CT Cultural Fund Operating Support Grants FY2023

Connecticut Humanities

Grant Eligibility

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

CT Humanities (CTH) is honored to partner with the CT Office of the Arts (COA) to administer the CT Cultural Fund Operating Support Grants program.

CTH will provide up to $8.5 million in general operating support grants to help the state's museums, cultural, humanities, and arts organizations maintain and grow their ability to serve their community and the public, connect K-12 teachers and students to strong humanities and arts content, and improve their information technology and digital infrastructure.

CT Cultural Fund Operating Support grants are GENERAL OPERATING SUPPORT grants for museums and 501(c)(3) nonprofit, municipal, Connecticut State, or Connecticut-based federally or State recognized tribal organizations that provide cultural-, humanities-, and arts-based projects and activities for the general public (i.e., museums, historical societies, arts organizations, cultural centers, and other organizations that offer activities such as exhibitions, performance, arts classes, public programs, or walking tours to the public). Please note that fiscally sponsored organizations are not eligible to apply, although organizations which have received or applied for 501(c)(3) status at the time of application will be eligible to apply. A full list of eligibility requirements can be found in the grant guidelines.

Eligibility will be determined by those organizations whose core mission, vision, focus, and legal purpose, as stated in their Articles of Incorporation and Bylaws, articulate a commitment to conduct museum, cultural, humanities, and/or arts activities AND at least 51 percent of their annual fiscal expenditures is allocated specifically to support cultural, humanities, and arts activities, programming, services or initiatives. All eligible applying organizations will receive funding support.

Grant awards will be calculated based on the applicant organization's annual operating expenses and revenues for the period of 7/1/18 - 6/30/23.

All eligible applicants will receive a grant award. The minimum award is $5,000 and maximum award is $250,000. Grants do not require a cash match.

Applications will be accepted through Friday, November 4, 2022, at 11:59pm.
Award notifications are expected to be made the week of December 19, 2022.

Visit the CT Humanities website for more information about the CT Cultural Fund Operating Support Grants program.

Before proceeding, make sure your organization meets all requirements below.

Questions? Need help with completing any aspect of this application?
Email lpartridge@cthumanities.org for assistance.

Is your organization culture-, humanities-, or arts-based?*

CT Cultural Fund Operating Support grants are for museums and other 501c3 nonprofit, municipal, or CT-based federally or State recognized tribal organizations that provide cultural-, humanities-, and arts-based projects and activities for the general public (i.e., museums, historic houses, historical societies, arts organizations, cultural centers, and other types of organizations that offer activities such as exhibitions, performances, arts classes, public programs, or walking tours to the general public).

Choices
Yes
No

Are your organization's mission and activities culture-, humanities-, or arts-based?*

Eligibility will be determined by those organizations whose core mission, vision, focus, and legal purpose, as stated in their Articles of Incorporation and Bylaws, articulate a commitment to conduct museum, cultural, humanities, and/or arts activities AND at least 51 percent of their annual fiscal expenditures is allocated specifically to support cultural, humanities, and arts activities, programming, services or initiatives.

Choices
Yes
No

Which of the following best describes your organization?*
Choices
Organization with tax exempt status under Section 501(c)(3) of the US Internal Revenue Service
Organization owned and operated by a municipality
Connecticut-based federally or state recognized tribe
CT State-operated museum or CT State College- or University-operated museum
Other

Did you receive a CT Cultural Fund Operating Support Grant last year (FY22)?*

For organizations that have previously received a CT Cultural Fund Operating Support Grant, you will have a shorter application as we will use the data you have previously provided for your past fiscal years' budgets and staffing. If there is a reason CTH should not use data previously provided to us, please contact Grants Staff.

Choices
Yes
No

501(c)(3) Organizations   (Only answer if you are a 501(c)(3))

Was your organization incorporated in the State of Connecticut?*
Choices
Yes
No

Is your organization's primary place of business and operations 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)?

Choices
Yes
No

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

Acknowledgement*
I recognize that if my 501(c)(3) museum is a part of a college or university with one or more qualifying museums, each museum should fill out a separate CT Cultural Fund Operating Support Grant application. I acknowledge that every college or university museum will receive a maximum award of $5,000.

Note: all 501c3 applicant organizations, regardless of type, will need to select "Yes" to proceed with the application.

Choices
Yes

[content redacted]

Municipality   (Only answer if you are a municipal-run organization)

What municipality is your organization owned or operated by?*

Character Limit: 50

CT State or CT State College/University Operated Museums

Acknowledgement*   (Only answer if you are a CT State or CT State College/University Operated Museum)

While Connecticut State organizations are not normally eligible to apply directly for CTH funding, CT State-operated Museums and CT State College- or University-operated museums are eligible to apply for CT Cultural Fund Operating Support Grant funding.

If my organization is a CT State-operated Museum or a CT State College- or University-operated museum, I acknowledge that my organization will receive a maximum award of $5,000.

If my institution has more than one qualifying museum, each museum should fill out a separate CT Cultural Fund Operating Support Grant application.

