



## GRANTS PROGRAM

### GENERAL GUIDELINES AND INFORMATION

**NOTE: SPECIAL STUDENT GRANT APPLICATION IS DUE JANUARY 15**

The Middletown Commission on the Arts considers applications for grant awards to individuals and organizations three times a year. Eligible applicants are: Middletown residents, arts groups or organizations planning an arts and/or cultural activity and non-local individuals or organizations planning an arts and/or cultural activity in Middletown. Awards will be made in accordance with the Commission's budget and generally will not exceed \$500.

1. All awards will be made on a competitive basis.
2. The awarding of grants will be considered during the following periods:
  - PERIOD I:** For projects that will take place on or after December 1:
    - Application Deadline: July 15**
    - Interview Session: Early August
    - Commission Decision: October 1
  - PERIOD II:** For projects that will take place on or after May 1:
    - Application Deadline: January 15**
    - Interview Session: Early February
    - Commission Decision: March 1
  - PERIOD III:** For projects that will take place on or after July 1:
    - Application Deadline: March 15**
    - Interview Session: Early April
    - Commission Decision: May 1
3. Applications received after the deadline will not be considered unless they qualify for a subsequent grants period. **All applications must be typed or legibly hand-printed. Untyped/illegible applications will be returned for correction.**
4. Unless otherwise stipulated by the Commission, income resulting from projects funded by Commission grants must be returned to the Commission in the amount of the award.
5. Unless otherwise stipulated by the Commission, any capital item purchased with Commission funds becomes the property of the Commission and the City of Middletown.
6. Unexpended funds must be returned to the Commission upon the completion of the project.
7. All printed materials produced for the project must credit the Commission with funding support or sponsorship. This includes posters, flyers and all press releases, *i.e.*, "This program is made possible by a grant from the Middletown Commission on the Arts" or as specified in the Agreement. A MCA logo sheet will be provided and should be used.
8. All applicants receiving a grants award must complete a Commission grants report form within two (2) months of the project's completion.
9. Applications from individuals must be accompanied by a typed or handprinted letter of support form that will attest to the applicant's abilities to complete the project and/or the applicant's artistic qualifications. Untyped/illegible letters will be returned to the application for correction.



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10. Applications with organizational sponsorship must be accompanied by a signed sponsor statement attesting to their approval of the project. *(NOTE: THIS APPLIES TO THOSE APPLICATIONS IN WHICH THE APPLICANT AND THE SPONSOR ARE NOT ONE AND THE SAME).* For example, the public schools (sponsor) sponsoring a string quartet (applicant).
11. Grant award recipients (individuals/organizations/projects) will be limited to one grants award within a twelve month period. Matching Funds recipients may not apply - during the active period of their award - for grant funds for the same purpose of their Matching Fund award.
12. Grants will only be made for projects that take place on or after the designated project dates. The Commission will not provide any retroactive funding. Funding for series or any part thereof will only be considered during planning stages and prior to the signing of contractual agreements between applicant sponsor and performer; generally during the July 15 and January 15 periods for following year's series.
13. **Applications will be disqualified for award consideration if applicant and/or his or her representatives(s) fail to attend the interview session.**
14. All requirements outlined in these Guidelines become binding upon the signing of the Grants Agreement by award recipients.

### TO APPLY

#### **COMPLETE THE ENCLOSED APPLICATION AND RETURN TO:**

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

### APPLICATION CHECK LIST

- Make sure all parts of the application are completed.
- Where applicable, attached required letter of support and sponsor statement.
- Include any additional information on you or the sponsoring organization that you believe to be appropriate, *i.e.*, history, news releases, printed materials.

### COMMISSION DECISION

All applications will be reviewed and eligible applicants will be interviewed by a panel of the Commission and staff prior to awards by the full Commission.

In some instances, applicants will be asked to provide a sample of their work or additional materials at the interview meeting.

For further information and/or assistance with the application process, call the Commission Office at 344-3520.