



# HARTFORD ARTS & HERITAGE JOBS GRANT PROGRAM: PHASE 2 APPLICATION GUIDELINES



greater hartford  
arts council

## GRANT PURPOSES

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The Hartford Arts & Heritage Jobs Grant Program: Phase 2 has been created by the City of Hartford to create and retain jobs for existing Hartford-based individual artists, microenterprise businesses, and non-profit organizations in the creative economy.

Grant awards will range from \$ 5,000 to \$ 25,000 and may be used for working capital purposes (wages, rents, utilities and other operational costs), purchase of raw materials and equipment purchases. Grant requests must demonstrate a significant and immediate impact on the creative economy.

Arts-centric businesses, organizations and individual artists play an important role in building and sustaining economic vibrancy: they employ people, spend money locally, revitalize neighborhoods, and are a cornerstone of tourism. As an indirect economic benefit, tourists patronize restaurants, parking lots, hotels, and other businesses, which employ Hartford residents.

Funding for this program is provided by the U.S. Department of Housing and Urban Development (HUD) through funds authorized under Title XII of the American Recovery and Reinvestment Act of 2009 (the "Federal Stimulus" Act). The primary purpose of these funds is to: preserve and create jobs and promote economic recovery, assist those most impacted by the recession and provide investment needed to increase economic efficiency.

## TIMELINE: ALL DUE DEADLINES ARE DELIVERY DATES AND NOT POSTMARK DATES

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Public Information Meeting	December 14, 2009: 10:30 am – Noon at Charter Oak Cultural Center, 21 Charter Oak Avenue
Public Information Meeting	January 7, 2010: 6:00 pm – 7:30 pm at Hartford Courant Arts Center, 224 Farmington Avenue; parking located at rear of building (Snow date January 11, 2010)
Intent to Apply Form due	January 25, 2010 (before 3:00 pm)
Approval to Apply	January 29, 2010
Technical Assistance Workshop	February 17, 2010: 6:00 pm – 7:30 pm at Hartford Courant Arts Center, 224 Farmington Avenue; parking located at rear of building (Snow date February 18, 2010)
Applications due	March 15, 2010 (before 3:00 pm)
Notification of Awards	April 2010

## HARTFORD ARTS & HERITAGE JOBS GRANT PROGRAM: PHASE 2 ELIGIBILITY:

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The program is open to existing Hartford-based individual artists; microenterprise businesses, which are for-profit businesses that have five or fewer employees in full time equivalent positions (including the business owners); and non-profit organizations in the creative economy. The creative economy comprises entities that create, promote or distribute the arts, including, but not limited to: heritage and historical sites; performing arts; visual arts/photography; film, radio and TV; design and publishing; art schools and services.

- Individual artists and microenterprise business owners must meet one of the following HUD requirements:
  - The individual or business owner's total household income meets low- and moderate-income requirements. Qualifying income is less than \$44,800 for a household of (1); \$51,200 (2); \$57,600 (3); \$64,000 (4); \$69,100 (5); and \$74,250 (6) **OR**
  - If the individual or business owner's total household income is greater than the moderate-income requirements the funded activities must create or retain at least one full time equivalent position.

- Non-Profit Organizations must meet the following HUD requirement:
  - All funded activities must create or retain at least one full time equivalent position.
- A full time equivalent position must provide at least 1,750 hours per year of employment. Part-time jobs that provide at least 875 hours per year of employment may be aggregated to arrive at a full-time equivalent job of at least 1,750 hours per year. Part-time jobs that provide less than 875 hours per year of employment are not counted towards meeting this requirement. Seasonal and temporary jobs are also not counted towards meeting this requirement.
- Applicants agree to use the following parameters to define jobs created or retained as required by HUD:
  - For job creation, it is required that the applicant demonstrates that this assistance resulted in the creation of non-temporary/non-seasonal, full-time (or full-time equivalent) jobs.
  - In order to consider jobs *retained* as a result of the Jobs Grant Program, there must be clear and objective evidence that non-temporary/non-seasonal job(s) will be lost without the assistance. For these purposes, “clear and objective” evidence that jobs will be lost would include:
    - Evidence that the business has issued a notice to the affected employees or made a public announcement to that effect; or
    - Analysis of relevant financial records which clearly and convincingly shows that the business is likely to have cut back employment in the near future without assistance from the Jobs Grant Program.

