



GREATER HARTFORD
ARTS COUNCIL

Ignition Grant Guidelines

ABOUT THE IGNITION GRANT PROGRAM

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
Goal:	Support planning activities that pave the way to carry out an initiative. These activities include determining: <ul style="list-style-type: none"> - Scope of the initiative; - Resources needed for the initiative; - Project plan. 	Support implementation activities to achieve the planned initiative. These activities include: <ul style="list-style-type: none"> - Hiring consultants to work on the initiative. - Purchase of materials. - Execution of project plan.
Award:	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.

***** Applicants are REQUIRED to discuss the initiative with Arts Council staff prior to submitting an application. The objective is to support applicants in presenting strong proposals. *****

DEADLINE & NOTIFICATION DATES

Ignition Grant Schedule		
	Spring 2019	Fall 2019
Application Deadline	March 1, 2019	September 3, 2019
Award Notification	May 1, 2019	November 1, 2019
Initiative Dates	July 1, 2019 – June 30, 2020	January 1, 2020 – December 31, 2020

ELIGIBILITY OF ORGANIZATIONS

To be eligible for consideration, applicant organizations must:

- Discuss initiative with Arts Council Staff prior to submitting an application.
- 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.
- Maintains a primary physical address within the Arts Council's service area (see map). The primary physical address is the address the organization uses on federal tax documents.

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.
- Organizations that advocate a particular religious, social or political point of view.
- 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 that are part of the Arts Catalyst Program.

Important - 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 **MUST** discuss this with Arts Council staff.

ARTS ORGANIZATION DEFINITION

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.

SERVICE AREA MAP



COMMUNITY IMPACT

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. **Promote intercultural understanding** by supporting arts experiences that include, represent, and engage all populations regardless of their ethnic, cultural, social, economic, and ability backgrounds.
2. 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.
3. **Enhance the vibrancy of communities that have been historically unserved or underserved** by increasing members' access to arts experiences and institutions.
4. Engage members of diverse communities to **explore social issues of broad public concern together through the arts**.
5. **Increase Greater Hartford's ability to attract and retain talent** by promoting the region's rich arts offerings.

IMPORTANT! Refer to the Community Impact Goals & Indicators for examples of ways to demonstrate impact. The list can be found at LetsGoArts.org/Community-impact-goals/.

ELIGIBLE INITIATIVES

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

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
- 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

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

All eligible applications are evaluated by a volunteer panel from the Greater Hartford community. 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

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) 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 less than 6 months will receive 80% of the award amount upon receipt of the signed contract and 20% upon acceptance of the final report.
- Initiatives that are 6 months or longer 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 ([LetsGoArts.org/Press-kit/](https://letsgoarts.org/press-kit/)) 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](https://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

- 1. Thoroughly read the guidelines and review the application and budget forms in advance.**
- 2. Refer to the deadlines and notification dates referenced at the beginning of the guidelines.**

3. Schedule the REQUIRED telephone meeting with Arts Council staff to discuss your application.

- Email staff at grants@letsgoarts.org to request a meeting time.
- Include your name, telephone number, and 2-3 times when you are available to discuss your initiative.
- You will receive an email reply confirming the date and time of the meeting.

4. Only if your organization has received approval from Arts Council staff to submit an application follow these directions to submit your application materials.

- Upload your application materials through ExaVault using this link: <https://ghac.exavault.com/share/view/1cwqk-egedxflt>.
- 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 - File Name
 - *For example: Ignition Grant – Name of Organization – 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. If a question does not apply indicate so with N/A. 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 LetsGoArts.org/ignition
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 section on Proof of Consultancy for more details.
Attachment D	Board List	Provide names, contact information, professional affiliations and board roles.

Attachment E	Most recent Form 990 or 990-EZ tax filing OR Most recent 990-N ePostcard and confirmation	Organizations that submit a 990-N (“ePostcard”) MUST ALSO 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 NOT 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

Questions should be directed to: Catherine Valenza, 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.