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Agency Description and Functions

Sec. 10-369-1. Description of organization

The Connecticut Commission on the Arts is created by Sec. 10-369, General Statutes and conducts its work through a public agency which is organized in this way: a board consisting of twenty-five members of the Commission, a division of funding support and technical support, and administrative services. It is the duty of the Commission board to conduct the state's business in the overall management and operation of the agency, to exercise general control and supervision of the agency's programs and services, to administer investments, to authorize distribution of state, federal and any other funds given it in accordance with established guidelines, and to encourage within the state or in association with other states, or both, participation in, promotion, development, acceptance and appreciation of artistic and cultural activities.

Funding support is responsible for research, field work, casework and technical assistance related to all arts programming, and for preparation of applications for funding and grants statewide, for presentation to management and approval by the members of the Commission.

Technical support is responsible for collecting, organizing and disseminating information on the arts; it supervises preparation and processes publications, serves as a public center for information exchange, and performs information services related to the internal functioning of the agency.

Administrative services is responsible for internal systems and procedures, personnel and payroll, fiscal and budget, accounting and purchasing, supervision of clerical, support and other staff, and management of the agency generally.

(Effective July 29, 1983)

Sec. 10-369-2. Executive director

The Executive Director, appointed by the governor, has the general responsibility as administrative agent of that board, for the operations of the agency. The Executive Director appoints assistants to perform assigned duties in his/her absence, and otherwise delegates agency functions to staff, consultants, field offices and all personnel.

(Effective July 29, 1983)

Sec. 10-369-3. Official address

All communications should be addressed to the Executive Director, Connecticut Commission on the Arts, 340 Capitol Avenue, Hartford, Connecticut 06106.

(Effective November 21, 1978)

Sec. 10-369-4. Maintenance of records, public inspection

The records of the Connecticut Commission on the Arts are maintained in its Hartford office at 340 Capitol Avenue, and are available for inspection during business hours upon written request. Published regulations, policy statements, administrative rulings, decisions, orders, interpretations, findings, and guidelines are available at the office of the Executive Director.

(Effective November 21, 1978)

Sec. 10-369-5. Petition for requesting the promulgation, amendment or repeal of regulations

All petitions relating to regulations must be addressed to the Connecticut Commission on the Arts and transmitted through the office of the Executive Director.

Petitions shall be in writing, signed by the petitioner, specify the desired text of the regulation or amendment or repeal, and state the reasons for urging the action. The Commission will notify the petitioner and interested persons affected by the proposal of the times for consideration, hearings, referral to other agencies where required and give notice of its resolution.

(Effective November 21, 1978)

Sec. 10-369-6. Petitions relating to other matters

Petitions relating to the arts and requests for appearance before the Commission on the Arts, succinctly stated in writing and signed, must be presented to the Executive Director not less than 10 business days prior to the Commission's regularly scheduled meeting for inclusion in the agenda for a special, or next regular, board meeting. Board action will be taken at the appropriate time, and petitioners so notified, except where the General Statutes specify other procedures to be followed.

(Effective November 21, 1978)

Sec. 10-369-7. Hearing procedure

Hearings will be conducted in accordance with the requirements of Secs. 4-177 through 4-183, as amended. Conferences, interviews, formal hearings prescribed by statutes, or held as part of the administrative processes of the Connecticut Commission on the Arts will be conducted on an informal basis, using rules and standards reasonably adapted to the purposes for which such meetings are held.

(Effective November 21, 1978)

Sec. 10-369-8. Granting procedure

Applications for financial assistance from artists, arts organizations, and other groups and agencies within or without the state providing arts services for the benefit of Connecticut residents, are reviewed by staff and/or peer panels and referred to the Commission for action. The Commission, with reference to established criteria, makes determination that certain grants be awarded on behalf of the agency. All criteria for funding is published annually, widely disseminated throughout the state, and incorporated as part of the information packet that is given to all applicants. Specific details concerning applicant eligibility are available to the public at all times.

(Effective July 29, 1983)

Sec. 10-369-9. Standard form of award

Following is the standard form of award for entering into agreements to provide grants, loans or advances to individuals, organizations, or institutions, public or private, who are engaged in or plan to engage in artistic and cultural programs or activities within the state, or in association with other states; or who are engaged in and plan to engage in the promotion, development or encouragement of artistic and cultural programs or activities within the state, or in association with other states, or both.

