



PRESENTED BY



SUMMER EVENTS GRANT 2021 PROGRAM GUIDELINES

ABOUT SUMMER EVENTS GRANTS

The Summer Events Grants, made possible by Summer in the City, a partnership program of the Arts Council and City of Hartford with support from Raytheon Technologies, supports community arts and cultural events happening in the City of Hartford that are free to the public. While the definition of an event can be broad, projects funded through this program can include concerts, festivals, parades, and public celebrations with clear arts connections such as music, spoken word, dance or visual arts; and similar activities. The arts must be the central focus of the event and events must draw both a local and regional audience.

Priority will be given to events requiring support for city services such as Department of Public Works fees, police and fire fees, permit and road closure fees.

Grants are available up to \$7,500. Projects must be free and accessible to the general public. Eligible events will take place in the Summer of 2021 (July through September).

Applicants are encouraged to speak with Arts Council staff before submitting an application. If you have questions about your application or would like to talk through your proposal with Arts Council staff, please reach out to grants@letsgoarts.org and we will be happy to assist you.

DEADLINE AND NOTIFICATION DATES (Summer 2021)

Application Deadline	June 14, 2021
Award Notification	June 30, 2021
Event Dates	July 2021 - September 2021

ELIGIBILITY OF EVENTS

Funded activities must be free and open to the general public and not be restricted to a certain group (for example, students of a particular school or members of a club). Check with Arts Council staff if you are unsure if your activity is eligible for funding.

Examples of eligible activities include, but are not limited to:

- Dance, theater, music, visual arts, literature, combination or multiple art form performances.
- Concerts, parades, festivals, performances, celebrations of local artists, ethnic identity, social, or culturally specific traditions

Ineligible Activities include:

- Activities that are not open to the general public;
- Activities that are part of ongoing school-based educational programming
- Projects that replace school curriculums or funds for contracted school faculty
- Static exhibitions
- Touring or the production of tours
- Conferences, symposia, etc.
- Events that are considered social or fundraising benefits or that use the proceeds for scholarships
- Individual fellowships, graduate education, or university-based projects that require participants to register for academic credit

ELIGIBILITY OF APPLICANTS

To be eligible for consideration, applicant must:

- Be a non-profit corporation registered in the State of Connecticut with 501(c)3 tax-exempt status from the Internal Revenue Service;
- Maintain 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.
- Submit an application by the deadline following the proper format as outlined in the grant guidelines and application, including required attachments;
- Apply for an event occurring between the event dates specified in the Deadlines and Notification Dates section above;
- Apply for an event physically occurring within the City of Hartford (including the University of Hartford grounds & Elizabeth Park).

The following entities are not eligible for Hartford Event Grant support:

- Organizations with a primary focus of school day programs for pre-K through 12th grade students that are not primarily arts based;
- Organizations whose primary programming focus is after school programs or summer camps that are not primarily arts based;
- Public broadcasting media, radio and television stations;

- Organizations that advocate a particular religious, social or political point of view;
- Governmental institutions and agencies, e.g. park and recreational facilities, schools, etc.(excluding public libraries);
- Organizations that have not fulfilled grantee obligations from prior Arts Council grants, including filing of final reports. No exceptions.

ELIGIBILITY OF EXPENSES

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

- City services (Department of Public Works, City Permits, Fire, Police)
- City-related services (portable restrooms, on-site EMT staffing)
- Artist fees
- Art/production materials
- Salaries of staff directly involved in the project
- Event space rental fees
- Equipment rental
- Marketing/promotion costs
- Printing, photography, videography, and event supplies
- Appropriate 'fair market' value for in-kind contributors

The following are not eligible for Arts Council funding:

- Food or beverages
- Contingency funds
- Lobbying activities
- Undocumented expenses
- Retroactive funding (activities completed before the start of the proposed grant period)
- Salaries for new or expanded staff positions
- Contracted services of an organization's staff or board member
- Regularly contracted services such as a grant writer, accountant, attorney, advertising firm, or district curriculum supervisor
- Re-granting
- Grant administration, overhead or processing fees taken by an umbrella/parent organization as a percentage of the total award

All funded project expenses must be incurred within the grant period. The grant period end date cannot be more that 30 days after the date of the last event funded by the grant.

A special permit is required from the City of Hartford for any event held on City property, City buildings and/or private property that requires specific City or State permits or authorizations, as well as the use of City services and assets. Please contact Kylah Hudson at (860) 757-9526 or Kylah.hudson@hartford.gov.

COMMUNITY IMPACT

The Arts Council invests in organizations whose programs and initiatives use the power of the arts to create positive impact. Community impact is strongly considered by the panel when making award decisions.

REVIEW CRITERIA

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, strength of the project's arts focus, community impact, clarity and feasibility of the project's design and budget, the potential for the project to serve a range of constituents and have a regional draw, the projects potential to enrich lives through the arts, and quality and creativity of the project's design. The panel presents its recommendations to the Greater Hartford Arts Council's Board of Directors for final review and ratification.

GRANT CONDITIONS

The Grantee receives 80% of the grant award upon receipt of the executed contract. The signed contract is due within 30 days of the contract date. A scan of the original contract is acceptable and must be sent to Grants@LetsGoArts.org. The remaining 20% of the grant award is released upon acceptance of the final report, which is due 30 days after the grant period end date. **Late submissions of contracts or final reports may result in the forfeiture of grant funds.**

The Grantee is required to acknowledge the support of Summer in the City in alongside other sponsors and supporters in print, social media platforms, websites, press releases and public presentations.

Outside of required reporting, 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. Print or email is acceptable but all submitted changes must be approved in writing. Revisions to in-person events, due to the COVID-19 pandemic, must be submitted one week prior to the proposed event date.

SERVICE AREA MAP



REQUIRED ATTACHMENTS

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

Attachment A	Budget Form	(Download at https://letsgoarts.org/)
Attachment B	Board List	Provide names, professional affiliations, and board roles.
Attachment C	Most recent Form 990 or 990-EZ tax filing OR most recent 990-N ePostcard confirmation	Organizations that submit a 990-N (“ePostcard”) MUST ALSO submit corresponding Board-approved yearend financial statements (Profit & Loss and Balance Sheet).
Attachment D	Copy of 501(c)(3) Letter of Determination.	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? Contact us at Grants@letsgoarts.org, 860-525-8629 x245