Choices
Yes

Other Organizations   (Only answer if you are an "Other" organization)

Other Organizations*

Please briefly describe your organization's classification. Additionally, please reach out to Lian Partridge at lpartridge@cthumanities.org to discuss your organization's eligibility for the CT Cultural Fund Operating Support Grant.

NOTE: For FY23, applications will only be accepted from organizations eligible to apply directly as 501(c)(3) nonprofit, municipal, Connecticut State, or Connecticut-based federally or State recognized tribal organizations. Organizations that have applied for or received 501(c)(3) status by the time of application will be eligible to apply, but fiscally sponsored applications will not be accepted.

Character Limit: 500

501(c)(3) Application/IRS Determination Letter

If your organization has received 501(c)(3) status between January 1, 2022 and November 4, 2022, please upload your IRS 501(c)(3) Determination Letter here.

If you applied for 501(c)(3) status, but have not yet received your IRS Determination Letter, please upload proof of your application submission, including date of application, here.

Please note that applying for 501(c)(3) status before the grant's application deadline makes you eligible for funding consideration. Your organization will still need to meet all other eligibility requirements as listed in the grant guidelines to receive funding.

File Size Limit: 2 MB

Organizational Information

For questions with the Guidestar icon (), click the icon to pull this information automatically from your organization's profile.

Primary Organization Name*
Character Limit: 250

AKA
Character Limit: 250

DBA
Character Limit: 250

EIN*
Character Limit: 250

Government Issued Ruling Year*
Character Limit: 250

Organization Type*
What type of organization are you? Please check all that apply.

Choices
Art Museum
Arts Center
Arts Council/Agency
Arts Service Organization (e.g. arts education, alliances; does not include presenters/producers)
Children's Museum
Cinema
Civics
Cultural Series Organization
Designated Regional Service Organization
Fair/Festival
Gallery/Exhibit Space
Historic Site
Historical Society
History Museum
Literary (e.g., library, writing center, literacy)
Media (e.g., magazines, television, radio)
Nature Center
Performance Facility
Performing Group
School of the Arts
Science Museum
Theater Company
Transportation Museum
Tribal Nation, Museum, or Cultural Center
University- or College-based Museum
Zoo/Aquarium
Other (please explain in the next section)

Other
If you entered "Other" above, please tell us what type of organization you are.

Character Limit: 150

Organizational Purpose*

What is the legal purpose of your organization as stated on its Articles of Incorporation and Bylaws?

Character Limit: 1000

What is your organization's mission statement?*

Character Limit: 1000

How do your exhibitions, programs, and activities support your organization's mission statement?*

Character Limit: 500

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

Organization Profiles Updated?*

"I have reviewed and updated my Organization's profile information."

(To review and update your Organization profile, click on the black pencil icon in the Contact Info tab on the far right above. NOTE: Please make sure your mailing address in your Organization profile is correct, as this is where award checks will be mailed.)

Choices

Yes

Organizational Goals and Needs

Organizational Goals and Priorities*

What are your organization's **three** most important goals and priorities for next year with receipt of a CT Cultural Fund Operating Support Grant? Select your **top three choices** from the list of options below.

(NOTE: Your choices below will be used to help CTH better understand cultural non-profit needs at this time. Your organization may use grant funds on any eligible operating expenses as outlined in the grant guidelines regardless of the goals and priorities selected below at the time of application.)

Choices

Bring Back Staff That Was Released Due to the Pandemic
Hire Additional Staff
Diversify Staff
Hire Contractors
Make Collections More Accessible
Present More Virtual/ Programs Online
Improve IT/ Online Presence
Increase Visitation/Audience
Diversify Audience
Make Visitation Free/Lower Cost
Increase The Number of Student Visitors (Either On-Site or Virtual)
Increase Marketing
Grow Revenue
Improve Fundraising and Membership
Diversify Board
Inclusivity, Diversity, Equity, and Access Training
Keep Doors Open--We're In Survival Mode
Other

Organizational Goals and Priorities Explained*

Please provide more detail about the three organizational goals and priorities you selected above. If you selected other, please explain.

Character Limit: 2500

Organizational Support*

How could access to this unprecedented funding transform or support your organization and your ability to better serve your audiences?

Character Limit: 1500

Additional Needs*

What would your organization need, beyond funding, to help you realize transformational change?

Character Limit: 1500

Operational Budget

In this section, we are interested in your financial data for the period covering July 1, 2018 to June 30, 2023. Operating Support award amounts will be determined based upon the organization's operating expenses for the four most recently completed fiscal years during this period, as well as the expected data for your current fiscal year.

Acceptable uploads for financial data from previous fiscal years could include audited financial statements, profit/loss statements, budgets with actuals, or any other document that shows your organization's actual expenses and sources of revenue. **Note:** 990s are not an acceptable file format for organizational fiscal year data.

Fiscal Year Start Date*

Please enter the date that your fiscal year starts, i.e., January 1, July 1, or Sept 1, etc.

Character Limit: 12

Fiscal Year End Date*

Please enter the date that your fiscal year ends, i.e., December 31, June 30, or August 31, etc.

