

APPLICATION for Round 2 Norwich ARPA Grant for Arts & Culture

Welcome to the Norwich ARPA Grant for Arts & Culture!

The Cultural Coalition has partnered with the City of Norwich to manage and administer municipal American Rescue Plan Act (ARPA) funds allocated for arts & culture, including through grant programs and special projects.

The program is funded with \$500,000 of the City of Norwich American Rescue Plan Act (ARPA) allocation of funds and is intended to support investments that help our local economy continue to address Covid-19 impact and recovery.

Up to \$150,000 will be available for Round 2 funding through two options:

- **ARPA Grants for Arts & Culture for \$1,000 to \$10,000 for individual applicants**
- **IMPACT grants for \$10,000 to \$25,000 for collaborative, multi-partner (at least 3 entities)**

Round 2 - ARPA GRANTS for Arts & Culture

Individual Grant awards of \$1,000 to \$10,000 for single applicants.

Interested applicants must schedule an appointment to discuss their intent to apply by January 31, 2023. Email Sarbani Hazra (s.hazra@culturesect.org) and/or Funding Booster Program Manager (fundingbooster@culturesect.org) to make arrangements.

If you need assistance completing this form, please let us know. Special accommodations including large print formats, translated forms, and interpreters can be available. Please contact us as soon as possible, so we can work with you on completing the form. Please email Sarbani Hazra at s.hazra@culturesect.org for any questions, concerns, and accommodations.

* 1. Have you read the GRANT GUIDELINES for this grant and are eligible to apply?

- Yes
 No

* 2. Have you discussed your project idea with Sarbani Hazra and/or Funding Booster Program Manager?

- Yes
 No

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* 3. If the applicant is a business (for-profit or non-profit), was the business established before October 2021?

- Yes
- No
- Not Applicable, applicant is individual artist/teaching artist.

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* 4. Does the applicant have any outstanding judgments, pending or threatened lawsuit claims, pending bankruptcy proceedings, or pending criminal proceedings?

- Yes
- No

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* 5. Location of your organization/business OR if you are an individual artist, location of residence/studio is in Norwich?

- Yes
- No

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* 6. Please identify which part of the creative economy you represent (use this **Creative Economy Business List**), and specify below

- Not Applicable, a non-arts entity applying for a public art project
- Indicate specific creative business type below (for artists, nonprofits, and for profits)



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MAIN QUESTIONS

* 7. Legal Name of Organization/Business OR if you are an individual artist, Your Name

8. If applicable, provide DBA

* 9. Primary Contact

Primary Contact	<input type="text"/>
Business/Organization	<input type="text"/>
Address	<input type="text"/>
Address 2	<input type="text"/>
City/Town	<input type="text"/>
State/Province	<input type="text"/>
ZIP/Postal Code	<input type="text"/>
Primary Contact Email Address	<input type="text"/>

* 10. Please share how the pandemic adversely affected your organization/ business, or your livelihood as an individual artist. Possible responses could include impacts on revenue, activities, etc. **(200 words max.)**

11. Please share how your organization/business/practice has adapted to the pandemic. Possible responses could include the integration of virtual/digital platforms, physical and/or operational changes to place of business, new programs/activities, new ways to engage audiences and participants, including accessibility and DEI etc. **(200 words max.)**

* 12. Purpose of requested funds

- Capital Improvement
- Program/Event/Project
- Equipment/Technology/IT
- Utilities/Rent
- Staffing/Contractors
- Professional Development
- Board Governance/Internal Support
- Marketing & Promotion
- Other, please explain

* 13. Please describe the use of funds in 2-3 sentences. NOTE: This summary will be the description of the purpose and use of funds on all public announcements and records. Please use a third person description, such as: ABC Organization plans to hold an outdoor summer concert at XYZ Park.

* 14. Description: Please describe the use of funds and/or project/program, including location/venue, goals, time frame, and how it will address the negative impact of Covid-19? **(500 words max. OR an audio or video file, maximum of 2 minutes in length.** Audio or video must be submitted using a YouTube or Vimeo link. If the audio or video is password protected, include the password)

* 15. Which Norwich strategic plan goals will the use of funds advance?

- Develop Arts & Culture Based Beautification Projects
- Manage Perception Of Norwich
- Coordinate And Promote Arts, Culture, History And Heritage Events And Activities

Please briefly explain how this use of funds/project will advance Norwich's Strategic Plan Goals. (500 words max. OR an audio or video file, maximum of 1 minute in length. Audio or video must be submitted using a YouTube or Vimeo link. If the audio or video is password protected, include the password)

* 16. If funds will be used for public activities, will they take place in an ADA compliant location?

*If funds are used for public activities, they must take place in an ADA compliant location

- Yes
- No/Not Applicable

Please explain if "Not Applicable" or "No"

17. Regarding the use of funds, please tell us about accessibility:

Physical Space -
Please describe
accessibility and any
limitations to the
physical space for
people of different
abilities (for example,
ramps, accessible
bathrooms, etc.) **(100
words max.)**

Communication -
Please describe any
communication
methods utilized (for
example, a website
that is screen reader
compatible) that are
accessible to people
with different abilities,
cultures, languages?
(100 words max.)

