

**BUSINESS DEVELOPMENT GRANTS FOR ARTISTS
AND THE CREATIVE INDUSTRY:
HARTFORD ARTS & HERITAGE JOBS GRANT
2015**



Pedro E. Segarra
Mayor



APPLICATION GUIDELINES

GRANT PURPOSES

Arts-centric businesses and individual artists play an important role in building and sustaining economic vibrancy by enhancing the City's vitality, spending money locally, revitalizing neighborhoods, and employing Hartford residents. The creative class fosters expression and creativity, generates innovative ideas, and is a key driving force for economic development in the City of Hartford.

The City of Hartford, in partnership with the Greater Hartford Arts Council, created the Business Development Grants for Artists and the Creative Industry to support Hartford-based individual artists and microenterprise businesses in the creative economy to increase their income and capacity to produce new work. Support is limited to individuals that meet low and moderate-income requirements, as established by the U.S. Department of Housing and Urban Development (HUD).

Grant awards will be in amounts up to \$10,000 and may be used for working capital purposes (wages, rents, utilities, and other operational costs) and raw materials and equipment purchases. Funding for this program is provided by the U.S. Department of Housing and Urban Development (HUD) through funds authorized under the Community Development Block Grant (CDBG) Program.

MEETINGS & DEADLINES:

Wednesday, March 11, 2015, 6:00pm

Public Information Meeting
Development Services, MECA, 250 Constitution Plaza – 4th floor, Hartford, CT

Wednesday, March 18, 2015, 6:00pm

Public Information Meeting
Development Services, MECA, 250 Constitution Plaza – 4th floor, Hartford, CT

Applications Deadline:

Friday, April 17, 2015, 5:00

- All applications may be mailed or hand delivered by April 17, 2015, 5:00pm
- Mailed applications must be postdated by April 17, 2015
- Late application will not be accepted.
- No application emailed or faxed will be accepted.

Please Deliver to:

City of Hartford, Development Services, MECA
250 Constitution Plaza, Hartford, CT – 4th Floor
Submitting applications prior to the deadline is encouraged

Notification of Awards: June 8, 2015

CONTACT INFORMATION

Questions should be directed to: City of Hartford, MECA

Kristina Newman Scott, 860-757-9016 – Kristina.newmanscott@hartford.gov
Andres Chaparro, 860-757-4895 – achaparro@hartford.gov

BUSINESS DEVELOPMENT GRANTS FOR ARTISTS AND THE CREATIVE INDUSTRY ELIGIBILITY:

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

- Individual artists and microenterprise business owners must either live in the City of Hartford or own/rent space in the City of Hartford in which your artistic/creative work is conducted.
- Individual artists and microenterprise business owner's total household income meets HUD's low- and moderate-income requirements. Qualifying income is less than \$45,500 for a household of (1); \$52,200 (2); \$58,500 (3); \$65,000 (4); 70,200 (5); and \$75,400 (6)

APPLICATION REQUIREMENTS:

- An applicant or entity may not submit more than one application;
- Applications must appear in the proper format with necessary attachments, as outlined on page 3.
- HUD requires that all applicants have a **DUNS** number.
- Not in arrears with state, federal or local taxes;
- All application attachments as listed on page 3; and
- Prior to awarding any grants the City of Hartford, during its due diligence process, may obtain and review the applicant's credit report and other critical documents.

INELIGIBLE REQUESTS:

The City of Hartford will not consider applications that:

- Are from individuals or business based outside the city of Hartford;
- Are received after 5:00 pm on Friday, April 17, 2015 or posted dated after April 17, 2015
- Do not appear in the proper format as outlined in the grant guidelines and application;
- Are submitted without the specified attachments; and
- 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.
- Recipients who have received 2 years of awards are not eligible. Twice is the maximum amount of times for this grant award.

GRANT CONDITIONS:

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: Pedro E. Segarra, Mayor." All expenditures must take place by February 29, 2016.

CRITERIA FOR REVIEWING GRANT APPLICATIONS: criteria directly relates to questions asked in the application

- **Economic Impact**

Examples include but are not limited to:

- Potential to increase the individual's or business' production capacity.
- Potential to produce new revenue for the individual or business
- Meaningful impact for the applicant

▪ **Management Plan**

Examples include but are not limited to:

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

▪ **Effectiveness**

Examples include but are not limited to:

- Artistic merit and excellence
- Quality of the request
- Qualifications of applicant and key personnel

APPLICATION PROCESS & DEADLINES

Applicants are strongly encouraged to attend one of the Public Information Meetings, on **March 11, 2015** or **March 18, 2015**. City of Hartford, Development Services, MECA, 250 Constitution Plaza, Hartford, CT – 4th Floor

Full Applications may be downloaded at <http://grants.hartford.gov/WebFiles/HartfordArts.aspx>. Computer access is available at most branches of the Hartford Public Library. The original application, complete with all support materials, are due in City of Hartford, MECA Office, **no later than 5:00pm on Friday, April 17, 2015** if hand delivered or postmarked by April 17, 2015.

Please Note: All applications may be mailed or hand delivered only. No late applications will be accepted.

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

Attachment A	Detailed Budget	On a separate sheet, provide: <ul style="list-style-type: none"> • Detailed breakdown of the request’s income • Detailed breakdown of the request’s expenses
Attachment B	Resume	Resumes should reflect applicant’s qualifications as they relate to your request
Attachment C	List of Employees (if applicable)	List of current employees, including number of paid hours a week
<p>Submit only one copy of the following documents with your original application - do not submit with copies. 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.</p>		
Attachment D	Employee Income Certification Forms	Must be filed for each current owner(s) for businesses and individual artists
Attachment E	Tax Return	Business owners and individual artists of prior year’s tax return
Attachment F	Authorization to Release Information	Business owners and individual artists
Attachment G	Businesses	Copy of Registration available through CT Secretary of State
Attachment H	Proof of Hartford address	Copies of two documents documenting applicants’ Hartford address – e.g., driver’s license, utility bills (with applicant’s name)

All materials should be:

- Be Filled out completely
- Typed and clearly readable, **no hand written applications** will be accepted.
- Submitted on 8.5” x 11” paper
- 3-hole punched
- No staples, binding, plastic covers, etc.

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

Delivery & Mail Address: (Monday – Friday, 8AM – 5PM):

City of Hartford, Marketing, Events, & Cultural Affairs
Business Development Grant for Artists
250 Constitution Plaza, 4th Floor
Hartford, CT 06103

CONTACT INFORMATION Questions

City of Hartford, Development Services
Marketing, Events, & Cultural Affairs

Kristina Newman-Scott, MECA Director
860-757-9016 or newmk001@hartford.gov

Andres Chaparro, Principle Administrative Analyst
860-757-4895 or achaparro@hartford.gov

The Hartford Arts & Heritage Jobs Grant Program will not discriminate against any person on the basis of race, color, ancestry, national origin, religion, familial status, sex, mental or physical disability, age, lawful source of income, marital status, 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.