- original
- modification

LETTER OF AWARD

CCA-1 3/83 **CONNECTICUT COMMISSION ON THE ARTS**
340 CAPITOL AVENUE
HARTFORD, CT 06106

AWARDEE _____	AMOUNT \$ _____
ADDRESS _____	DATE ISSUED _____
PROJECT DIRECTOR _____	AWARD # _____
TELEPHONE NUMBER _____	APPL. # _____
	FUNDING PERIOD _____

PROJECT DESCRIPTION:

Matching Funds Required	Statutory Authority	Commission on the Arts
\$ _____ Cash	Public Act #78-187	Funding Code
	Section 10-310	

ACCEPTANCE OF AWARD, TERMS & CONDITIONS	AWARDEE (Corporate/Legal Name of Applicant)	
	SIGNATURE (Authorized Official)	DATE (Of Signature)
	NAME (Typed Name of Authorized Official)	TITLE

CERTIFICATION
 Please affix corporate seal

I certify that the above-named official who signed this Award on behalf of the Awardee holds the position indicated and that said Award is within the scope of the corporate powers of the Awardee. I further certify that the above-named authorized official has been empowered to sign legal documents on behalf of the above-named Awardee and the Connecticut Commission on the Arts. Furthermore, that a resolution to this effect was passed at a meeting of the corporation held as indicated.

RESOLUTION PASSED (Date)	AT (Address)
SEC. OF THE CORPORATION (Typed Name)	SIGNATURE (Secretary)

CONN. COMMISSION ON THE ARTS	TITLE	DATE	RECOMMENDED (Signature)
	EXECUTIVE DIRECTOR		
	TITLE	DATE	ACCEPTED & APPROVED (Signature)
	CHAIRMAN		

PLEASE BE CERTAIN TO READ CAREFULLY THE TERMS OF THE AWARD

THE FOLLOWING TERMS, AS REQUIRED BY THE STATE OF CONNECTICUT AND THE NATIONAL ENDOWMENT FOR THE ARTS, GOVERN THE USE OF THIS AWARD:

1. The Awardee agrees and warrants that in the performance of this award the Awardee shall not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, sex, mental retardation or physical disability, including but not limited to blindness, unless it is shown by such Awardee that such disability prevents performance of the work involved in any manner prohibited by the laws of the United States or of the State of Connecticut, and further agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission concerning the employment practices and procedures of the Awardee as relate to the provision of Sec. 4-114a of the Connecticut General Statutes, as amended.
2. This award is subject to the provisions of Executive Orders number 3 and 17 of Governor Thomas J. Meskill, promulgated on June 16, 1971 and February 15, 1973, respectively. As such, this Award may be cancelled, terminated, or suspended by the Awarding agency or the State Labor Commissioner for violation of or noncompliance with said Executive Orders, or any state or federal law concerning nondiscrimination, notwithstanding that the Labor Commissioner is not a party to this Award. The parties to this Award, as part of the consideration hereof, agree that Executive Orders number 3 and 17 are incorporated herein by reference and made a part hereof. The parties agree to abide by said Executive Orders and agree that the Awarding agency and the State Labor Commissioner shall have joint and several continuing jurisdiction in respect to performance of the Award in regard to the requirements of the above referenced Executive Orders, which are available upon request.
3. Awardee agrees not to use award funds allotted by the Commission for construction or renovation of buildings.
4. The State of Connecticut assumes no liability for payment under the terms of this award agreement until (1) the awardee is notified that said award agreement has been approved by the Commission on the Arts and signed by the Chairman, and (2) the Commission on the Arts has received its appropriation for the fiscal year relevant to the award.
5. Award funds will be expended for the project as described above according to the application budget and within the period of the agreement unless a request in writing for a change is made and approved by the Commission. Unexpended funds will be returned to the Commission.
6. The grantee shall, at its own expense, provide for an audit acceptable to the grantor, in accordance with the provisions of Section 7-396a of the Connecticut General Statutes. This requirement is defined as follows: All grantees shall submit a final report, within sixty (60) days of the completion of the project, on forms that will be furnished by the Commission. In addition, a grantee receiving a grant of \$10,000.00 or more, shall at its own expense cause to be prepared and delivered to the Commission an audit performed by an independent public accountant; such audit shall be performed in accordance with generally accepted accounting principles and shall identify any expenditures made by the grantee that are not in compliance with the terms of the contract. All grantees agree that fiscal records pertaining to the project shall be maintained in accordance with the budget approved by the Commission for a period of not less than three years. Such records will be made available to state and/or federal auditors upon request.
7. In any news release or printed material describing or promoting the grant project, appropriate credit will be given to the Arts Commission. The phrase "with the support of the Connecticut Commission on the Arts" is considered adequate. Whenever possible, projects should be documented and photographed and the Commission should be advised of the availability of this material or copies thereof.
8. All compensation to professional performers and related or supporting professional personnel shall be not less than the normal minimum compensation for persons employed in similar activities. No project will be conducted under conditions which are unsanitary, or hazardous, or dangerous to the health and safety of the employees engaged in the activity.
(Effective July 29, 1983)

Sec. 10-369-10.

Repealed, July 29, 1983.