



**Semiquincentennial ARTS ENGAGEMENT GRANT PROGRAM FY26 GENERAL GUIDELINES**

The intent of the Semiquincentennial Arts Engagement Grant is to connect and educate Middletown residents with the nation’s celebration of its 250th-- taking place in 2026. Middletown nonprofits and individuals are invited to submit grant applications to the Middletown Commission on the Arts (MCA) for projects and special events that commemorate the 250th.

**ELIGIBILITY:**

The proposed project is restricted to City of Middletown tax payers.

- Individual artists with residence in Middletown, CT
- Arts- related storefront businesses in Middletown, CT
- Middletown Nonprofit organizations (503 c3 status) in Middletown, CT

**CRITERIA**

The proposed project must have an artistic and cultural focus and adhere to the following:

- Must take place in Middletown
- Must be theme-based, commemorating the 250th
- Must provide engagement with all ages

**TYPES OF GRANTS & SCHEDULE**

The Arts & Culture Office/MCA’s Arts Engagement Grant season will award \$43,500 (13 GRANTS) of its FY26 appropriated funding towards special performances, events and activities commemorating the 250th. Areas of consideration and award amounts are as follow: Community/Teaching, Choreography/Dance, Cultural/Traditional Arts, Design, Digital Media/Film, Literary Arts, Music, Theater/Playwriting, and Visual Arts. Funding restrictions are limited to one (1) grant award per 12-month period.

CATEGORIES	NUMBER OF AWARDS	AWARD AMOUNTS	AREAS OF CONCENTRATION
<b>APPLICATION A (\$10,500 TTL)</b> Individual Artists	7	\$1,500 ea.	A presentation or exhibit of your particular art form leading to an exhibition, performance or staged reading.
<b>APPLICATION B (\$33,000 TTL)</b> Nonprofit Organizations (501 C3 Status) and Arts-Related Storefront Businesses	6	\$5,500 ea. (Matching Funds Required)	To conduct art-related open houses or one-time events offered free to the public for lessons, engagement and exposure to the art form.

**APPLICATION A SUPPORTING DOCUMENTS**

- Letter of Support
- Samples of art work
- Budget Form

**APPLICATION B and C SUPPORTING DOCUMENTS**

- On company letterhead provide a list of Board of Directors and mission statement.
- A copy, IRS Determination Letter (501c3 status).
- Financial statements provide a summary of the organizations past financial performance, activities and the general financial health of the organization. For example, a balance sheet or cash flow statement is sufficient.
- An organizations budget focuses on future spending and revenue projections for the organization, and coincides with the duration of the projected project. For example, operating budgets are sufficient and exhibit day-to-day activities.
- Funding sources are entities that provide financial support to your organizations annual operations. Please provide a list of past and present funding sources from 2024 through 2026.
- Budget Form



## **FY26 GENERAL GUIDELINES continued**

### **APPLICATION DEADLINE & REVIEW**

- The deadline for submitting a complete application is **February 13, March 13 and April 15, 2026**.
- All applicants are required a 15 minute interview.

### **MATCHING FUNDS**

- Applicants B must match awards on a 1:1 basis with actual dollars from acceptable sources. (Middletown Code of Ordinances, Section 44-11). In-kind services are not acceptable for matching funds.

### **USE OF FUNDING**

- Themes are limited to the stated areas of consideration. Political campaigns, personal property use, capital projects, endowments, multiyear grants, personal parties, food or beverages, alcoholic beverages or to pay other city expenses are not considered.
- Awarded funds are restricted for creative expenses like artist fees and professional services associated with the implementation of an event, program or activity.
- All awarded applicants are to fulfill the City's minimum coverage insurance requirements.

### **LETTERS OF SUPPORT**

- Applicant A must submit a letter of support to offer an evaluation of the applicant's ability to execute the service, activity or program for which the applicant is seeking funding. Applicants are encouraged to supply a sample of their work.

### **TIMELINE**

- Projects are to take place within one (1) calendar year from the date of contract signature. All events and activities must be executed from January 2026 through December 2026. Modifications to the awarded project must be formally made in writing to the Arts and Culture staff and Chair of the MCA.
- Applications will be reviewed by the Arts & Culture staff and the Grants Review panel of the MCA. After review, the Grants Review panel will present their recommendations to a quorum of Commissioners. These recommendations are then presented to the Mayor and subject to the approval of the City of Middletown Common Council at their regular monthly meeting held on the first Monday of every month.

### **FINAL GRANT REPORTS**

- All grant award recipients must complete and submit a Final Grant Report within thirty days of the project's completion, and prior to any future funding considerations.

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### **CONTACT Arts & Culture Coordinator [kisha.michael@middletownct.gov](mailto:kisha.michael@middletownct.gov) or call 860-638-4511**

- [Grant Application A](#)
- [Grant Application B](#)
- Supporting Documents: [Budget Form](#); [Letter of Support Form](#)
- General Information: <https://www.middletownct.gov/297/Arts-Grant-Information>

***§ 44-11. Federal, state or other grants. B. Municipal grant awards. Unless specifically approved by the Common Council or where the grant recipient is an individual and not an organization and the individual has requested a grant for less than \$2,000, 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; amended 2-5-2024 by Ord. No. 03-24]***

#### **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.