information that may be requested concerning the employment practices and procedures of the grantee as related to the provisions of Chapter 26, Article I of the City of Middletown Ordinance.

## **ADA COMPLIANCE**

Applicants receiving MCA funds must comply with the Americans with Disabilities Act (ADA) 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 maybe ineligible for MCA funding.

## **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.