Policy - In what other
ways will the use of
funds ensure access to
people regardless of
ability, income, race,
ethnicity, and
language? **(100
words max.)**

* 18. How is the use of funds Relevant, Equitable, Accessible,
Diverse and Inclusive - **READI?** (**200 words max.**)

* 19. What does success look like? How will you ensure success? **(200 words max. OR an audio or video file, maximum of 30 seconds in length.** Audio or video must be submitted using a YouTube or Vimeo link. If the audio or video is password protected, include the password)

* 20. Describe the community or audience that will benefit from this use of funds, and why this is important to Norwich's economic and/or community recovery? **(200 words max.)**

21. If applicable, why is this use of funds important to you as an artist/organization/business? How will it move your artistic practice/organization/business forward? **(200 words max.)**

* 22. Amount of request?

Minimum request is \$1,000 and maximum request is \$10,000

* 23. Will the amount you are requesting pay the total costs OR would this amount be partial funding? (The need for full or partial funding will not impact grant decision.)

- Amount requested is total cost
- Amount requested is partial funding

24. If applicable, please list current and/or previous grants (city, regional, state, federal, private, etc) in the past 3 years (2019, 2020, 2021). List source and amount. Please note that COVID-19 related funding will be asked in the next question.

25. If applicable, please list COVID-19 related loans or grants that you/your business received (provide source and amount), including, but not limited to Payroll Protection Program, EIDL, etc. and SBA Economic Injury Disaster Loan.

26. Where can we learn more about you, your work or business? Please provide website and/or social media-Facebook, Instagram, YouTube links **(max. of 5 links)**

* 27. Collaborations: 2019 - present - Describe recent examples of collaborations with other businesses and/or organizations. **(max. 200 words)**

* 28. Applicant is:

- Individual Artist/Teaching Artist
- Non-Profit Organization
- For-Profit Creative Business

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ARTIST SECTION

* 29. Are you current on all local, state, and federal taxes?

- Yes
- No
- Not Applicable (please explain)

* 30. Did you report taxable earned income related to your earnings from your work as an individual artist and/or teaching artist in one or more of the past 3 years of tax returns, **2019-2021**?

- Yes
- No

* 31. In your **2019 tax return**, what percentage of your total income was earned as an individual/teaching artist? (% calculated as your individual gross earnings before expenses as an individual/teaching artist as a percentage of your total income from all sources. Use your individual income only, not total household income.)

- Did not report taxable earned income as an individual/teaching artist in most recent filed tax return
- 1% to 20%
- 21% to 40%
- 41% to 60%
- 61% to 80%
- 81% to 100%

* 32. In your **2020 tax return**, what percentage of your total income was earned as an individual/teaching artist? (% calculated as your individual gross earnings before expenses as an individual/teaching artist as a percentage of your total income from all sources. Use your individual income only, not total household income.)

- Did not report taxable earned income as an individual/teaching artist in most recent filed tax return
- 1% to 20%
- 21% to 40%
- 41% to 60%
- 61% to 80%
- 81% to 100%

* 33. In your **2021 tax return**, what percentage of your total income was earned as an individual/teaching artist? (% calculated as your individual gross earnings before expenses as an individual/teaching artist as a percentage of your total income from all sources. Use your individual income only, not total household income.)

- Did not report taxable earned income as an individual/teaching artist in most recent filed tax return
- 1% to 20%
- 21% to 40%
- 41% to 60%
- 61% to 80%
- 81% to 100%

* 34. Please complete, sign, and upload W9 (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>)
Only PDF, DOC, DOCX, PNG, JPG, JPEG, GIF files are supported.

No file chosen

* 35. Please Upload Use of Funds Budget (If needed, use Sample Project Budget template)

Only PDF, DOC, DOCX, PNG, JPG, JPEG, GIF files are supported.

No file chosen

* 36. Please provide Budget Narrative - explain how the budget supports the goals and intended use of funds (**max. 100 words**)

37. If applicable, please upload documentation of collaborator/s for this use of funds, such as an agreement, letter of support, etc.

Only PDF, DOC, DOCX, PNG, JPG, JPEG, GIF files are supported.

No file chosen

38. Please include anything else you would like us to know about the use of funds and/or work. Limit to 3-5 support materials. Examples of support materials can include: artist resumes/CVs; work samples, images/video/audio of work by applicant and/or participating artists; letters of support from community members, past participants, project partners; marketing collateral for past projects.

Only PDF, DOC, DOCX, PNG, JPG, JPEG, GIF files are supported.

No file chosen

39. Extra Upload if needed

Only PDF, DOC, DOCX, PNG, JPG, JPEG, GIF files are supported.

Choose File

Choose File

No file chosen

* 40. Are you Black, Indigenous, or a Person of Color (BIPOC)?

