



## Enfield Culture & Arts Commission

# Mini Grant Program

The Enfield Culture & Arts Commission Mini Grant Program was created in 2017 to encourage and support local initiatives that promote the arts and culture in Enfield.

Funding is available for individuals and organizations that effectively propose initiatives, productions, projects, and/or events that ECAC determines to be most appropriate and timely.

The Commission's intent is to award grants of up to \$500 on a rolling basis throughout the year.

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## General Information

### Who Can Apply?

Enfield residents, registered non-profit organizations, neighborhood and community groups, and other arts-related entities.

### How to Apply

Step 1: Complete the Grant Application and Budget Plan (attached)

Step 2: Obtain two letters of recommendation/support

Step 3: Mail the completed application packet to ECAC:

% Director, Enfield Public Library, 104 Middle Road, Enfield, CT 06082-4595

This application is available at [www.enfield-ct.gov/740/Enfield-Culture-and-Arts-Commission](http://www.enfield-ct.gov/740/Enfield-Culture-and-Arts-Commission)

*Decisions will be based on recommendations of the Enfield Culture & Arts Commission and the availability of funds. Submitting an application does not guarantee selection.*

### About ECAC

The Enfield Culture & Arts Commission plans, produces, coordinates, and provides assistance to sponsors of activities which promote and develop the artistic, historic, cultural, and heritage resources of and within the community of Enfield.

The Enfield Culture & Arts Commission consists of eleven resident electors, two Town Council member liaisons, and one town staff member liaison. Members of the commission are appointed by the Enfield Town Council and are selected from a broad cross-section of Enfield's residential and business communities so as to constitute a diverse body of members who are interested in promoting the arts and culture in Enfield.



# Grant Selection Criteria

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## To qualify for funding:

- The grant application must be completed in its entirety.
- At least two letters of recommendation/support must be attached.
- The proposed initiative must benefit and/or promote the arts and culture in Enfield.

## Grant money MAY be used for:

- Supplies, materials, and other expenses that are directly involved with your project and are necessary for making it a success.

## Grant money MAY NOT be used for:

- Capital expenses
- Donations or scholarships to individuals, organizations, or other government-sponsored entities
- Commercial (for-profit) ventures
- Religious instruction, religious literature or materials, or worship services

## If approved for funding, you must:

- Establish and maintain accounting procedures to document the expenditure of funds.
- Be available for an interim site visit and final interview at the completion of your initiative. These sessions will be scheduled with ECAC based on the timeline submitted in the application, unless other arrangements have been made.
- Submit a final report at the project's completion, but no later than one calendar year from the date that funds have been dispersed. The final report includes a budget summary.
- Expend awarded funds within one calendar year of the date of dispersal of said funds.
- Abide by ECAC By-Laws (see Addendum).

*Decisions will be based on recommendations of the Enfield Culture & Arts Commission and the availability of funds. Submitting an application does not guarantee selection.*



# Application Timeline

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Grant proposals are reviewed by ECAC on a rolling basis. Proposals received by the last day of the month will usually be reviewed by ECAC on the first Tuesday of the following month.

Notification of funding decisions will generally be made within two months of the proposal's submission. Funds will be dispersed following notification of grant awardees.

Interim site visit date(s) will be agreed upon by ECAC and grant recipients. A final site visit and/or interview will be made upon the project's completion.

Grant recipients have **one calendar year** from the date that funds have been awarded to:

- Implement proposed project(s)
- Spend allocated funds
- Submit the *Final Report and Budget Summary*



# Grant Application

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Name of organization or individual:

Name of proposed project/initiative:

Contact person & title:

Address:

Phone:

Email:

Website (if any):

Date submitted:

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## 1. Tell us about your proposed project.

*Please attach a narrative answering the following:*

- What is the mission of your group and/or your proposal?
- Describe your proposed project. Include details of activities planned, location(s) and duration of activities, and a timeline of your proposed project.
- Describe the audience targeted by your initiative. Include the approximate age range and the number of people expected to participate.
- Please describe collaborations planned with other organizations.

*→ Photos and/or drawings of proposed or previous work are welcome, but are not required.*

## 2. Tell us about your proposed results.

*Please attach a narrative answering the following:*

- How will you evaluate the success of your initiative?
- Do you plan to sustain the proposed program after this year's funding has been expended? If so, how? Sustainability is considered but not required.

## 3. Budget Summary

Total amount requested for this proposal: \$

**Please itemize your budget using the form on the next page.**



# Proposed Budget

Please list requested items using this format. You do not need to request funds in every category.

Budget Item Category	Amount Requested	Funding from other sources	Total for the Initiative
Materials/Supplies			
Fees			
Printing/Copying			
Contractual Services			
Other (provide details)			
<b>TOTAL</b>			

#### 4. Budget Narrative

Please attach a description of, and rationale for, each item requested. Include information about other funding sources, both proposed and already secured.

#### 5. Letters of Support

Please attach at least two letters of support/recommendation indicating the value of the proposed project for the community. These letters can be from any Enfield resident who is knowledgeable about your proposal.



