

# CT Summer at the Museum FY2023

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*Connecticut Humanities*

## *Grant Overview*

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**Stop! Before filling out the application, please be sure to review the following:**

CT Humanities is honored to partner with the CT Office of the Arts again to administer the CT Summer at the Museum initiative in 2022.

The Department of Economic and Community Development, in partnership with the Office of the Governor, Connecticut State Department of Education, Office of Early Childhood and Connecticut Humanities, is delivering these financially accessible summer enrichment opportunities to families and children of all ages using funding provided through ARPA (American Rescue Plan Act).

Grant awards will be calculated based on the applicant's summer 2021 revenue from admissions for CT visitors under 18, a percentage of summer 2021 revenue from admissions for CT visitors over 18, and a base award determined by the the applicant's operating expenses in 2021 and previous years. "Summer 2021" is defined as July 1 - September 6, 2021. Due to the expected volume of applications, awardees may not receive awards that will fully replace admissions revenue during this time period. Organizations that do not charge admission will receive funding (to be determined based on the number of applicants) to help cover expenses related to increased visitation. The minimum grant award is \$1,000. Grants do not require a cash match. There will be a required final report where awardees must list expenses charged to the program. A list of qualifying expenses is listed under "Anticipated Use of Funds" below.

**NOTE TO APPLICANTS: The CT Summer at the Museum grant program for 2022 is pending necessary authorization from the state legislature. All funding associated with this program is contingent upon such approval.**

These grants are being made available to CT Museums to facilitate free admission for all CT children aged 18 and under and one adult care giver between July 1, 2022 and September 5, 2022.

Non-profit museums, museums run by municipalities or the State, and museums run by federally or State-recognized tribes should continue with an application to CT Humanities. For-profit museums should complete an application with the CT Office of the Arts.

Please visit <https://cthumanities.org/ct-summer-at-the-museum/> for full eligibility

requirements and program details before applying.

**Note: Any museum in Connecticut may participate in the initiative regardless of whether they apply for funding.** Organizations choosing to participate in the CT Summer at the Museum initiative, but not to apply for funding are invited to join the listing by registering here.

Questions? Email [ipartridge@cthumanities.org](mailto:ipartridge@cthumanities.org)

## *Prior Eligibility*

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### Which of the following best describes your organization?\*

*Please note that for-profit museums must apply via the CT Office of the Arts.*

#### Choices

- Organization that has held tax exempt status under Section 501(c)(3) for at least one year
- Organization owned and operated by a municipality
- Connecticut-based federally or state recognized tribe
- CT State-operated museum

The following questions will help us to determine what information we have already gathered from your organization from prior applications and reports.

### Did you receive a CT Summer at the Museum grant in summer 2021?\*

#### Choices

- Yes
- No

### Did you receive a CT Cultural Fund Operating Support Grant this year (2021-2022)?\*

#### Choices

- Yes
- No

## *Grant Eligibility - No Prior Grant*

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The following questions will help us to determine whether your organization is eligible to apply for a CT Summer at the Museum grant.

### Does your organization meet the following definition of a museum?\*

A museum is a non-profit, permanent institution in the service of society and its development, open to the public, which acquires, conserves, researches, communicates and exhibits the

tangible and intangible heritage of humanity and its environment for the purposes of education, study and enjoyment. (i.e. art museums, science centers and science museums, children's museums, history museums, historic houses/sites, historical societies, living history sites, military museums/battlefields, natural history museums, university museums, special interest museums, arboretums/botanical gardens and zoos).

### Choices

Yes

No

### Was your organization incorporated in the State of Connecticut?\*

#### Choices

Yes

No

### Certificate of Legal Existence/Good Standing\*

Is your organization registered with the Connecticut Secretary of State's Office to do business in the State of Connecticut and is it in Good Standing (able to obtain a current Certificate of Legal Existence/Good Standing)?

EXCEPTION: If your museum is owned and operated by a municipality or CT state or federally recognized tribe, you may proceed with application. Select "Yes" and continue.

#### Choices

Yes

No

### Is your organization's primary place of business and operations in the State of Connecticut?\*

#### Choices

Yes

No

### Documented Financial Statements\*

Does your organization have documented financial statements for the period that covers July 1, 2019-September 2, 2019 and July 1, 2021 - September 6, 2021?

#### Choices

Yes

No

### In-person Open Hours\*

Does your organization have plans to be open for in-person visitors at least eight (8) hours a week between July 1, 2022 - September 5, 2022? If you are open less than (8) hours per week, but are also available to the public by appointment, please submit an application and note this in the narrative sections below.

