

New Britain Arts and Cultural Organizations

FY 2026 State-Funded Grant Program Application

Eligibility, Requirements, Evaluation and General Information:

Applicants must be a New Britain based 501(c)(3) non-profit organization with their primary focus (mission) being arts and/or culture.

1. Funds may be used for operational, programmatic, or marketing support.
2. Organizations may request up to \$3,000, however, no organization will receive more than 20% of the amount of their total actual revenues from their last completed fiscal year. The amount of the grants will depend on available funds and the number of qualified grantees.
3. A final report detailing the use of the funds must be received no later than May 25, 2026.
4. All applicants who receive State funds through the City of New Britain are asked to directly communicate with our Connecticut State Legislators with details of what the State support has made possible, to thank them for their assistance, and to request their continued support.
5. All applications will be evaluated by a standardized scoring system which will allot 30% for the overall quality of the organization's efforts, 20% for answers to questions regarding budget, collaboration, involvement in New Britain, outreach to underserved groups, offering of free events or activities, quality of promotion and marketing, previous effective use of grant funds including those from the New Britain Arts State Funded Grant Program, and a point for following the requested format. Finally, 10% will be awarded for the importance of these grant funds for the ability of the organization to function and a final 10 points for the significance of the organization's efforts to the vitality of New Britain.
6. **The deadline for submitting a completed application for 2026 is Monday, May 25th by 8:00pm.** The report for any previously received grant is due the same date and can be sent with the new proposal.

Application Procedure:

Please send an email to mayorsoffice@newbritainct.gov with the 5 documents requested below attached (and a grant report if necessary). Only MS Word, Excel, JPEG or PDF formats will be accepted. The documents must not be aggregated into one document and each document must have the file name as requested. "Organization Abbreviation" in the file name should be your organization's typical abbreviation of its name (Examples: NBMAA-1-Basic Info, Virtuosi-3-Mission, NBYT-6-Narrative).

Document 1 Please name this file: "Organization Abbreviation-1-Basic Info"

Please cut and paste the bolded text below into your document and provide the requested information un-bolded to the right of each bolded item.

- **Name of organization:**
- **Physical address of organization:**
- **Contact person for the grant:**
- **Phone number of contact person:**
- **Email address of contact person:**
- **Requested amount:** (Please reference #3 above)

Document 2 Please name this file: "Organization Abbreviation-2-Mission"

At the top of this document please post your organization's name with your mission statement immediately below. Below your mission statement please provide a brief narrative about the history and current activities of your organization. Live links to online resources about your group (as a minimum your organization's Website) will both shorten the narrative and be very helpful in getting a good idea of what your organization has done and is doing. Please keep in mind that reviewers of your application may not be familiar with your work.

Document 3 Please name this file: "Organization Abbreviation-3-Board"

Below the name of your organization, please provide a list of current board members with contact information.

Document 4 Please name this file: "Organization Abbreviation-4-Budgets"

Below the name of your organization in parallel columns, please provide the actual revenues and expenses from your last completed fiscal year in column 1 and the board approved operating budget for your current fiscal year in column 2.

Document 5 Please name this file: "Organization Abbreviation-5-Narrative"

Please cut and paste the bolded headings below into your document and provide the requested information either to the right or below the heading in un-bolded text.

Organization:

Amount Requested:

- 1. Provide a brief *description* of how your organization will use these funds.**
- 2. Name all New Britain Arts organizations with whom you collaborate, if any, and how you are involved with them.**
- 3. What percentage of your events/programs are in New Britain?**
- 4. Please describe your outreach, if any, to underserved groups.**
- 5. Please describe any free performances or activities your organization provides.**
- 6. Please provide a brief summary of your organization's marketing and promotion.**
- 7. What is a successful outcome for this grant program? How will you measure your outcome?**
- 8. Briefly reference some other grants your organization has received, if any, and how the funds were spent and what was the outcome.**