



## Heritage Advancement Program Statewide Application Guidelines

The **Heritage Advancement** matching grant program is designed to help Connecticut's heritage institutions address professional staffing needs identified as high priorities through a formal strategic planning process. Priority is given to institutions wishing to create a first-time staff position or to upgrade an existing position. Applications to sustain positions in danger of elimination are also considered.

Awards are potentially renewable for up to four years for institutions demonstrating the ability to sustain the position under the terms of the grant. First year awards are made up to 75% of the position's salary (\$25,000 maximum), second year awards of 75% of first year funding (\$18,750 maximum), third year awards of 50% of first year funding (\$12,500 maximum) and fourth year awards of 25% of first year funding (\$6,250 maximum). Grantees are required each year to show evidence that they have secured or allocated the additional resources necessary to sustain the position at original funding levels. Our intent here is to create permanent, not temporary positions. Grantees must demonstrate how they will integrate this position into the general operating budget of the organization.

**Application Deadline:** April 1, 2007.

### **Eligibility Criteria - applicants must:**

- Be incorporated as a private non-profit in the State of Connecticut.
- Document the strategic planning process that identified this staffing need as a high priority and brought the institution to the decision to seek this support.
- Include a board resolution authorizing the application and acknowledging the program's long-range funding expectations.
- Demonstrate the regular provision of heritage programming to the community.
- Provide evidence of the benefit of the position to the organization and its community.
- Offer clear descriptions of the position, search process and work plan.
- Demonstrate financial and managerial commitment to maintain the position beyond the funding period.

### **This program is not for organizations that:**

- Operate in one of the 34 communities served by the Greater Hartford Arts Council (see map under grants at [www.connectthedots.org](http://www.connectthedots.org)). Organizations in these communities may apply for funding under a similar CHC/GHAC Heritage Advancement granting program. For deadlines for this program contact Lauren Clark at 860-525-8629.
- Currently receive funding from the Organizational Support Program of the Connecticut Commission on Culture and Tourism's Arts Division.
- Currently receive General Operating Support from the Greater Hartford Arts Council.

## Preparing your proposal:

1. Please complete a Heritage Advancement Application Cover Sheet. Be sure to include original signatures for the Project Contact and Fiscal Agent.
2. Please attach a proposal narrative answering the following questions in order:
  - a. Describe the nature of your organization, making clear its non-profit status.
  - b. Describe how your organization regularly delivers heritage programming to the community.
  - c. Document the strategic planning process that identified this staffing need as a high priority and caused your organization to seek Heritage Advancement support.
  - d. Describe how your organization and the community will benefit from this position.
  - e. Include a detailed description of the position, its qualifications, and responsibilities.
  - f. Describe the process your organization will undertake in order to fill this position.
  - g. Describe how your organization is committed to maintaining this position beyond the funding period.
3. Attach a board resolution authorizing the Heritage Advancement application and acknowledging the program's long-range funding expectations.
4. Attach an organizational chart indicating reporting/supervisory relationships of this position (if applicable).
5. Attach your organization's annual operating budget and audit if available.
6. Send **one original and twenty copies** of the above to the Connecticut Humanities Council, 955 South Main Street Suite E, Middletown CT 06457, 860-685-2260. Proposals must be received by April 1, 2007 to be eligible for consideration.

## Questions – please contact:

Laurie Rayner, Director of Heritage Programs, Connecticut Humanities Council at 860-685-3423; [laurie@ctculture.org](mailto:laurie@ctculture.org).

Applications and guidelines are available online at <http://www.ctheritage.org/chc/hap.htm>