



## ABOUT THE IGNITION GRANT PROGRAM

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The Ignition Grant program helps arts organizations at all stages of development fulfill their artistic mission and deliver innovative programming. Ignition Grants provide funding to increase sustainability, raise organizational profiles, and build the capacity necessary to produce high quality work.

Eligible initiatives include and are not limited to board development and training, marketing plans, and strategic planning. For more examples, see the section Eligible Initiatives. Funding is available for the planning phase and the implementation phase of eligible initiatives.

Grant Type	Planning Phase	Implementation Phase
<b>Goal:</b>	Support planning activities that pave the way to carry out an initiative.  These activities include determining: <ul style="list-style-type: none"> <li>- Scope of the initiative;</li> <li>- Resources needed for the initiative;</li> <li>- Project plan.</li> </ul>	Support implementation activities to achieve the planned initiative.  These activities include: <ul style="list-style-type: none"> <li>- Hiring consultants to work on the initiative.</li> <li>- Purchase of materials.</li> <li>- Execution of project plan.</li> </ul>
<b>Award:</b>	Up to \$10,000	Up to \$10,000

Grants periods may not exceed one year and the maximum award is \$10,000 per phase. Applicants need not demonstrate matching funds in order to receive an Ignition Grant, although initiatives with matching funds are encouraged.

There are two application deadlines per calendar year. Organizations may apply for and receive funding for each phase of the same initiative in the same calendar year, but may not receive funding for two different initiatives in the same year. Applications that combine planning and implementation activities within the same proposal will not be funded.

Applicants are not required to complete a planning grant in order to receive implementation grant funding but must demonstrate that the work needed to support implementation has been completed. Funding for a planning grant does not guarantee future funding for an implementation grant.

Applications must be preceded by an Intent to Apply and only applicants approved through the Intent to Apply process may submit an application.

**\*\*\*It is strongly recommended that applicants contact Arts Council staff to discuss your project in advance of submitting an Ignition Grant Intent to Apply or Application.\*\*\***

## DEADLINE & NOTIFICATION DATES

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Ignition Grant Schedule		
	Spring 2018	Fall 2018
Intent to Apply Deadline	March 8, 2018	August 30, 2018
Notification on status of Intent to Apply	By March 15, 2018	By September 6, 2018
Application Deadline	April 12, 2018	October 4, 2018
Award Notification	Late May	Late November
Initiative Dates	July 1, 2018 – June 30, 2019	January 1, 2019 – December 31, 2019

## ELIGIBILITY OF ORGANIZATIONS

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### To be eligible for consideration, applicant organizations must:

- Submit an Intent to Apply and receive approval to proceed to the application stage.
- Submit an application following the proper format as outlined in the grant guidelines and application, including required attachments.
- Apply for an initiative occurring between the initiative dates specified in the Deadlines & Notification Dates section above.
- Be an arts organization regularly offering arts programming as a primary public function. See definition of an arts organization below.
- Be a non-profit corporation registered in the State of Connecticut with 501(c)(3) tax-exempt status from the Internal Revenue Service.
- Maintain an annual operating budget of under \$1 million.
- Have a primary physical address within the 29-town region outlined on the map on [page 3](#).

### The following entities are not eligible for Ignition Grant support:

- Organizations that have an open Ignition Grant.
- Organizations requesting funding for two different initiatives in the same year.
- Churches or church-affiliated organizations receiving a significant portion of their base support from a church or religious organization.
- Governmental institutions and agencies, e.g. public libraries, park and recreational facilities, schools, etc.
- Organizations that have not fulfilled grantee obligations from prior Arts Council grants, including filing of final reports that are due before the Ignition Grant application deadline. No exceptions.
- Organizations currently receiving funding for capacity building projects from the Hartford Foundation for Public Giving or Connecticut Humanities, or which currently have an active Business Volunteers for the Arts (BVA) project with the Arts Council.
- Organizations that are part of the Arts Catalyst Program.

## ARTS ORGANIZATION DEFINITION

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For the purposes of this grant program, “Arts Organization” is defined as a 501(c)(3) nonprofit that creates, exhibits, and/or performs works in any of the following fine, performing, applied or literary art forms as a primary public function:

- Drawing
- Painting
- Sculpture
- Printmaking

- Photography
- Architecture
- Dance
- Theater
- Music
- Decorative art
- Functional art
- Creative Writing (including poetry and prose)

Arts organizations typically reference the arts in their mission and vision statements, strategic planning documents, and other foundational materials. The Arts Council recognizes that there is not always a clear distinction between the arts and humanities and that some organizations utilize both to achieve their missions. Please contact Arts Council staff to discuss the work of your organization if it does not fall clearly into the definition above.

