



CITY OF STAMFORD
COMMUNITY ARTS PARTNERSHIP PROGRAM
GUIDELINES - FY2013-2014

Made possible with public funds from the City of Stamford
Michael A. Pavia, Mayor

**One (1) Original and Twelve (12) Copies of the Application and
Two (2) Copies of Appended Material must be received by
November 6, 2013, at the 10th Floor Grants Office at:**

**Government Center
888 Washington Boulevard
P.O. Box 10152
Stamford, CT 06904-2152**

There will be NO exceptions to this deadline.

Information: Contact Erik Larson, Grants Coordinator at
203.977.4053 or elarson@ci.stamford.ct.us

Application Format: Hard copy or electronic versions are available.

TABLE OF CONTENTS

INTRODUCTION	2
WHO CAN APPLY	2
PRIORITY FOR FUNDING	2
DEADLINE	2
RANGE OF GRANTS	2
GENERAL PROCESS	3
SCHEDULE	3
DUTIES & RESPONSIBILITIES OF GRANTS COMMITTEE AND STAFF	4
CONFLICT OF INTEREST	4
THE REVIEW PROCESS	5
PURPOSE OF THE GRANTS REVIEW PROCESS	5
COMMITTEE COMPOSITION: CONSIDERATION/CRITERIA FOR COMMITTEE MEMBERS	5
SITE VISITS	5
NOTIFICATION	6
FINAL REPORT FORMS	6
APPLICATION REVIEW CRITERIA	6
FUNDS MAY NOT BE USED FOR	7

INTRODUCTION

The Community Arts Partnership Program, a program of Mayor Michael A. Pavia to foster innovation in the arts in Stamford, is in its twelfth year. Its goal is to develop audiences for local arts organizations and increase enjoyment of the arts by all Stamford residents. Funding will enable grant recipients to leverage financial support from other sectors. Total funding for FY 2013-14 is \$50,000.

WHO CAN APPLY

Eligible applicants include Stamford-based nonprofit organizations and community organizations. All programs must be open to the public. Religious organizations can apply for an arts program that is not related to a religious service. Individual artists must be sponsored by a Stamford-based nonprofit organization. For-profit entities and organizations that receive direct funding from the City of Stamford through the capital or operating budgets for programming and operating expenses are not eligible to apply for funds.

PRIORITY FOR FUNDING

The goal of the Program is to develop audiences for local arts organizations and increase enjoyment of the arts by all Stamford residents. Priority will be given to those applications that promote arts and audience development.

DEADLINE

One (1) original and twelve (12) copies of your Application and two (2) copies of Appended Material must be received by the Grants Office by November 6, 2013. The Grants Office is located on the 10th floor of the Government Center, 888 Washington Boulevard, P.O. Box 10152, Stamford, Connecticut 06904-2152. The phone number for information is (203) 977-4053.

RANGE OF GRANTS

Grants will range from a minimum of \$1,000 to \$7,500 provided the CAPP program is fully funded. If the amount allocated to the CAPP program is reduced the range of grants will be adjusted accordingly. Activities must take place between July 1, 2013 and June 30, 2014.

GENERAL PROCESS

The City of Stamford will manage this grants program by means of an application and Committee review process. A committee composed of artists and community representatives will review each application and make recommendations to the Mayor for funding.

The Mayor will host an awards ceremony.

Programmatic reporting will be required of all funded projects. Funded applicants will be required to provide a final report detailing the results of their efforts and their expenses to insure that local public funds have been spent appropriately. **Final reports must be completed within 30 days of the project end date and/or prior to the release of funding for a subsequent years' project.**

It is anticipated that organizations will not be provided full funding from the City to carry out their program.

Additional funding support must be demonstrated in the application.

SCHEDULE

**One (1) original and twelve (12) copies of each application and two (2) copies of Appended Material must be received by:
November 6, 2013 at the Grants Office**

Applications Distributed to Review Committee

Review Committee submits questions to the Grants Office for applicants

Applicants respond to Review Committee questions

Review Committee Meets

Announcement of Grant Awardees

Award Ceremony – Date to be announced

DUTIES & RESPONSIBILITIES OF REVIEW COMMITTEE AND STAFF

REVIEW COMMITTEE

The Review Committee will oversee the entire Community Arts Partnership Program, including:

- reading, evaluating and rating all assigned applications
- conducting site visits as needed of assigned grantees, and
- submitting recommendations to the Mayor for funding.