**APPLICATION REQUIREMENTS:**

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- The Federal Stimulus Act requires that all applicants have a DUNS number; which can be requested via the web at: [http://www.grants.gov/applicants/request\\_duns\\_number.jsp](http://www.grants.gov/applicants/request_duns_number.jsp). If you have any problems please contact Project Manager Lionel Rigler at 757-9277 or [rigll001@hartford.gov](mailto:rigll001@hartford.gov);
- Not owe or is in arrears with state, federal or local taxes;
- Submit a copy of prior year’s tax return;
- Submit current financial statement year-to-date or last six months of bank statements;
- Individual artists are required to file a “Doing Business As” form with the Hartford Town and City Clerk’s office and provide a resume that documents artistic activity or expenses/income related to artistic activity prior to January 1, 2009;
- Businesses must submit proof of incorporation with the CT Secretary of State prior to January 1, 2009;
- Non-profit organizations must have a current 501(c)(3) Certificate and proof of current registration with the CT Secretary of State;
- Prior to awarding any grants the City of Hartford, during its due diligence process, will obtain and review the applicant’s credit reports and other critical documents; and
- An applicant or entity may not submit more than one application.

**INELIGIBLE REQUESTS:**

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The Hartford Arts & Heritage Jobs Grant Program: Phase 2 will not consider applications that:

- Are not preceded by an Intent to Apply form
- Are submitted by persons or entity(ies) that is the subject of unresolved findings on noncompliance relating to previous Community Development Block Grant assistance provided to the recipient;
- Do not appear in the proper format as outlined in the grant guidelines and application;
- Are submitted without the specified attachments;
- Are received after 3pm on March 15, 2010; and
- Are from individuals, business or non-profits organizations based outside the City of Hartford.

## **GRANT CONDITIONS**

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Applicants are strongly encouraged to attend one of the Public Information Meetings, on either December 14, 2009 or January 7, 2010. If the applicant has received an Approval to Apply they are strongly encouraged to attend the Technical Assistance workshop on February 17, 2010.

All expenditures must take place by September 30, 2011.

Successful applicants are required to submit reports on a quarterly basis that may include the following:

- Detailed description of how grant funds were expended to date;
- A status evaluation for all proposed activities;
- The number of jobs created; and
- The number of jobs retained.

Successful applicants receiving grant funds for job creation or retention agree to:

- Obtain and collect information from their employees by having them fill out the "Employee Income Certification Form" to document the employee's household income; and
- Allow the City of Hartford and HUD to monitor their job creation or retention goals for up to 24 months.

The Hartford Arts & Heritage Jobs Grant Program: Phase 2 is funded through the Community Development Block Grant – Recovery Program (CDBG-R). Payments shall be made to reimburse grantees for eligible expenses on a monthly basis or will be directly made to third-party payees for equipment purchases per contract.

Successful applicants are required to acknowledge the support of the City of Hartford in all promotional materials related to the project (brochures, posters, programs, flyers, newsletters, websites, etc.) with the City of Hartford logo, and the use of the phrase "supported by the City of Hartford Arts & Heritage Jobs Grant Program: Phase 2, Eddie A. Perez, Mayor."

## **GRANT REVIEW CRITERIA**

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- **Economic Impact**

Examples include but are not limited to:

- Promoting economic development and neighborhood revitalization
- Producing new revenue for the individual, business or non-profit organization
- Stimulating increased participation and engagement in cultural activities by residents and visitors
- Meaningful impact for the applicant
- Employment of Hartford residents

- **Management Plan**

Examples include but are not limited to:

- Clarity and feasibility of proposal including budget, timeline and implementation plan
- Demonstration of the ability to effectively implement their proposal
- Demonstration of a long term strategy to leverage other funds for continued sustainability beyond the grant period.