NOTE: Virtual programs/tours, etc. are not considered "Open" for visitors.

**Choices**

- Yes
- No

**Was your organization open to visitors in the calendar year of 2021?\***

NOTE: This program requires data from 2021 for participation. If your organization was not open in 2021 but you plan to be open in 2022, please contact CTH staff.

**Choices**

- Yes
- No

[Redacted]

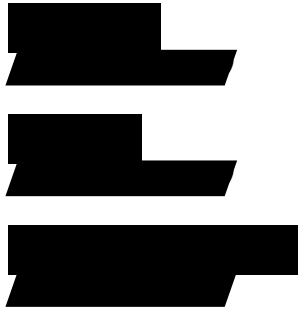
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[Redacted]

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### *Organizational Information*

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Please note that grant award payments are made via check. Please ensure that your mailing address is correct both in this section and in your organization's profile.

#### **Primary Organization Name**

*Character Limit: 250*

#### **AKA**

*Character Limit: 250*

#### **DBA**

*Character Limit: 250*

**Is your organization (museum) owned by a municipality or CT state or federally recognized tribe?\***

#### **Choices**

Yes

No

**If yes, indicate the municipality or tribe.**

*Character Limit: 50*

**What is your organization's mission statement?\***

*Character Limit: 500*

**How do your exhibitions and programs support your museum's mission statement?\***

*Character Limit: 500*

**Government Issued Ruling Year**

*Character Limit: 250*

## EIN

*Character Limit: 250*

## CT Business ID Number\*

Enter your organization's Business ID number issued by the Connecticut Secretary of State's Office.

You can look up your Business ID number by clicking [HERE](#).

*Character Limit: 7*

## Enter your organization's Unique Entity Identifier (UEI)\*

As of April 4, 2022, the federal government has transitioned from using DUNS numbers to UEIs. UEIs are alphanumeric identifiers.

To register for a UEI or search for your UEI, visit: [SAM.gov](#) | [Duns - Sam UEI](#)

Note: Obtaining a SAM-UEI number is free and does NOT require a full SAM.gov registration.

For more information about UEIs, visit: [https://portal.ct.gov/DECD/Content/Arts-and-Culture/Funding\\_Opportunities/What-is-SAM---Unique-Entity-Identifier-UEI](https://portal.ct.gov/DECD/Content/Arts-and-Culture/Funding_Opportunities/What-is-SAM---Unique-Entity-Identifier-UEI)

*Character Limit: 12*

## Organization's Physical Address Line 1\*

*Character Limit: 50*

## Organization's Physical Address Line 2

*Character Limit: 50*

## Town/City\*

*Character Limit: 50*

## State\*

*Character Limit: 50*

## ZIP Code\*

*Character Limit: 5*

## Does your organization have a different mailing address?\*

### Choices

Yes

No

## Organization's Mailing Address Line 1

If mailing address is different than physical address.

*Character Limit: 50*

### **Organization's Mailing Address Line 2**

If mailing address is different than physical address.

*Character Limit: 50*

### **Town/City**

If mailing address is different than physical address.

*Character Limit: 50*

### **State**

If mailing address is different than physical address.

*Character Limit: 50*

### **ZIP Code**

If mailing address is different than physical address.

*Character Limit: 50*

### **Organization's Website\***

*Character Limit: 2000*

Please provide addresses for any social media sites for your organization, if available.

### **Facebook**

*Character Limit: 2000*

### **Twitter**

*Character Limit: 2000*

### **Instagram**

*Character Limit: 2000*

### **YouTube**

*Character Limit: 2000*

### **Other**

*Character Limit: 2000*

## *Anticipated Use of Funds*

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### **Anticipated Use of Funds\***

Your answer to this question will not impact your award size.

Please indicate which of the following allowable expense categories you anticipate allocating awarded funds (select as many as apply):

#### **Choices**

Salary (Regular staff including benefits) - Current Positions  
 Salary (Regular staff including benefits) - New Positions  
 Salary (Regular staff including benefits) - Returning Positions  
 Salary (Contracted staff) - Current Positions  
 Salary (Contracted staff) - New Positions  
 Personal Protective Equipment (PPE)  
 Advertising/Marketing  
 Programming Supplies  
 Educational Programs

## *Tracking Visitors*

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In the following sections, we will be asking about your visitation data for calendar years and for summers in 2019 and 2021.