STAFF

The Grants Office will:

- oversee all financial, programmatic and legal aspects of the program, and establish general policies and guidelines for the programs
- ensure outreach and inclusion
- implement and monitor the program
- assist organizations in completing applications
- organize and support Committee deliberations
- prepare review and summary materials, and
- issue contracts, checks, and receive final reports.

CONFLICT OF INTEREST

Committee Members agree to be bound by the Conflict of Interest policy with respect to their deliberations and actions as CAPP Committee Members.

A Community Arts Partnership Program (CAPP) Committee member will not review, score, submit the evaluation forms or participate in any manner in the decision-making process on an application submitted by an organization in which they have a financial interest or other personal consideration. Committee members and staff declaring a conflict of interest shall leave the room without comment during any discussion and shall not vote on applications for which they have a conflict.

For the purpose of this Agreement, a person shall be considered to have a conflict of interest when an application is from an organization that has any relationship to, or involves:

- the individual, his/her spouse, minor child (a person under age 18) or partner;
- a profit or not-for-profit organization in which the individual serves as an officer, director, trustee, partner, consultant or employee;

- any person or organization with which the individual is negotiating or has a written agreement;
- any programs from which he/she stands to gain financially.

THE REVIEW PROCESS

PURPOSE OF THE GRANTS REVIEW PROCESS

The purpose of the grants review process is to provide the City with expert peer review of grant applications and to make recommendations to the Mayor for final decision-making and contracting.

COMMITTEE COMPOSITION: CONSIDERATION/CRITERIA FOR COMMITTEE MEMBERS

Representation will be sought from different sectors of the community, e.g. artistic directors, community leaders, education, nonprofit sector, and art consumers.

Committee members will be selected according to their:

- professional qualifications and experience in, or knowledge of, a particular arts discipline
- knowledge of Stamford and the arts community
- communication and decision-making skills
- ability to function in a group process
- ability and willingness to commit time to application evaluation meetings.

SITE VISITS

Staff or Committee members may conduct site visits and/or attend programs.

NOTIFICATION

All grantees will be notified of the grant award decisions in writing. Contract documents will be prepared and payment made in accordance with grant amounts determined by the Committee and the Mayor. All contracts must be executed prior to release of funding by the City of Stamford.

FINAL REPORT FORMS

Funded applicants will be required to provide a final report detailing the results of their efforts and a financial report of expenses incurred to insure that local public funds have been spent appropriately. **For organizations that received funding in FY 2012-2013 a final report must be received prior to the release of funding for FY 2013-2014.**

Final Report Forms for FY2012-2013 have been provided with the FY2013-2014 Application. Upon notification of funding for FY2013-2014 organizations are strongly encouraged to review the Final Report Materials. Grant recipients will be held accountable for the accurate tracking and reporting of the expenditure of CAPP Grant funds.

APPLICATION REVIEW CRITERIA

CAPP applications will be reviewed and evaluated for:

Artistic advancement as an outcome; artistic merit and purpose of the project; the quality of the artistic process or product to be completed; originality and worthiness of the project concept; well-defined artistic or technical challenge and capacity to meet that challenge.

Audience/community benefit to be derived from the project; audience/community interest in and support for the project; encouraging attendance by new and/or underserved audiences especially youth; broadening of audience appreciation for a wide variety of art forms; performances or exhibitions that take place in neighborhoods or alternative venues; programs that attract new audiences to the arts or offer an alternative to existing arts audiences.

Managerial and fiscal competence; ability to deliver the services for which funds are being requested; qualifications of project staff and artists.

Support for local artists; appropriate compensation for artists unless they volunteer their services; performances or exhibitions that employ local artists and technical staff and encourage their development.

Accessibility for the general Stamford public; accessibility for the participation/attendance of the physically challenged and/or commitment to achieve same.

FUNDS MAY NOT BE USED FOR

- projects not open to the general public or those without some form of public presentation as a part of the planned activity
- activities restricted to an organization's membership
- projects related to a religious service
- fundraising activities
- receptions and other social activities
- projects that are essentially recreational, rehabilitational or therapeutic in nature
- scholarships or tuition
- debts incurred from past activities or programs
- purchases of major equipment and software of more than \$500 without substantial rationale provided
- administrative expenses not related to the specific project for which funds are requested
- capital expenditures such as construction or renovation of facilities, and
- programs for students occurring during the school day
- general operating support or deficit reduction