- **Effectiveness**

Examples include but are not limited to:

- Artistic merit and excellence
- Quality of the proposal
- Qualifications of key personnel

- **Community Impact**

Examples include, but are not limited to:

- Having significance to the community
- Serving a range of Hartford constituencies

## APPLICATION PROCESS & DEADLINES

1. **Intent to Apply Form must precede all Full Applications.** Intent to Apply may be downloaded at <http://www.hartford.gov/Development/grants-mgt/default.htm> (Computer access is available at most branches of the Hartford Public Library) and must be received in the City of Hartford Grants Management Office **no later than 3pm on Monday, January 25, 2010**. This is a delivery date, not a postmark date.

Intent to Apply may be sent via email, dropped off or sent regular mail to the attention of:  
 Lionel Rigler, Project Manager, City of Hartford, Department of Development Services  
 Division of Grants Management, 250 Constitution Plaza, 4<sup>th</sup> Floor, Hartford, CT 06103  
 Email: [rigll001@hartford.gov](mailto:rigll001@hartford.gov)

2. **Approval to Apply** will be announced no later than **Friday, January 29, 2010**.

3. **Applicants must have received an Approval to Apply to submit a Full Application.** Full Applications may be downloaded at <http://www.hartford.gov/Development/grants-mgt/default.htm>. Computer access is available at most branches of the Hartford Public Library. The original application, complete with all support materials, together with **ten (10)** copies of the application and **ten (10)** copies of support materials are due in City of Hartford Grants Management Office **no later than 3pm on Monday, March 15, 2010**. This is a delivery date, not a postmark date.

The following materials are required, in addition to the completed application:

Attachment A	Employee Income Certification Forms	Must be filed for: <ul style="list-style-type: none"> <li>• Each current owner(s) for businesses and individual artists; and</li> <li>• For all employees (of the business, individual artist, or non-profit organization) whose position is being retained by the assisted activity.</li> </ul>
Attachment B	Detailed Budget	On a separate sheet, provide: <ul style="list-style-type: none"> <li>• Detailed breakdown of the proposal's income</li> <li>• Detailed breakdown of the proposal's expenses</li> </ul>
Attachment C	Qualifications of Key Personnel	Statement/resumes should reflect key personnel's qualifications as they relate to the project
Attachment D	List of Employees	List of current employees, including number of paid hours a week
Attachment E	Tax Return	Business owners, Individual artists and Non-Profit Organizations – a copy of prior year's tax return
Attachment F	Financial Statements	Copy of current financial statement year-to-date or last six months of bank statements
Attachment G	Authorization to Release Information	Business owners, Individual artists and Non-Profit Organizations
Attachment H	Non-Profit Organizations	Copy of 501(c)(3) certificate and proof of current registration with the CT Secretary of State
	Businesses	Copy of Registration with Secretary of State
	Individuals	File "Doing Business As" form with Hartford Town and City Clerk's office

All materials should be:

- Filled out completely
- Typed and clearly readable
- Submitted on 8.5" x 11" paper
- 3-hole punched
- Collated packets – use a colored sheet of paper to separate each of the 10 copies
- No staples, binding, plastic covers, etc.

- Double siding is encouraged
- Please mark the Original application

All applications must be mailed or delivered. Applications will not be accepted via fax or email.

**Mailing Address and Delivery Address (Monday – Friday, 8AM – 5PM):**

Lionel Rigler, Project Manager  
Hartford Arts and Heritage Jobs Grant Program: Phase 2  
City of Hartford, Department of Development Services  
Division of Grants Management  
250 Constitution Plaza, 4<sup>th</sup> Floor  
Hartford, CT 06103

**CONTACT INFORMATION**

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Questions should be directed to:

Lionel Rigler, Project Manager  
860-757-9277 [rigll001@hartford.gov](mailto:rigll001@hartford.gov)

The Hartford Arts & Heritage Jobs Grant Program: Phase 2 will not discriminate against any person or group of persons on the basis of race, color, national origin, ancestry, religious belief, age, marital or civil union status, sex, mental retardation, physical disability, sexual orientation, or political affiliation.

Personal financial information is protected from being released through the “Personal Privacy exemption” to Freedom of Information Act requests, which allows the City of Hartford to withhold personal data.