We are collecting 2019 and 2021 visitation data to right size awards based on organizational visitation.

### **What method or process do you use to track and report the number of visitors?\***

#### **Choices**

Computer ticket sales  
 Tally by hand  
 Guestbook Count  
 Best estimate  
 Other

**If you answered "other" above, please explain.**

*Character Limit: 250*



## 2019 Calendar Year Visitation

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### 2019 Visitation:

In this section, provide your visitation numbers for the 2019 calendar year.

- Total number of visitors
- Number of visitors from Connecticut
- Number of visitors from out-of-state
- Number of visitors who are 18 years of age or older
- Number of visitors who are under the age of 18

Note: If you were not open in 2019, you may report 2018 figures.

### Indicate the year you will be reporting on (2018 or 2019)\*

*Character Limit: 4*

### If you were not open in 2019, please tell us why. (i.e. renovations)

*Character Limit: 250*

### Overall Total # of Visitors in 2019\*

*Character Limit: 12*

### Total # of Visitors From CT in 2019\*

*Character Limit: 12*

### Total # of Out-of-State Visitors in 2019\*

*Character Limit: 12*

### Total # of Visitors Who are 18 Years of Age or Older in 2019\*

*Character Limit: 12*

### Total # of Visitors Who are Under 18 Years of Age in 2019\*

*Character Limit: 12*

## 2019 Summer Visitation

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### Summer 2019 Visitation:

In this section, provide your visitation numbers for **July 1 - September 2, 2019**.

- Total number of visitors

- Number of visitors from CT who are under 18
- Number of visitors from CT who are 18 and over

Note: If you were not open in 2019, you may report 2018 figures.

### Indicate the year you will be reporting on (2018 or 2019)\*

*Character Limit: 4*

### If you were not open in the summer of 2019, please tell us why.

*Character Limit: 250*

### Overall Total # of Visitors (Summer 2019)\*

Please provide visitation for this group between July 1 and September 2, 2019.

*Character Limit: 12*

### Total # of Visitors From CT who are Under 18 Years of Age (Summer 2019)\*

Please provide visitation for this group between July 1 and September 2, 2019.

*Character Limit: 12*

### Total # of Visitors from CT who are 18 Years of Age or Older (Summer 2019)\*

Please provide visitation for this group between July 1 and September 2, 2019.

*Character Limit: 12*

## 2021 Calendar Year Visitation

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### 2021 Visitation:

In this section, provide your visitation numbers for the 2021 calendar year.

- Total number of visitors
- Number of visitors from Connecticut
- Number of visitors from out-of-state
- Number of visitors who are 18 years of age or older
- Number of visitors who are under the age of 18

### If you were not open in 2021, please tell us why.

Please also contact CTH staff for guidance.

*Character Limit: 250*

### Overall Total # of Visitors in 2021\*

*Character Limit: 12*

**Total # of Visitors from CT in 2021\****Character Limit: 12***Total # of Out-of-State Visitors in 2021\****Character Limit: 12***Total # of Visitors Who are 18 Years of Age or Older in 2021\****Character Limit: 12***Total # of Visitors Who are Under 18 Years of Age in 2021\****Character Limit: 12*

## *2021 Summer Visitation*

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**Summer 2021 Visitation:**

In this section, provide your visitation numbers for **July 1 - September 6, 2021**.

- Total number of visitors
- Number of visitors from CT who are under 18
- Number of visitors from CT who are 18 and over

**If you were not open in the summer of 2021, please tell us why.**

Please also contact CTH staff for guidance.

*Character Limit: 250***Overall Total # of Visitors (Summer 2021)\***

Please provide visitation for this group between July 1 and September 6, 2021.

*Character Limit: 12***Total # of Visitors From CT who are Under 18 Years of Age (Summer 2021)\***

Please provide visitation for this group between July 1 and September 6, 2021.

*Character Limit: 12***Total # of Visitors From CT who are 18 Years of Age or Older (Summer 2021)\***

Please provide visitation for this group between July 1 and September 6, 2021.

*Character Limit: 12*

## *2019 Operational Budget Information*

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We are collecting operating budget data to equitably distribute awards based on your organization's size. We are also collecting operating budget data for our own reporting purposes.

In this section, we are interested in your data for the period of July 1 – September 2, 2019. Please provide the data for your fiscal year that covers that specific period of time.

*\*If your museum was not open in 2019, you may report 2018 data from the time period of July 1 - September 3, 2018.*

### **Fiscal Year Start Date\***

Covering the period of July 1 – September 2, 2019 .

