

CThumanities

CT SUMMER AT THE MUSEUM

GRANT PROGRAM 2023

GUIDELINES

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GUIDELINES

CT Humanities is honored to partner with the CT Office of the Arts again to administer the CT Summer at the Museum initiative in 2023.

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).

These grants are being made available to CT Museums to facilitate free admission for all CT children aged 18 and under and one adult caregiver between July 1, 2023 and September 4, 2023.

All 501(c)(3) non-profit museums should apply through CT Humanities. For-profit museums should complete an application with the [CT Office of the Arts](#).

Any museum in Connecticut may participate in the initiative regardless of whether they apply for or are eligible for funding. Organizations choosing to participate in the free admission initiative, but not to apply for funding are invited to join the listing by [registering here](#).

Questions? Email grants@cthumanities.org

1.1 FUNDING AND AWARD AMOUNTS

The minimum grant award is \$1,000; in 2022, the largest grant award made was \$112,000.

In summer 2023, we are anticipating that award decisions will be based on your summer 2022 revenue from CT visitors under 18, a percentage of summer 2022 revenue from CT visitors over 18, and a base award determined by your operating expenses in 2022 and previous years. (Summer 2022 is defined as July 1, 2022 to September 5, 2023).

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.

1.2 WHO CAN APPLY?

To be eligible for funding, an organization must 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.

For the purposes of this initiative, “museums” refers broadly to historic house museums, historic sites, historical societies, art museums, children’s museums, science centers, special-interest museums, natural history museums, university museums, arboretums/botanical gardens and zoos.

Additional Eligibility Requirements

All of the following requirements must be met:

- Applicant organizations must be one of the following:
 - A 501(c)(3) nonprofit organization incorporated in the state of Connecticut for at least one year and governed by a board of directors that meets regularly, OR
 - Be owned by a municipality in the state of Connecticut, OR
 - Be run by a Connecticut-based federally or State recognized tribe, OR
 - Be a CT State-operated Museum
- Be registered with the Secretary of the State to do business in the State of Connecticut and be in Good Standing (able to obtain a current Certificate of Legal Existence/Good Standing) Note: This does not apply to municipally-owned museums.
- Have its primary place of business and operations in the State of Connecticut
- Have financial documents/statements for the period of time that covers July 1 – September 5, 2022
- Will be open for in-person visitors at least eight (8) hours a week between July 1 – September 4, 2023. 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.

NOTE: The Connecticut Office of the Arts (COA) and/or Connecticut Humanities reserves the right to request documentation as needed to determine an applicant’s eligibility.

The following are not eligible for funding:

- Individuals
- Organizations not in compliance with terms and conditions of previous CTH grants

For-profit museums should complete an application with the [CT Office of the Arts](#).

1.3 ELIGIBLE EXPENSES

- 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
- Visitor Health and Safety - Including Personal Protective Equipment (PPE), assisting with traffic flow, creating safer visitor spaces to prepare for future needs, or additional visitor services that effect health and / or safety
- Advertising/Marketing
- Programming Supplies
- Educational Programs

Questions about eligibility of items not listed must be approved by CTH staff.

1.4 MATCHING REQUIREMENTS

No funding match is required.

1.5 GRANT DURATION

All CT Summer at the Museum grant periods will run from July 1, 2023 to September 4, 2023. Grant funds shall be expended for eligible expenses within the period of March 3, 2021 to December 31, 2024.

1.6 FUNDING EXCLUSIONS

CT Summer at the Museum grant funds may not be used for the following purposes:

- Promotion of a particular political, religious, or ideological point of view
- Advocacy of a particular program of social or political action
- Support of specific public policies or legislation
- Lobbying
- Purchase of land or facilities, construction or renovation
- General operating support of a state humanities council
- Renovation, restoration, rehabilitation or construction of historic sites
- Curricula for classes not accessible to the public
- Endowments
- Individual fellowships, graduate education or university-based projects that require participants to register for academic credit
- Acquisition of artifacts, works of art or documents
- Capital improvements to applicant site and/or facilities
- Purchases of capital equipment, buildings or land
- Costs associated with social events or fundraising activities
- Purchase of food, alcohol, refreshments or catering services

- Retroactive funding for activities and expenses incurred before March 3, 2021
- Undocumented expenses
- Honoraria, stipends or professional fees for applicant organization's board members
- Honoraria, stipends or professional fees for elected officials or declared candidates seeking public office
- Honoraria, stipends or professional fees for active CTH board members and staff
- Indirect costs including, but not limited to, taxes or administrative and grant management fees.

1.7 APPLICATION DEADLINE SCHEDULE

Applications will be accepted through 11:59 p.m. on Friday, June 23, 2023.

All eligible applicants will receive awards. The Department of Economic and Community Development and CT Humanities will determine award amounts after June 26, 2023 and notify applicants as soon as possible after that date.

Payments will not begin until late July.

1.8 HOW TO APPLY

All 501(c)(3) non-profit museums should apply through CT Humanities. For-profit museums should complete an application with the [CT Office of the Arts](#).

Applications must be submitted using [Connecticut Humanities' online grant portal](#). If you do not already have an account with our grants system, you will need to create one to be able to apply.

Note This process may be updated or amended to reflect changing circumstances. For the most up-to-date version, visit <https://cthumanities.org/ct-summer-at-the-museum/>