Yes

No

**CULTURAL
COALITION**
supporting southeastern & northeastern CT

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Nonprofit Section

* 41. Is the property where the organization operates leased or owned?

Leased

Owned

Not applicable (please explain)

* 42. If applicable, is the organization current on any property taxes owed?

Yes

No

Not applicable (please explain)

* 43. If applicable, is the organization current on its payroll taxes?

Yes

No

Not applicable (please explain)

* 44. Organization EIN number?

* 45. What is your organizational mission? (**50 words max.**)

* 46. Summarize what programming or services your organization offers to the public or you can provide a website link. (**100 words max.**)

* 47. How many **full-time** staff are currently employed at your organization? (use a whole number)

* 48. How many **part-time** staff are currently employed at your organization? (use a whole number)

49. If applicable, has COVID-19 changed your full-time or part-time staffing levels during the past 2 years and, if so, how? (**100 words max.**)

* 50. Please Upload copy of IRS 501 c3 determination

Only PDF, DOC, DOCX, PNG, JPG, JPEG, GIF files are supported.

Choose File

Choose File

No file chosen

* 51. Please Upload **Most Recent and Complete** IRS Form 990 (in entirety) or Form 990-N (e-Postcard)

Only PDF, DOC, DOCX, PNG, JPG, JPEG, GIF files are supported.

Choose File

Choose File

No file chosen

* 52. Please Upload Organization Budget of Current Fiscal Year

Only PDF, DOC, DOCX, PNG, JPG, JPEG, GIF files are supported.

Choose File

Choose File

No file chosen

53. If available, please upload copy of a certificate that the business/organization is in good standing with the Connecticut Secretary of the State's Office.

https://business.ct.gov/certificates-of-legal-existence?language=en_US

Only PDF, DOC, DOCX, PNG, JPG, JPEG, GIF files are supported.

Choose File

Choose File

No file chosen

* 54. Please Upload Use of Funds Budget

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Choose File

Choose File

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* 55. Please provide Budget Narrative - explain how the budget supports the goals and intended use of funds (**max. 100 words**)

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Choose File

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No file chosen

58. Extra Upload if needed

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Choose File

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No file chosen

* 59. Is there a majority (51%+) representation of Black, Indigenous, or Persons of Color (BIPOC) in the Board of Directors of your organization?

Yes

No

* 60. Is there a majority (51%+) representation of Black, Indigenous, or Persons of Color (BIPOC) in your staff of your organization?

- Yes
- No



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For-Profit Creative Business Section

* 61. Does the business have a valid business license in the city of Norwich?

- Yes
- No

* 62. State of CT Business ID

* 63. Business/Organization Type

- Sole Proprietorship
- Partnership
- C Corporation
- S Corporation
- Limited Liability Company (LLC)

* 64. Is the property where the business operates leased or owned?

- Leased
- Owned

* 65. Is the business current on all local, state, and federal taxes?

- Yes
- No
- Not applicable (please explain)

* 66. Is the business current on its payroll taxes?

- Yes
- No
- Not applicable (please explain)

* 67. Summarize what services your business offers to the public. (**100 words max.**)

* 68. How many **full-time** staff, including yourself if applicable, are currently employed at your business? (use a whole number)

* 69. How many **part-time** staff, including yourself if applicable, are currently employed at your business? (use a whole number)

70. If applicable, has COVID-19 changed your full-time or part-time staffing levels during the past 2 years and, if so, how? (**100 words max.**)

* 71. Please Upload Proof of Business Ownership

Only PDF, DOC, DOCX, PNG, JPG, JPEG, GIF files are supported.

Choose File

Choose File

No file chosen

* 72. Please Upload **Most Recent** Financial Profit & Loss Statement

Only PDF, DOC, DOCX, PNG, JPG, JPEG, GIF files are supported.

Choose File

Choose File

No file chosen

73. If available, please upload copy of a certificate that the business/organization is in good standing with the Connecticut Secretary of the State's Office.

https://business.ct.gov/certificates-of-legal-existence?language=en_US

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* 75. Please provide Budget Narrative - explain how the budget supports the goals and intended use of funds. (**max. 100 words**)

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Choose File

Choose File

No file chosen

78. Extra Upload if needed

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Choose File

Choose File

No file chosen

* 79. Is there a majority (51%+) representation of Black, Indigenous, or Persons of Color (BIPOC) in the ownership of your business?

Yes

No

CULTURAL
COALITION

Leading Communities to Prosperity

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Statement of Acceptance

* 80. The Cultural Coalition reserves the right to request further information regarding the application.

I understand that the Round 2 Norwich ARPA Grants for Arts & Culture will be recommended based on the application meeting the eligibility criteria, funding availability, and the number of applications received.

If the application is approved, funding will be disbursed following any necessary municipal approval and signed grant agreement.

By checking the box below and typing my full name and date, I attest to the accuracy of all information provided and I certify that I am authorized to submit this application on behalf of the business or organization.

Yes

Please provide First and Last Name and Date