*Character Limit: 10*

### **Fiscal Year End Date\***

Covering the period of July 1 – September 2, 2019 .

*Character Limit: 10*

### **Annual Operating Revenue & Expenses\***

Please upload a financial document that details your organization's Annual Operating Revenues and Expenses for the full fiscal year that covers the period of July 1 - September 2, 2019.

Acceptable uploads for financial data could include audited financial statements, profit/loss statements, or budgets with actuals. Please note that we cannot accept 990s.

*File Size Limit: 1 MB*

### **Operating Revenue & Expenses:**

Referring to the uploaded financial document above, please provide your museum's data for the following time periods:

1. Full fiscal year that includes the period of July 1 - September 2, 2019.
2. The specific period of time of July 1 - September 2, 2019.

### **Operating Expenses, Full Fiscal Year\***

*Character Limit: 12*

### **Operating Expenses, July 1 - September 2, 2019\***

*Character Limit: 12*

### **Operating Income, Full Fiscal Year\***

*Character Limit: 12*

**Operating Income, July 1 - September 2, 2019\***

*Character Limit: 12*

*2019 Revenue from Admissions*

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We are collecting 2019 and 2021 admissions data to equitably distribute funds based on your organization's size. We are also collecting admissions data for our own reporting purposes.

**Revenue from Admissions**

Please provide data for the following:

1. Full fiscal year that includes the period of July 1 - September 2, 2019
2. The specific period of July 1 - September 2, 2019.

**Overall Total Revenue from Admissions, Full 2019 Fiscal Year\***

*Character Limit: 20*

**Total Revenue from CT Visitors Age 18 and Over, July 1 - September 2, 2019\***

*Character Limit: 20*

**Total Revenue from CT Visitors Under Age 18, July 1 - September 2, 2019**

*Character Limit: 20*

**Overall Total Revenue from Admissions, July 1 - September 2, 2019\***

*Character Limit: 20*

[Redacted]

[Redacted]

[Redacted]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

### *2021 and 2022 Budget Information*

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**In your preceding fiscal year, did you receive 80% or more of your gross revenue from federal funds?\***

Choices

Yes

No

**In the next section, we are interested in your organization's FY2021 and projected FY2022 data.**

### **Annual Operating Revenue & Expenses\***

Please upload a financial document that details your organization's Annual Operating Revenues and Expenses for the full fiscal year that covers the period of July 1 - September 6, 2021.

Acceptable uploads for financial data could include audited financial statements, profit/loss statements, or budgets with actuals. Please note that we cannot accept 990s.

*File Size Limit: 2 MB*

**Operating Revenue for FY2021\***

What was your organization's total operating revenue for your Fiscal Year 2021?

*Character Limit: 20*

**Operating Expenses for FY2021\***

What was your organization's total operating expenses for your Fiscal Year 2021?

*Character Limit: 20*

**Projected Operating Revenue for FY2022\***

What was your organization's projected total operating revenue for your Fiscal Year 2022?

*Character Limit: 20*

**Project Operating Expenses for FY2022\***

What was your organization's projected total operating expenses for your Fiscal Year 2022?

*Character Limit: 20*

## *2021 Summer Budget Information*

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In this section, we are interested in data between July 1, 2021 and September 6, 2021.

**Operating Income, July 1, 2021 - September 6, 2021\***

*Character Limit: 20*

**Operating Expenses, July 1, 2021 - September 6, 2021\***

*Character Limit: 20*

## *2021 Summer Revenue from Admissions*

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We are collecting 2019 and 2021 admissions data to equitably distribute funds based on your organization's size. We are also collecting 2021 admissions data for our own reporting purposes.

**Revenue from Admissions**

Please provide data for the following:

1. Full fiscal year that includes the period of July 1, 2021-September 6, 2021
2. The specific period of July 1, 2021-September 6, 2021.

**Overall Total Revenue from Admissions, Full 2021 Fiscal Year\***

*Character Limit: 20*

**Total Revenue from CT Visitors Age 18 and Over, July 1 - September 6, 2021\***

*Character Limit: 20*

**Total Revenue from CT Visitors Under Age 18, July 1 - September 6, 2021\***

*Character Limit: 20*

**Overall Total Revenue from Admissions, July 1 - September 6, 2021\***

*Character Limit: 20*

**Report your organization's admission categories and cost for each in 2021\***

Example:

Admission Category-----Age Range/Other-----Admission Cost

Adults-----over 18-----\$10

Children-----under 18-----\$3

Seniors-----65+-----\$5

*Character Limit: 500*

**Plans for Opening this Summer\***

Please tell us your plans for opening this summer. What days will you be open? For what hours? Please share any information you feel will help us understand your museum's operations.

