



Municipal Arts Grants Frequently Asked Questions

- What type of insurance do I need?
Answer: Certificate of Insurance - General Liability
- What is meant by 1:1 match?
*Answer: *"1:1 matching requirement (is) so that every dollar expended by the City is matched by a dollar expended by non-City sources."*
- Are in-kind services acceptable for a match? *Answer: *"In-kind services cannot be used as equivalents to meet the matching requirement."*
- What happens if the funds are not expended or the project did not happen within the contract's timeframe? *Answer: **Unless otherwise indicated**, funds unexpended by the project completion date must be returned to the Middletown Commission on the Arts (MCA).*
- Can applicants apply for more than one grant?
*Answer: *"Applicants are limited to one (1) award per 12 month period."*
- What is the difference between a PSG grants vs. GOS grant?
*Answer: *"GENERAL OPERATING SUPPORT (GOS): funding support greater than \$5,000 toward the general operations of a non-profit arts organization. Only nonprofit organizations may apply for GOS. PROJECT SUPPORT GRANT (PSG): funding support in an amount up to \$7,999 toward an art and/or culture related project by an organization, business, or individual/group."*
- What if a project doesn't end at the scheduled timeframe as predicted? *Answer: The grantee should contact the Arts Coordinator. *"Modifications to the awarded 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."*
- How long will it take to receive funding after the award announcement? *Answer: After the award recommendation is approved by the Mayor and passed by Common Council, an award contract will be sent to the grantee. Once the signed contract is returned to the Arts Office, the grant award check will be released from the Finance Department within 5-7 business days, and delivered by USPS to the address on the grantee's vendor form.*

- What happens if grant funds are returned to the Arts Office? *Answer: The funds will be returned to the City's General Fund.*
- What is the timeline to apply for grants? *Answer: *GENERAL OPERATING SUPPORT (GOS): Deadline to apply is the second Monday of January, 2024. PROJECT SUPPORT GRANT (PSG): Deadline to apply is the second Monday of September 2023 for projects with a start date after December 31st, 2023, and the second Monday of January 2024 for projects with a start date after April 1st, 2024.**
- When is the final report due? *Answer: *All MCA grant award recipients must complete and submit a Final Grant Report Form within 60 days of the project's completion, and prior to any new application consideration. 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. GOS recipients will be required to complete and submit both an Interim Report six (6) months after the awarded grant date and a Final Report 60 days after the fiscal year end.**
- How long is the interview? *Answer: *The required 15 minute interview and presentation with a panel of commissioners is an opportunity for the applicants to answer any questions the panel may have.**
- What can be brought to the interview? *Answer: *Applicants are encouraged to present a sample of their work or additional materials at the interview.**
- Are grant applications ever denied? *Answer: Yes, if they do not meet the criteria of the requirements of the grants; if their application specifies applicant's intent to use the funding for non-qualified activities; if they are ineligible because they did not complete reporting on previous grants; if they do not demonstrate their ability to fulfill a grant contract. *Municipal Arts Grant awards are not to be used for political campaigns, personal/personal property use, capital projects, endowments, multiyear grants, or to pay other city expenses. Please contact the Arts Office with questions and clarifications.**
- What happens if the match from another source is delayed? *Answer: The grantee will be given an opportunity to submit a letter from that source or to obtain the matching funds elsewhere.*
- Does the project have to happen in Middletown? *Answer: Yes. The project must take place in Middletown and benefit Middletown residents.*
- Can more than one letter of support be provided? *Answer: Yes.*

- When will award letters go out letting us know we will be receiving funding? *Answer: After the interview, a contingent notification of award amounts is delivered to the applicant after the full commission has voted on recommendations to send to the Mayor. This takes about 2-3 weeks.*

- Does the applicant have to live in Middletown to apply for the grant? *Answer: *"The applicant need not live in Middletown; however, the applicant's program, project, event or activity must meet these, among other criteria: Benefit Middletown residents, Take place in the City of Middletown"*

- What are creative expenses? *Answer: Creative expenses are the direct financial costs an artist or an arts organization incurs in creating art or presenting a project, which include artist fees, materials, and supplies. *"The Middletown Commission on the Arts provides funding for creative expenses. Municipal Arts Grant awards are not to be used for political campaigns, personal/personal property use, capital projects, endowments, multiyear grants, or to pay other city expenses. Please contact the Arts Office with questions and clarifications."*

- Can funding be used to pay for administrative costs? *Answer: Funding can be used for administrative costs. *"Awarded funds are restricted to the items and amounts listed on the "expense projections" of the budget form as presented on the application."*

Contact:

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