## IGNITION GRANT SERVICE AREA MAP

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## COMMUNITY IMPACT

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The Arts Council invests in organizations whose programs and initiatives are strongly aligned with the Arts Council's community impact goals. Community Impact is strongly considered by the panel when making award decisions. Applicants are required to demonstrate significant impact in one or more of the five core goal areas in order to receive funding.

1. **Increase Greater Hartford's ability to attract and retain talent** by leveraging the value of extraordinary arts experiences as an integral part of the region's quality of life.
2. **Promote intercultural understanding** by supporting arts experiences that include, represent, and engage all populations regardless of their ethnic, cultural, social, economic, and ability backgrounds.
3. Utilize the arts to **cultivate the creative talents of school-aged (pre-K through grade 12) youth in the region**, especially those whose economic conditions present a barrier to access.
4. **Enhance the vibrancy of communities that have been historically unserved or underserved** by increasing members' access to arts experiences and institutions.
5. Engage members of diverse communities to **explore social issues of broad public concern through the arts together**.

Refer to the Community Impact Goals & Indicators for examples of ways to demonstrate impact. The list can be found at [www.LetsGoArts.org/Goals](http://www.LetsGoArts.org/Goals).

## ELIGIBLE INITIATIVES

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### In general the most successful initiatives:

- Address issues that affect the organization as a whole, rather than a single department or program.
- Come at a strategic moment for the organization, such as a leadership transition, a period of rapid growth or expansion, or significant change in a program or income stream.
- Are focused on a single problem or issue, rather than a patchwork of unrelated problems or needs.
- Are critical to the organization's long-term success in achieving its mission.

### Examples of eligible initiatives:

- Exploration of Partnership and Collaboration
- Administrative Systems Support
- Audience Assessments
- Board Development and Training
- Staff Development and Training
- Branding and Communications
- Financial Management Systems
- Fundraising Planning (Plan Development, Event Assessment, Training)
- Human Resources Assessment (Staffing, Policies, Procedures)
- Marketing Plans (including Social Media strategies)
- Organizational Assessments
- Program Planning and Evaluation
- Research Development
- Transition Planning

- Strategic Planning
- Volunteer Program Planning and Implementation
- Website Development

## ELIGIBLE EXPENSES

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### Eligible expenses directly related to the initiative include but are not limited to:

- Salaries and wage expenses of staff directly related to the initiative (up to 30% of the total)
- Overhead (facility rental, utilities, office supplies) directly related to the project (up to 3% of the total)
- Appropriate 'fair market' value for in-kind contributions (up to 25% of the total)
- Consulting and professional fees
- Reasonable travel expenses
- Equipment/room rental and purchase
- Printing, postage, and advertising expenses
- Legal fees
- Software and hardware expenses
- Conference, workshop and other registration fees
- Publication fees

### The following are not eligible for funding:

- Presentations of exhibitions, performances, events, programing expenses
- Capital improvements such as renovation, restoration, rehabilitation or construction
- Endowment requests
- Unrestricted funding requests or general operating support
- Individual fellowships, graduate education, or university-based projects that require participants to register for academic credit
- Acquisition of artifacts, works of art or documents
- Repayments of loans or debt service
- Costs associated with social or fund-raising events
- Retroactive funding for activities completed before the start date of the proposed initiative
- Undocumented expenses
- Salaries for new or expanded staff positions
- Office supplies
- Food and beverage expenses

**All funded project expenses must be incurred within the grant period which cannot exceed 12 months.**

## PROOF OF CONSULTANCY

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Grant funds enable organizations to hire a consultant to accomplish work beyond everyday operations. Applicants planning on working with a consultant must select the consultant in advance and will be required to submit a detailed proposal along with the consultant's resume or bio with their application. The proposal should outline the scope of services, specific duties, duration, timeline, deliverables, and associated costs. Applicants are not required to have a signed contract with a consultant prior to the start date. It is recommended researching consultants at least a month in advance to allow sufficient time to secure a clear, detailed proposal. Please note: applicants are **NOT** required to engage a consultant.

The Hartford Foundation for Public Giving Consultant maintains a directory of consultants that can be accessed [here](#).

## REVIEW CRITERIA

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All eligible applications are evaluated by a volunteer panel from the Greater Hartford community. **Staff does not make granting decisions.** Evaluations include an analysis of the quality of work, alignment with the Arts Council's Community Impact Goals, clarity and feasibility of the initiative's design and budget, qualifications of key personnel, and the potential for the project to increase sustainability, build capacity, and have lasting impact. The panel presents its recommendations to the Greater Hartford Arts Council's Board of Directors for final review and ratification.

## GRANT CONDITIONS

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Grantees are required to submit a final report within 30 days of the initiative's end date. Grantees with initiatives with timelines of 6 or more months in duration are also required to submit an interim report at midpoint. Grantees should reference contracts for instructions on how to submit interim and final report materials.

