



## MCA MATCHING FUNDS ARTS & CULTURE GRANT APPLICATION: Project Support Grant (PSG)

**PROJECT SUPPORT GRANT (PSG):** funding support up to \$7,999 toward a specific art project presentation by either an organization, business, or an individual. Limited to one (1) award per 12 month period. **Application deadlines: September 15 (Projects start date on/after Dec. 1) or January 15 (Projects start date on/after April 1)** Please download this fillable PDF document to your computer and save the data you enter. Refer to the MCA General Guidelines while completing the application.  
 Questions? Call the Arts Office at 860-638-4510 or email [arts@middletownct.gov](mailto:arts@middletownct.gov)

### APPLICANT INFORMATION:

FIRST TIME APPLICANT WITH MCA?  YES  NO (If no, please supply last five awarded amounts.)

Award Date:  Amount Awarded: \$

Award Date:  Amount Awarded: \$

Award Date:  Amount Awarded: \$

Award Date:  Amount Awarded: \$

Award Date:  Amount Awarded: \$

Org's Current Fiscal Yr.

Applicant Is:  INDIVIDUAL  ARTS GROUP  NON PROFIT ORGANIZATION  BUSINESS  OTHER

Applicant Name:

Representative Name & Title:

Mailing Address: City/State/Zip:

Applicant Phone:

Applicant Email(s):

### REQUESTED AMOUNT:

1:1 Grant Request: \$

Total Project Budget: \$

### QUESTION #1. MATCHING FUNDS STATEMENT OF INTENT:

*Please state firm and/or tentative commitment(s) with source(s) of matching funds for the amount requested above. Sources should be listed on all financial statements supplied with this application.*



**QUESTION #2. NARRATIVE AND MISSION STATEMENT:**

Provide a detailed overview of the organization/business. Describe the quality of the artistic programming including its viability and success. Provide this as an attached document on organization's letterhead!

**QUESTION #3. PROJECT & ARTIST NARRATIVE:**

Describe the LEAD ARTIST AND PROJECT'S focus of artistic and cultural nature. What is the vision for this project? How would MCA grant funds be used for the project? How would an MCA grant increase the impact of the project? Please be specific!

Title of Project: <input style="width: 90%;" type="text"/>	<input type="checkbox"/> Firm or <input type="checkbox"/> Tentative
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Dates of Project: <input style="width: 90%;" type="text"/>	<input type="checkbox"/> Firm or <input type="checkbox"/> Tentative
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Location of Project: <input style="width: 90%;" type="text"/>	<input type="checkbox"/> Firm or <input type="checkbox"/> Tentative
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Participant Involvement: <i>(List titles of participants involved in the project: artistic staff, cast members &amp; volunteers)</i>	Total # <input style="width: 80%;" type="text"/>
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Audience Expectations:	Estimate Per Presentation # <input style="width: 80%;" type="text"/>	Estimate Total Audience # <input style="width: 80%;" type="text"/>
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Audience Demographic Expectations: <i>(Demographics of your intended audience)</i>	<input style="width: 95%;" type="text"/>
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Selling Tickets? <input type="checkbox"/> NO <input type="checkbox"/> YES, Ticket Price: \$ <input style="width: 80%;" type="text"/>	Selling Program Ads? <input type="checkbox"/> NO
<input type="checkbox"/> Free Event?	<input type="checkbox"/> YES, Program Ad Price: \$ <input style="width: 80%;" type="text"/>

Will the project take place without MCA funding?	<input type="checkbox"/> YES OR <input type="checkbox"/> NO If no, briefly explain: <input style="width: 95%;" type="text"/>
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**QUESTION #4. PUBLICITY STRATEGY:**

*List all planned methods, marketing tools, website and social media addresses that will be used for advertising your organization and its programming and/or project. Please note: Grant recipients must credit the City of Middletown and the MCA with its official logo on all press releases, posters, print advertising and programs. Grant recipients must also credit the City of Middletown and the MCA on all verbal announcements and broadcasting, according to the grant agreement.*

[Empty response area for Question #4]

**QUESTION #5. COMMUNITY IMPACT:**

*Explain how your project will have an impact, provide a unique service, and fulfill an unmet need in the Middletown community.*

[Empty response area for Question #5]



# MCA GRANT PROGRAM APPLICATION: Project Budget Form

Please enter all financial information that pertains to the specific project. *In-kind services are not acceptable for matching funds.*

**APPLICANT/ORGANIZATION NAME:**

**INCOME SOURCE FOR PROJECT:**

Please provide a complete account of the anticipated amounts and sources of funds budgeted for the project. Examples: Grants, donations, ticket sales, concessions, fundraisers, and misc.

	MCA Grant Request Amount→	\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
<b>Total Income for Project</b>		\$ <span style="border: 2px solid black; padding: 2px 20px;"></span>

**EXPENSE PROJECTIONS FOR PROJECT:**

Please provide a complete account of the anticipated amounts to expend on the project and how you intend to use the MCA funds. Examples: Admin Salaries, Artist fees, technical staff, rental, marketing/PR, printing, equipment, travel, and misc.

	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
<b>Total Expense for Project</b>		\$ <span style="border: 2px solid black; padding: 2px 20px;"></span>

**IN-KIND CONTRIBUTIONS FOR PROJECT:**

Please provide a list of in-kind services for your project. Examples: Professional services, printing, advertising, space & equipment rental, technical, volunteered labor, and misc. *Please note: In-kind services are not acceptable for matching funds.*

	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
<b>Total In-Kind Projections</b>		\$ <span style="border: 2px solid black; padding: 2px 20px;"></span>



**Applicant Name & Title:**

**Applicant Signature:**

**Date:**

**PLEASE KEEP A COPY FOR YOUR RECORDS.**

**SUBMIT:**

Applications must be received by the MCA Office Staff by 4 p.m. on the day of the deadline.  
Staff will confirm receipt of application by email.

**Applications submitted after the deadline will not be considered.**

Postal mailed or hand delivered to:

ATTN: City of Middletown Arts & Culture Office/MCA  
Room B-11, Municipal Bldg., 245 DeKoven Drive  
Middletown, CT 06457

Electronically mailed to:

ATTN: City of Middletown Arts & Culture Office/MCA  
[arts@middletownct.gov](mailto:arts@middletownct.gov)

Office use: