



BACK IN BUSINESS GRANT 2021 PROGRAM GUIDELINES

ABOUT THE BACK IN BUSINESS GRANT PROGRAM

The Back in Business Grant program, made possible by support from the Hartford Foundation for Public Giving, supports the safe reopening of the arts sector for arts organization employees, artists, and the public. Back in Business Grant funding can be used on expenses related to reopening arts organizations, increasing audience capacity to pre-pandemic levels, and for individual artists to restart art workshops and other artistic engagements with the public. This may include personal protective equipment, safety supplies, staff training, and building upgrades that are directly related to safely reopening.

Grants of up to \$5,000 will be awarded. No match requirement.

Applicants are encouraged to speak with staff if they have questions about the eligibility of expenses. 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

Application Deadline	September 17, 2021
Award Notification	October 2021
Grant Period	November 2021 – April 2022

ELIGIBLE EXPENSES

Eligible expenses must be directly related to reopening or returning to higher audience capacity.

All funded expenses must be incurred within the grant period. All funded expenses must be directly related to safely reopening for business or increasing audience capacity.

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

- Personal Protective Equipment: Masks, face shields, gloves
- Equipment upgrades: Touchless hand sanitizing stations, Plexiglas barriers
- Outdoor programming expansion materials: Tents to public events outdoors
- Cleaning supplies
- Air quality upgrades
- Staff training related to new hires
- Staff training in new protocols

Ineligible expenses include:

- Materials and upgrades not related to safely reopening or increasing audience capacity
- Food and beverage
- Staff or contractor salaries
- Salaries for new or expanded staff positions
- Lobbying activities
- Rental/usage fees for your own space
- Undocumented expenses

A budget template is provided. Please be sure to complete both tabs, expenses and income.

ELIGIBILITY OF APPLICANTS

Eligible applicants include both nonprofit arts organizations and individual artists.

To be eligible for consideration, nonprofit arts organizations must:

- Be a nonprofit corporation registered in the State of Connecticut with 501(c)3 tax-exempt status from the Internal Revenue Service;
- Be a nonprofit organization with the arts at the core of its mission;
- 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. Preference will be given to organizations in the Hartford Foundation for Public Giving's service area ([HFPG map](#))

To be eligible for consideration, individual artists must:

- Be an individual artist who creates, performs, sells, and/or teaches their art in the Greater Hartford Arts Council’s service area (see map). Preference will be given to artists in the Hartford Foundation for Public Giving’s service area ([HFPG map](#));
- Maintain a primary residence within the Arts Council’s service area (see map). The primary residential address is the address used to file federal tax documents. Preference will be given to artists in the Hartford Foundation for Public Giving’s service area ([HFPG map](#)).

GRANT CONDITIONS

The Grantee receives 100% of the grant award upon receipt of the executed contract. The signed contract is due within 30 days of the contract date. Digital signatures are acceptable. A scan, clear photograph, or digitally signed copy of the original contract, with signature, must be sent to Grants@LetsGoArts.org. **Late submissions of contracts may result in the forfeiture of grant funds.**

Outside of required reporting, the Grantee must report significant changes in use of funds 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.

REQUIRED ATTACHMENTS

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

Attachment A	Budget Form	(Download at https://letsgoarts.org/backinbusiness/)
Attachment B: <i>Artists</i>	IRS Form W-9	Up to date Form W-9 is required for all Back in Business Grants awarded to individual artists.
Attachment B: <i>Organizations</i>	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.
Attachment C: <i>Organizations ONLY</i>	Most recent Form 990 or 990-EZ tax filing OR most recent 990-N ePostcard confirmation	Applicants who have NOT applied for an Arts Council grant in the past two calendar years must submit these most recent documents.

REPORTING

All grant recipients will be required to submit a report on the use of the awarded funds. Reporting details will be sent all grant recipients with award notifications and contracts. Reporting will take place after the grant period, in May of 2022.

SERVICE AREA MAP



CONTACT INFORMATION

Questions? Contact us at Grants@letsgoarts.org, 860-525-8629 x245

The Back in Business Grant program is made possible through the Hartford Foundation for Public Giving.