The grantee must report significant changes in their project's scope, timeline, key personnel or budget to Arts Council staff ([grants@letsgoarts.org](mailto:grants@letsgoarts.org)) in a timely manner or face the possibility of forfeiture of grant funds. A letter or email is acceptable but all submitted changes must be approved in writing.

The grant payment schedule for projects is based on the length of projects:

- Initiatives that are 6 months or shorter will receive 80% of the award amount upon receipt of the signed contract and 20% upon acceptance of the final report.
- Initiatives that range from 7 to 12 months in length will receive 50% of the award amount upon receipt of the signed contract, 30% upon acceptance of the interim report, and 20% upon acceptance of the final report.

The Grantee is required to acknowledge the support of the Greater Hartford Arts Council in all print and electronic materials in a manner appropriate for the funded project. Acknowledgement consists of the Greater Hartford Arts Council logo (download at [www.LetsGoArts.org/logos](http://www.LetsGoArts.org/logos)) and the phrase "Supported in part by the Greater Hartford Arts Council with major support from the Hartford Foundation for Public Giving." For promotion on online platforms (including websites, emails/e-newsletters, etc.), the Grantee will display the Arts Council logo with a link to [LetsGoArts.org](http://LetsGoArts.org). Promotion on social media will include the use of #LetsGoArts and by tagging the Arts Council as appropriate: Facebook: Greater Hartford Arts Council, Twitter: @LetsGoArts\_org, and Instagram: @LetsGoArts.

Where appropriate, the Grantee may be asked to participate in the Greater Hartford Arts Council's United Arts Campaign. This may include participating in the Let's GO Arts! program and/or providing guest passes or tickets at no charge for demonstrations, exhibition tours, performances, and other incentives which can be used at United Arts Campaign events.

## APPLICATION PROCESS

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PLEASE REFER TO THE DEADLINES AND NOTIFICATION DATES ON [PAGE 2](#).

1. **An Intent to Apply must precede all Applications.** The Intent to Apply form may be downloaded at [www.LetsGoArts.org/ignition](http://www.LetsGoArts.org/ignition) and must be completed and sent to [grants@letsgoarts.org](mailto:grants@letsgoarts.org) no later

than 11:59 PM on **the deadline date**. The subject line should read “Ignition Grant Intent to Apply - [Organization Name].”

**2. Only organizations that are approved through the Intent to Apply Process may submit a request for funding.** If your organization’s Intent to Apply was approved reference the email notification for instructions on how to submit your application materials through ExaVault. Applications are due no later than 11:59 PM on **the deadline date**.

- Documents must be clearly labeled using the following template:
  - Ignition Grant - Applicant Name (or abbreviation) - File Name
  - *For example: IG – GHAC – Att. A*
- With the exception of the Budget Form, all attachments must be Microsoft Word or PDF documents.
- Provide clear and complete responses to all questions. Please do not refer to other attachments and do not include additional attachments unless requested.

*Tips:*

- *Use the TAB key to move to each field to type in answers.*
- *Do not use bullets, numbering or any other formatting in your application. Instead, use asterisks (\*), numbers without formatted spacing and/or write headings in capitals if needed.*
- *Type responses in a separate document to use the spell check function and to check word count. Then copy content into the application form.*
- *Make sure to save work regularly to ensure responses do not get lost while working on the application.*

**Late materials are not accepted. There are no exceptions.**

**REQUIRED ATTACHMENTS**

The following materials are required in addition to the completed application:

Attachment A	Budget Form	Download at <a href="http://www.LetsGoArts.org/Ignition">www.LetsGoArts.org/Ignition</a>
Attachment B	Qualifications of Key Personnel	Provide résumés/bio statements for the project lead, consultant(s), and up to two additional key individuals of the project team listed in Question 2. Each résumé/bio statement should be no longer than two pages.
Attachment C	Proof of Consultancy	Required if a consultant is involved in your project. See <a href="#">page 5</a> for more details.
Attachment D	Board List	Provide names, contact information, professional affiliations and board roles.
Attachment E	Most recent 990tax filing <b>OR</b> most recent 990-N ePostcard and confirmation	Organizations that submit a 990-N (“ePostcard”) <b>MUST ALSO</b> submit corresponding Board-approved yearend financial statements (Profit & Loss and Balance Sheet).
Attachment F	Proof of 501(c)(3) tax exempt status	Applicants who have <b>NOT</b> applied for an Arts Council grant in the past two calendar years must submit a copy of the Letter of Determination from the IRS.

## CONTACT INFORMATION

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Questions should be directed to:

Catherine Valenza, [grants@letsgoarts.org](mailto:grants@letsgoarts.org), 860-525-8629 x245

**The Ignition Grant program is made possible through the Greater Hartford Arts Council's United Arts Campaign with major support from the Hartford Foundation for Public Giving.**