



## **NEWTOWN CULTURAL ARTS COMMISSION 2018 Project Grant up to \$1,000**

The Newtown Cultural Arts Commission will distribute up to \$1,000 in one or more project grants to an individual artist residing in Newtown and up to \$1,000 in one or more project grants to a Newtown based group, club, or arts organization for a total of \$2,000 in grants.

**ELIGIBILITY:** The grant recipient(s) must be at least 18 years of age and a Newtown resident or Newtown organization, group or club. **Note, family members of Newtown Cultural Arts Commissioners and/or NCAC Project Grant Selection Committee members are NOT eligible to apply.**

**DEADLINES:** Complete application and supporting documentation (incomplete or late submissions will not be considered) must be postmarked, or received, at the Newtown Municipal Center, 3 Primrose St, Newtown, by **March 2, 2018.**

**AWARD ANNOUNCEMENT:** The NCAC will announce the grant awardees by letter, on our website and press release on or before **April 30, 2018.**

**DISTRIBUTION OF AWARD:** The NCAC will award up to \$1,000 in one or more project grants no later than **June 1, 2018.**

### **HOW TO APPLY:**

- Complete the NCAC Grant Application Form.
- Submit two letters of support/recommendation or articles published about your organization, group or club.
- If your application includes a study opportunity or workshop, please include a bio of the instructor.
- Agree to be interviewed, if requested.



Newtown Cultural Arts Commission  
 Newtown Municipal Center  
 3 Primrose Street  
 Newtown, CT 06470  
 newtownarts@gmail.com  
 Website: <http://www.newtownartscommission.org>

For office use only
Application # _____
Date Received: _____
Postmarked: _____
Board Reviewed: _____

## 2018 Arts Grant Application For Newtown Residents, Organizations, Groups and Clubs

**Directions for Applicant:** Submit and sign original. Keep a copy for your records.

### 1. Applicant Information

Legal Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ County \_\_\_\_\_

Day Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Website or Facebook Page: \_\_\_\_\_

How long has your organization, group or club been in Newtown?  
 \_\_\_\_\_

How many members are in your organization, group or club?  
 \_\_\_\_\_

Are you a 501 organization? (This will not influence your eligibility for a grant.)  
 \_\_\_\_\_

### 2. What is your art discipline?

\_\_\_\_\_

### 3. Project Start

### Project End Date:

Date: \_\_\_\_\_

### 4. Describe the Project: *(Attach a separate page if necessary.)*

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**5. Current Budget:** *(Please itemize to give us a clear understanding of your needs. Attach a separate page if necessary.)*

ITEM	DESCRIPTION	COST

**TOTAL**      \$ \_\_\_\_\_

**6. How will this project help your organization, group or club reach its goals?**

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**7. Explain how your project/plan will impact/benefit the community:**

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**8. Explain whether this project/plan would be possible with reduced or no grant funds and what changes, if any, would occur:**

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**IMPORTANT:**  
 Complete the Certification Pages, including the Project Requirements, Application Checklist and Signature certifying that all information contained in this application and its attachments is true and correct.

**Mail or deliver the application and all required support material by March 2, 2018 to Newtown Cultural Arts Commission, Newtown Municipal Center, 3 Primrose Street, Newtown, CT 06470.**

## **Project Requirements**

All grants under this program share the following project requirements. **Please certify all requirements with a check mark in each box.**

<input type="checkbox"/>	1. Grant application forms must be legible and complete.
<input type="checkbox"/>	2. Projects must be completed within 1 year of the start date or the grant award must be returned.
<input type="checkbox"/>	3. The project must enhance the arts in the Newtown community.
<input type="checkbox"/>	4. Applicants must be 16 years or older and individual or organization must reside in Newtown, CT. Applicants under 18 must have a parent or guardian co-sign.
<input type="checkbox"/>	5. Applicant agrees to acknowledge NCAC's financial assistance on all publicity and promotional material in a legible font.
<input type="checkbox"/>	6. Access to participation in the project will not be limited on the basis of national origin, race, religion, age, or gender.
<input type="checkbox"/>	7. No grant funds can be used for payment of debts incurred before the start date or after termination of the project.
<input type="checkbox"/>	8. Projects must not include publishing that is initiated solely by the applicant (i.e., vanity press).
<input type="checkbox"/>	9. Funds may not be used to pay for credits or materials necessary in order to fulfill degree requirements for students.
<input type="checkbox"/>	10. Activities must not be for religious purposes.
<input type="checkbox"/>	11. Grant funds cannot be used to support strictly commercial activities, projects intended for mass-market distribution or those that have profit as the direct primary motive.
<input type="checkbox"/>	12. Newtown Cultural Arts Commissioners and NCAC Project Grant Selection Committee members and their families are not eligible to apply for this program during their tenure on the Commission or Committee or within 6 months of their resignation from the NCAC or NCAC Project Grant Selection Committee.

## Application Checklist

The application must be received by March 2, 2018. (See page 1 of the guidelines for deadlines.) Please read the grant guidelines and application forms carefully. Submit the signed original with necessary support materials, including the checklist below. Keep a copy for your records.

Enclosed	The original or copy of the following:
<input type="checkbox"/>	The completed, printed or typed, and signed application.
<input type="checkbox"/>	Application, pages 1 through 3.
<input type="checkbox"/>	Art-related resume.
<input type="checkbox"/>	Two letters of support by qualified professionals knowledgeable in the art discipline of your application.
<input type="checkbox"/>	If your application includes a study opportunity or workshop, you must include information about the opportunity and the teacher's qualifications.
<b>RETURN OF WORK SAMPLES (check one):</b>	
<input type="checkbox"/> I want my work samples returned. I am enclosing the required stamped self-addressed envelope.	
<input type="checkbox"/> I will make arrangements to pick up my work samples by emailing newtownarts@gmail.com.	
<input type="checkbox"/> I do not wish to have my work samples returned.	
<i>NOTE: Unclaimed work samples and work samples sent without return postage will be discarded May 15, 2018.</i>	

**Certifying Signatures:** The signature below certifies that I or Organization/Group/Club meet all of the eligibility requirements of this grant program, that all information contained in this application and its attachments is true and correct to the best of my knowledge, that I/Arts Organization agree to and will meet all project requirements, and that I/Arts Organization have submitted a complete application fulfilling all items on the application checklist.

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Applicant's Signature

Date

Applicant name printed or typed

**Mail or deliver application to:**

Newtown Cultural Arts Commission

Newtown Municipal Center

3 Primrose Street

Newtown CT, 06470

Deadline: Must be received by **March 2, 2018.**

Additional copies of this grant application are available from the Newtown Cultural Arts Commission website: <http://www.newtownartscommission.org/>