# Proposal Evaluation

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Name of organization or individual:

Name of project/initiative:

Amount requested:

Targeted audience:

Letters of support received:

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Date of review:

Reviewed by:

Overall score:        / 15

Recommendation:

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Reviewer's comments:

<b>Category</b>	<b>3</b> Exceeds ECAC standards	<b>2</b> Meets ECAC standards	<b>1</b> Near ECAC standards	<b>0</b> Below ECAC standards
<b>Completeness</b> of proposal				
<b>Clarity</b> of proposal				
<b>Feasibility</b> of proposal				
<b>Potential impact</b> of proposed project on the community				
<b>Budget</b> Aligned with proposed goals & objectives				
<b>TOTAL</b>				



# Final Report

Please submit the final report and budget summary within **one calendar year** of the date that funds were awarded.

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Name of organization or individual:

Name of project/initiative:

Contact person & title:

Address:

Email:

Phone:

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Date funds were awarded:

Date of interim site visit:

Date of final interview:

Date of final report:

Site visit commissioner(s):

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## Summary

### 1. Tell us about your project.

Please attach a narrative answering the following:

- Describe the impact of your project or initiative on the community.
- Describe the audience served by your initiative. Include the approximate age range and number of people who participated.
- Describe if and how funding helped to reach the goals of your project.
- Describe any and all collaborations you had with other local organizations or individuals relating to your project.



## **2. ECAC program evaluation**

Please give your overall impression of the grant process itself.

## **3. Budget**

*Please attach a budget summary (next page).*





# Final Budget

TOTAL amount of grant funds expended\* \$

TOTAL number of participants served:

Budget Item Category	Amount Granted	Amount Expended*
Materials/Supplies		
Fees		
Printing/Copying		
Contractual Services		
Other (provide details)		
<b>TOTAL*</b>		

Final report and budget submitted by \_\_\_\_\_

*(please print)*

*\*I hereby certify that the information provided is true, complete, and accurate.*

\_\_\_\_\_  
Signature      Date



# Addendum

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## ECAC By-Laws

### **Article I**

#### Mission and Purpose

The mission and purpose of the Enfield Culture & Arts Commission shall be to plan, produce, coordinate, or otherwise provide assistance to sponsors of events or activities and to encourage participation therein, which promote or develop the artistic, historic, cultural and heritage resources of and within the community of Enfield.

### **Article II**

#### Membership

Section 1: The commission shall consist of eleven members. Members must be electors of the Town of Enfield and are appointed by the Town Council for two-year overlapping terms which commence on June 1<sup>st</sup> of the year of their appointment, or the unexpired portion of a vacancy, whichever is less.

Section 2: A Staff Liaison shall be appointed by the Town Manager as an advisory, non-voting member.

Section 3: Two Town Council members shall sit as advisory, non-voting members.

### **Article III**

#### Meetings

Section 1: Regular commission meetings shall be held on the first Tuesday of the month at 6:30PM. At least six meetings (including a business meeting), shall be held annually, subject to the call of the Chairperson.

Section 2: Special meetings may be called, in accordance with applicable laws, by the Chairperson.

Section 3: An annual business meeting shall be held in June. The agenda will include the election of officers.

Section 4: Any member who will be absent from a meeting due to unavoidable commitment will either contact the Chairperson or the Vice-Chairperson, prior to the meeting.

Section 5: For the annual business meeting, any meeting changing the by-laws, or for all other Commission business at duly called meetings, 51% of the appointed members will constitute a quorum.

### **Article IV**

#### By-Laws

Section 1: Members shall not use their vendor status with the Town of Enfield to obtain contracts, profit, or gain through ECAC events or supply needs; this is to include wholesale items.



Section 2: Members may not participate in ECAC-sponsored events involving a contest, juried, or otherwise judged event. Members may participate in these events only if the public has been previously notified that "X" amount of spots have been allocated for special guests and/or commission members. Commission members forfeit opportunities involving judging, prizes, and notoriety.

Section 3: Members may not apply for ECAC funding for a one-year moratorium following the end of his/her term.

Section 4: These by-laws may be amended at any regular meeting of the commission by a two-thirds vote of the members present, provided that proper written meeting notice and proposed changes have been given.

#### **Article V** Officers

Section 1: The Officers shall consist of the Chairperson, Vice-Chairperson, Secretary, and Treasurer, and shall be elected at the annual business meeting in June.

Section 2: The Officers shall serve for one year, beginning July 1<sup>st</sup>, may succeed themselves, and/or may serve until their successors are elected.

Section 3: The Chairperson will establish meeting agendas, organize and be an *ex-officio* member of all standing or special committees, and preside at all commission meetings.

Section 4: The Vice-Chairperson shall act as Chairperson in the absence of the Chairperson. Other duties may be assigned by the Chairperson.

Section 5: The Secretary shall take the minutes, present them, establish and maintain the membership list, and other commission records as may be required.

Section 6: The Treasurer shall request financial reports from the Staff Liaison and/or Town Manager, submit all requests for purchases (RFP) to the Staff Liaison, as well as maintain budgets for ECAC-sponsored events, grant funding, and other expenditures as may be required.

Section 7: Staff Liaison shall issue purchase orders, accept financial reports, submit funding/budget proposal to the Town of Enfield annually and provide direction for commission members.

#### **Article VI** Robert's Rules

Absent other rules, Robert's Rules (as revised), shall be used as procedural guidelines for the Commission. The Chairperson shall be the final arbiter of differing interpretations of Robert's Rules.

**Revised 6/6/17**