*Character Limit: 1500*

**Tourism Partner\***

Is your organization currently a Tourism Partner with a listing the State of Connecticut's official tourism website CTVisit.com?

**Choices**

Yes

No

***2019 and 2021 Staffing Information***

We are collecting 2019 and 2021 staffing data to right size awards based on your organization's size. We are also collecting 2021 staffing data for our own reporting purposes.

In this section, we are interested in your organization's number of full time staff, part time staff, and contractors for mission-related work.

Please answer the questions below as accurately as you can. Best estimates are acceptable.



**Number of Paid Full-Time Staff in January 2019\***

How many paid full-time staff members did your organization have on January 1, 2019?

*Character Limit: 10*

**Number of Paid Part-Time Staff in January 2019\***

How many paid part-time staff members did your organization have on January 1, 2019?

*Character Limit: 10*

**Number of Paid Contractors in January 2019\***

How many paid contractors did your organization employ on January 1, 2019?

*Character Limit: 10*

**Number of Paid Full-Time Staff in January 2021\***

How many paid full-time staff members did your organization have on January 1, 2021?

*Character Limit: 10*

**Number of Paid Part-Time Staff in January 2021\***

How many paid part-time staff members did your organization have on January 1, 2021?

*Character Limit: 10*

**Number of Paid Contractors in January 2021\***

How many paid contractors did your organization employ on January 1, 2021?

*Character Limit: 10*

## *Applicant Information*

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**Project Title\***

Please assign a title for your funding request for our granting system and process, using the following format:

"XYZ Museum CT Summer at the Museum Grant Program Request"

*Character Limit: 150*

**Project Number\***

Have you edited the project title to include the project's grant #?

*Character Limit: 25*

**Authorizing Signatory First Name\***

Note: If funded, the **Authorizing Signatory** is the person authorized to sign a grant contract for your organization.

*Character Limit: 100*

**Authorizing Signatory Last Name\***

*Character Limit: 100*

**Authorizing Signatory Title\***

*Character Limit: 250*

**Authorizing Signatory Mailing Address\***

Please follow this formatting example:

*Connecticut Humanities, 100 Riverview Center, Suite 290, Middletown, CT 06457*

*Character Limit: 250*

**Authorizing Signatory Phone Number\***

Please use the following format:

*000-000-0000*

*Character Limit: 250*

**Authorizing Signatory Email Address\***

*Character Limit: 250*

**Project Director First Name\***

Note: The Project Director is the person responsible for managing your project. This individual will become your organization's primary contact person with Connecticut Humanities should the grant be funded. The Project Director and the Fiscal Agent CANNOT be the same person.

*Character Limit: 100*

**Project Director Last Name\***

*Character Limit: 100*

**Project Director Title**

*Character Limit: 100*

**Project Director Organization\***

*Character Limit: 150*

**Project Director Phone Number\***

Please use the following format:

*000-000-0000*

*Character Limit: 250*

**Project Director Email Address\***

*Character Limit: 250*

**Fiscal Agent First Name\***

Note: The Fiscal Agent is the person responsible for managing your project's grant funds and expenditures. The Project Director and the Fiscal Agent CANNOT be the same person.

*Character Limit: 100*

**Fiscal Agent Last Name\***

*Character Limit: 100*

**Fiscal Agent Title**

*Character Limit: 100*

**Fiscal Agent Organization\***

*Character Limit: 150*

**Fiscal Agent Phone Number\***

Please use the following format:

*000-000-0000*

*Character Limit: 250*

**Fiscal Agent Email Address\***

*Character Limit: 250*

**Application Certification\***

"I declare that I have examined the information contained in the application and accompanying documents and, to the best of my knowledge and belief, they are true, correct and complete.

I have read and understand the program details on CT Humanities' website relating to this application (<https://cthumanities.org/ct-summer-at-the-museum/>).

I am aware that the submission of any false information/statement or omission of any pertinent information resulting in the false representation of a material fact in this application and related materials are punishable as a Class A Misdemeanor under Connecticut General Statutes 53a-157b."

**Choices**

By checking this box, I certify that I have read and understood the above statement

**Certified By\***

Name and Title

*Character Limit: 250*