



MATCHING FUNDS PROGRAM GENERAL GUIDELINES AND INFORMATION

APPLICATION DEADLINE: October 15
PROGRAM/EVENT START DATE: January 1 or later

It shall be the policy of the Middletown Commission on the Arts 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 major support for **artistic/cultural projects and/or events that benefit Middletown**. The Commission will provide for awards (generally in the range of \$500 to \$1,000) and reserves the right to award more or less than requested amounts, for projects meeting the intent of this program and conforming to the process of application and review in accordance with adopted policies, procedures and guidelines. The Matching Funds Program will be contingent upon available funds and recipients will be required to "Match" every awarded dollar one-to-one from other acceptable sources.

1. All funding under this program is on a year to year basis.
2. Awards will be made on a competitive basis and only one project at a time per individual and/or organization will be funded by the Matching Funds Program.
3. Projects supported by the Matching Funds Program are ineligible for funding from other Commission Grants Programs.
4. **ELIGIBLE APPLICANTS** are Middletown arts and/or culture organizations; individuals living, working, or attending an educational facility in Middletown and those which the Commission deems eligible due to the value of the proposed project.
5. **ELIGIBLE PROJECTS** are:
 - those that begin on or after **JANUARY 1** of the year of application and award
 - those that are artistic and/or cultural in nature
 - those that will be completed within 2 years of the project start date unless funding is awarded for a clearly defined portion of a long term project in which case, said portion must be completed within 2 years

PROJECT CRITERIA: In keeping with the intent of this program the Commission will be favorably disposed to new and innovative projects that will significantly impact upon or provide new directions for an organization, an art form and audience and/or the Middletown community during the grant period.

6. **APPLICATION PROCESS:**
 - Deadline for applications and support materials is **OCTOBER 15th**.
 - Organizations: must submit application, organization budget and project budget
 - Individuals: must submit application, project budget and letter of support
 - Individuals with sponsorship: must submit application, project budget and letter of support and sponsor statement
 - **All submitted materials must be typed or legibly hand-printed. Untyped/illegible applications will be returned for correction.**



- **The “Authorized Applicant Signature” is required on any submitted Matching Funds application.** For organizational applicants, the authorized applicant signer is an individual given authority to sign official documents by the organization’s board; for individuals the signer is the individual applicant. By signing the application, the organizational applicant is verifying that the applicant organization has approved the filing of the application. In both the individual’s and organization’s cases, the signature verifies that the applicant has read and agrees to the terms of this “General Guidelines and Information” document.
- All applications and support materials will be reviewed and eligible applicants will be interviewed by a panel of the Commission and staff prior to awards by the full Commission. Interviews will be scheduled for early November. **Failure of the applicant or applicant's designee to attend the interview will result in automatic disqualification.** If requested, the applicants must supply additional materials for the interview session.

7. **AWARDS AND MATCHING THE AWARD:**

- Awards will be announced by December 1
 - Awards will generally be in the range of \$500 to \$1,000
 - The Commission reserves the right to award more or less than the requested amount
 - Applicants must match all awards on a 1 to 1 basis by dollars and/or the value of in-kind services
 - For dollar matches all submitted budgets must reflect potential sources for matching Commission's award
 - Any legal source of revenue is acceptable for matching the Commission's Award providing said match is used for the sole purpose of completing the project as outlined in the application
 - Generally, awarded funds may not be used for capital expenditures unless authorized by the Commission
 - Payment of awarded funds will be by January 1, or as soon as possible, after receipt of fully executed Matching Funds Agreement and acceptable proof of match (generally 3-4 weeks)
 - Acceptable proof includes, but is not limited to:
 - Copies of letters from funding sources listing amount/or in-kind service contributed to the project
 - Official signed letter from organization’s board showing committed sources and amounts of dollars and/or in-kind services contributed to project
 - The acceptability of other proof for matching funds will be determined on an individual basis
8. A final report form must be completed and submitted within 60 days of project completion and prior to new application considerations. Failure to submit a final report will make applicants ineligible for future funding.
9. All requirements outlined in the General Guidelines and Information become binding on the award recipient upon the signing of the Matching Funds Agreement.

Completed Applications should be delivered to the City Arts Office, Rm. B19, 245 deKoven Drive, Middletown or by mail:

Middletown Commission on the Arts
P.O. Box 1300
Middletown, CT 06457-1300