Character Limit: 12

Current Annual Operating Revenue & Expenses*

Please upload a financial document that details your organization's expected Annual Operating Revenues and Expenses for your current fiscal year.

File Size Limit: 1 MB

Total Operating Expenses, Current Fiscal Year*

Character Limit: 20

Total Operating Income, Current Fiscal Year*

Character Limit: 20

Amount of FY23 General Operating Support Received from CT State Legislature via Line Item Funding*

Line-item funding refers to organizations that are mentioned by name or within a consortium in the FY23 Connecticut State budget. It does not refer to state grants or any other grants you may have received.

Character Limit: 20

Previous Year's Operating Revenue and Expenses*

Please upload a financial document that details your organization's Annual Operating Revenues and Expenses for your most recently completed fiscal year.

File Size Limit: 1 MB

Total Operating Expenses, Previous Fiscal Year*
Character Limit: 20

Total Operating Income, Previous Fiscal Year*
Character Limit: 20

Operating Revenue & Expenses from Two Years Ago*

Please upload a financial document that details your organization's Annual Operating Revenues and Expenses from two years ago.

File Size Limit: 1 MB

Total Operating Expenses, Two Years Ago*
Character Limit: 20

Total Operating Income, Two Years Ago*
Character Limit: 20

Operating Revenue & Expenses from Three Years Ago*

Please upload a financial document that details your organization's Annual Operating Revenues and Expenses from three years ago.

File Size Limit: 1 MB

Total Operating Expenses, Three Years Ago*
Character Limit: 20

Total Operating Income, Three Years Ago*
Character Limit: 20

Operating Revenue & Expenses from Four Years Ago*

Please upload a financial document that details your organization's Annual Operating Revenues and Expenses from four years ago.

File Size Limit: 1 MB

Total Operating Expenses, Four Years Ago*

Character Limit: 20

Total Operating Income, Four Years Ago*

Character Limit: 20

Additional Information (Optional)

Use this text box to share any additional information/comments regarding your organization's budget/financials.

Character Limit: 1500

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Staffing Information

The purpose of this section is to gather data on employment in the cultural sector.

In this section, we are interested in each organization's number of full time staff, part time staff, and contractors. This data will help us to understand and communicate the impact of the pandemic on staffing in the cultural sector.

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

Number of Paid Full-Time Staff Today*

How many paid full-time staff members does your organization have today?

Character Limit: 7

Number of Paid Part-Time Staff Today*

How many paid part-time staff members does your organization have today?

Character Limit: 7

Number of Paid Contractors Today*

How many paid contractors does your organization employ today?

Character Limit: 7

Number of Volunteer Hours Contributed, Year to Date

How many total volunteer hours have been contributed to your organization since January 1, 2022?

Character Limit: 9

Number of Paid Full-Time Staff in January 2022*

How many paid full-time staff members did your organization have on January 1, 2022?

Character Limit: 7

Number of Paid Part-Time Staff in January 2022*

How many paid part-time staff members did your organization have on January 1, 2022?

Character Limit: 7

Number of Paid Contractors in January 2022*

How many paid contractors did your organization employ on January 1, 2022?

Character Limit: 7

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: 7

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: 7

Number of Paid Contractors in January 2021*

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

Character Limit: 7

Number of Volunteer Hours Contributed, 2021*

How many total volunteer hours were contributed to your organization in 2021?

Character Limit: 12

Number of Paid Full-Time Staff in January 2020*

How many paid full-time staff members did your organization have on January 1, 2020?

Character Limit: 7

Number of Paid Part-Time Staff in January 2020*

How many paid part-time staff members did your organization have on January 1, 2020?

Character Limit: 7

Number of Paid Contractors in January 2020*

How many paid contractors did your organization employ on January 1, 2020?

Character Limit: 7

Number of Volunteer Hours Contributed, 2020*

How many total volunteer hours were contributed to your organization in 2020?

Character Limit: 9

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: 7

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: 7

Number of Paid Contractors in January 2019*

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

Character Limit: 7

Number of Volunteer Hours Contributed, 2019*

How many total volunteer hours were contributed to your organization in 2019?

Character Limit: 9

Applicant Information

Project Name*

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

"*XYZ Museum* CT Cultural Fund Operating Support Grant"

Character Limit: 100

Project Number*

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

Character Limit: 25

First Time Applicant?*

Choices

Yes
No

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

Current Board List*

Please attach a current list of your organization's board members (i.e., names, mailing addresses, and email addresses) in pdf format.

File Size Limit: 3 MB

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.

My organization values and promotes inclusion, diversity, equity, and access in our workplace, on our board, with our partners, and through our activities.

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 is 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

CT Humanities Grants E-newsletter Opt-in

By checking the box below you (the applicant) are opting in to receive periodic e-news related to our granting program. Other members of your organization may subscribe here.

Your answer to this question will not affect the application review process.

If you choose not to receive our grants e-newsletter, you will still receive communication from us about your grant application and occasional grant-related announcements.

Choices

Yes