

CT Summer at the Museum FY2023

Connecticut Humanities

Grant Overview

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

Prior Eligibility

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?*

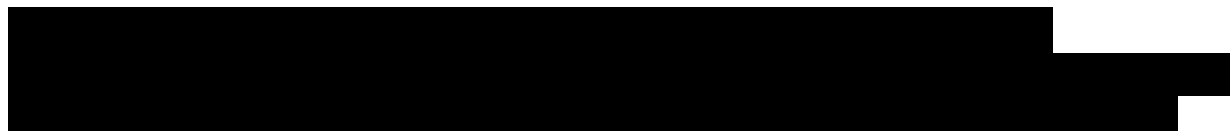
Choices

- Yes
- No

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

Choices

- Yes
- No





Grant Eligibility - Prior CCF Grant

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

Documented Financial Statements*

Does your organization have documented financial statements for the period that covers 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 plans to open for 2022, please contact CTH staff.

Choices

- Yes
- No



Changes to Organizational Information

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](https://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

Character Limit: 12

Changes to Organizational Information*

Since you last applied to CT Humanities, have there been any changes to any of the following:

- Organizational mission statement
- CT Business ID
- Website
- Social Media
- Physical Address
- Mailing Address

Choices

Yes

No

Updated Organizational Information

If your organization's information has changed in any of the fields below since you last applied to CT Humanities, please enter your organization's updated information as needed below.

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

Primary Organization Name

Character Limit: 250

AKA

Character Limit: 250

DBA

Character Limit: 250

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

CT Business ID

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

Organization's Physical Address Line 1

Character Limit: 250

Organization's Physical Address Line 2

Character Limit: 250

Town/City

Character Limit: 250

State

Character Limit: 250

Zip Code

Character Limit: 5

Does your organization have a different mailing address?

Choices

Yes

No

Organization's Mailing Address Line 1

Character Limit: 250

Organization's Mailing Address Line 2

Character Limit: 250

Town/City

Character Limit: 200

State

Character Limit: 200

Zip Code

Character Limit: 5

Website

Character Limit: 2000

Facebook

Character Limit: 250

Twitter

Character Limit: 250

Instagram

Character Limit: 250

YouTube

Character Limit: 250

Other Social Media

Character Limit: 250

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Anticipated Use of Funds

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

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

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

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

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

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 Revenue from Admissions

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

2021 Budget Information

We are collecting 2021 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 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 completed FY2021 data.

Fiscal Year Start Date*

What is the first day of your fiscal year (e.g., January 1)?

Character Limit: 250

Fiscal Year End Date*

What is the last day of your fiscal year (e.g., December 31)?

Character Limit: 250

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





2021 Summer Budget Information

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

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



[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

Applicant Information

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