

**REQUEST FOR PROPOSAL (RFP)**

**Community Foundation of Greater New Britain**

**CATALYST FUND**

July 15, 2020

**The Community Foundation of Greater New Britain is accepting grant applications with requests of up to $3,000 each to be awarded to small to mid-sized arts organizations with incomes of $500,000 or less. Awards will be made in September 2020; the total amount to be allocated by the Catalyst Fund in 2020 is $12,500.**

The Catalyst Fundisa giving circle of donors interested in helping to improve the quality of life in Berlin, New Britain, Plainville and Southington. Each year, members select an area of focus and award a grant in the chosen focus area. For 2020, the topic is **Supporting Arts Organizations Affected by COVID-19.** A grant from the Catalyst Fund does not prevent an organization from applying for or receiving funding through other CFGNB initiatives or through the Community Response Grant process.

The impact of the Covid 19 pandemic on arts and cultural organizations has been devastating. Statewide, millions of dollars have been lost in revenue from events, programs and fundraising, leaving many small to mid-sized arts organizations struggling to survive. The Catalyst grant will focus on helping organizations to adapt their business model and practices in order to continue successful operations in the current climate.

Catalyst will entertain proposals of up to $3,000 per organization; funds to hire outside consultation to develop and implement successful and enhanced strategies is permitted. Applications that achieve one or more of the following are encouraged:

1. Pivoting Your Services or Program to a Virtual or Hybrid Model: Funds can be used to develop and/or fund the creation of online or reimagined programming to continue operations and implement a “new normal” mode of conducting business within your physical and/or virtual venue.
2. Marketing Assistance: for activities, materials, social media, newsletters, website that help increase visibility and maintain connection with donors, patrons, audiences and others.
3. Fundraising: to develop and implement creative and effective strategies to maintain income without live events, visits, ticket sales, and other fundraising.
4. Collaborations: We will support collaborations between local arts organizations and other community providers that provide programming on location or online to residents of our four towns.
5. Planning Grants: Fund can be requested to support strategic planning, business planning, or program planning to help strengthen your organization’s ability to navigate this difficult time.
6. Other: Perhaps you have another idea not listed that will help your organization function successfully in the current Covid environment and beyond.

Grants for operating support are not a priority but will be considered for organizations that can demonstrate development and implementation of efforts to adapt to a new way of operating as a result of the pandemic and that could benefit from general funding to help with staffing, overhead and other expenses.

**Eligibility:**

* Applicants must be small to mid-sized arts and cultural organizations providing a significant portion of their services in Berlin, New Britain, Plainville and/or Southington with income of no more than $500,000.

**Application Process**

To be considered for funding, we ask that you submit a two to three page proposal for no more than $3,000. **Proposals must be received via email by the deadline of Monday, August 24, 2020.**

Following a review of all applications received, your organization *may* be asked to prepare a 5-10 minutes video presentation for our Catalyst Fund meeting on September 22nd. The specific parameters of the video presentation will be shared at a later date.

For more information about the Catalyst Fund, additional copies of these materials or questions about this grant opportunity please contact me at the Foundation office (jwruck@cfgnb.org or 860.229.6018 x307).

Sincerely,

Joeline Wruck

Director of Community Initiatives & Program Services

**CATALYST FUND**

**Grant Application Guidelines**

Please prepare a two-three page proposal that includes the following:

1. Name and address of organization, including telephone, fax, email, name and title of Executive Director and the name and title of the contact person for this application.
2. A brief description (1-2 paragraphs) of the organization’s mission, primary programs and services and the results that you have you achieved for in the past three years.
3. The specific purpose for which funds will be used (1-2 sentences) including the total cost of the project and the amount you are requesting. Please include a line item income and expense budget, in-kind and cash support.
4. Specific results you are committed to achieving for your organization with this funding. How will the project or program help your organization to move forward and pivot in this Covid climate and beyond? Please be specific about the level of change that will constitute success.
5. A description of what will constitute success and how you will evaluate/verify your success.
6. Indicate if the project will continue at the end of the grant period. If so, how will it be sustained?
7. Indicate if the organization has applied for other sources of funding for this project. If so, how much was requested and what is the status of the application(s)?

Attachments

Include the following additional information for your organization or the organization that will serve as your fiscal agent with your application.

* Project budget (income and expenses, including names of other funding sources)
* If you are working with a consultant, please submit a copy of the Scope of Work for the project
* Current annual operating budget for the organization (income and expenses)
* Most recent audited financial statements, management letter, and notes
* IRS 501(c)(3) ruling letter
* Signed Certificate of Non-Discrimination (attached)

Community Foundation of Greater New Britain

CERTIFICATE OF NON-DISCRIMINATION\*

**The governing board of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

maintains the following policy of non-discrimination:

1. No person is excluded from agency programs or benefits because of race, color, religion, gender, national origin, ancestry, age, medical condition, disability, veteran status, marital status, sexual orientation or any other characteristic protected by law.
2. There is no discrimination on the basis of race, color, religion, gender, national origin, ancestry, age, medical condition, disability, veteran status, marital status, sexual orientation or any other characteristic protected by law with regard to hiring, assignment, promotion or other conditions of staff employment.
3. There is no discrimination on the basis of race, color, religion, gender, national origin, ancestry, age, medical condition, disability, veteran status, marital status, sexual orientation or any other characteristic protected by law on the agency’s governing body.

I certify that the practices of this organization conform to the policy of non-discrimination stated above.

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Typed or printed name of President or Board Chairperson Date

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Signature of President or Authorized Official

\*The Community Foundation of Greater New Britain will not knowingly support organizations, projects and programs that discriminate in their employment practices or delivery of programs or services on the basis of race, color, religion, gender, national origin, ancestry, age, medical condition, disability, veteran status, marital status, sexual orientation or any other characteristic protected by law. We therefore require that all grant applicants submit a signed Certificate of Non-Discrimination confirming compliance with all applicable local, state and federal anti-discrimination laws.