



CFMC Grant Application

COMPLETE THIS APPLICATION FOR FUNDING REQUESTS FOR THE Community Foundation of Middlesex County Competitive Cycle.

Instructions: Complete the application on the website. You may "Save and Continue Later" - the site will email you a link which is active for 30 days. Review instructions document for full details before completing. Complete all questions.

Section V requires certain documents to be uploaded to the form - see the Application Instructions Document for a list of the required items. All items must be uploaded as PDF Files. The CFMC Budget Summary form is available on the website in Word. This document must be submitted as PDF file as well.

I. Application Information

Legal Name of Organization

Katharine Hepburn Cultural Arts Center

Division or Department Name (if applicable)

Other Tax Exempt Entity?

Are you a 501(c)3 Organization

Yes

EIN #

51-0646562

If your organization is not a 501(c) 3 tax exempt entity or division/department of a 170(c)1 government agency or religious organization, please contact Thayer Talbott, 860.347.0025, for further information before completing the application.

Total Cost associated with request \$

144,200

Dollar Amount Requested \$

4000

Summary Statement

The Kate is requesting a grant to support the expansion of our summer arts camp programs, Kate's Camp for Kids and Summer Spotlight, in order to serve more children and youth. These fun and educational programs will now be able to serve 350 campers (94 additional campers from previous years) over several weeks of programming from June through August.

II. Funding Request Information

1. Proposal / Purpose

As a thriving community cultural center, the Katharine Hepburn Cultural Arts Center (the Kate) is committed to providing more opportunities for youth to engage in the performing arts and is requesting support for our expanded Kate's Camp for Kids and Summer Spotlight programs. These State-licensed summer arts education programs for children and youth ages 5 to 13 have continued to grow and thrive with Kate's Camp now in its 12th year and Summer Spotlight in its 3rd year. The addition of a second site will allow the camps to run concurrently, expanding the total number of camper slots by 94 from 256 to 350, plus there will be 12 Counselor-in-Training positions available for youth ages 14 and 15.

About Each Program

Kate's Camp for Kids is entering its 12th year of nurturing children's creative potential through the arts. It has grown exponentially over the years and is a flagship education program at the Kate. It was due to the camp's success and very good retention rate that the Kate developed the Summer Spotlight program for youth ages 11 to 13.

Kate's Camp presents a high quality arts experience with creative activities that help children to explore their potential, as well as their imaginations. Professional teaching artists from throughout the region work with camp staff to offer many different talents and perspectives. Camp sessions are filled with music, dance, art, and theater and each culminates in a performance for family and friends. A diverse range of activities is offered on a rotating basis to ensure a fresh experience for even the most frequent camper. In 2024, the program calendar will grow from 6 to 7 weekly sessions that meet daily from 9 am to 3 pm. In 2022 we added before and after care for this program to support working families so that the camp day could be extended from 8 am to 5 pm if needed.

Summer Spotlight provides a more intensive session that offers tweens and teens the opportunity to create a unique one act musical, exploring all aspects of a theatrical production. With professional teaching artists, students write the story and dialogue, compose songs and lyrics, create sets, costumes and props, and learn how to produce their show on stage at the Kate. This includes technical elements of sound and light design using the Kate's state-of-the-art equipment. There are opportunities for students to incorporate individual artistic interests into their show, such as dance, photography, videography, visual arts and technology. This program calendar will grow from 2 to 3 weekly sessions that meet daily from 9 am to 3 pm.

The Kate is also committed to continuing our **Counselor-in-Training** (CIT) program that has been a part of the camp for the past several years. CITs are mentored by Camp staff and participate in all of the camp activities, guiding and assisting campers. In the past, several CITs have successfully transitioned to paid counselor positions once they turn 16.

The Plan for Expansion

The Kate's summer arts programs help to fill out-of-school time with positive activities that bolster confidence and self-esteem, as well as develop creative potential. When the summer 2023 programs opened for registration last March, the Kate was overwhelmed with the high level of interest from families. Six weeks of Kate's Camp for Kids were filled within four hours, leaving more than 50 children on a wait list. The growing Summer Spotlight program quickly followed, filling the two weeks offered last summer.

In an effort to accommodate more families, the Kate instituted a short-term solution to suspend daytime public programs for two of the camp weeks, thereby allowing the theater to be used as a fourth camp classroom. Acknowledging that suspending daytime programs such as the Metropolitan Opera or Hollywood Gems film series to make room for more campers was not a viable long-term solution, leadership explored options for other sites in order to expand camp. With the Old Saybrook Middle School in such close proximity to the Kate – just a 5 minute walk down a contiguous sidewalk – it was a perfect location. Thus, this year, the Summer Spotlight program will take place at the Old Saybrook Middle School and Kate's Camp for Kids will continue at the Kate.

Adding another camp location requires the Kate to pay a rental fee and to license the Middle School location as a second site to meet the criteria set forth by the State of Connecticut Youth Camp Licensing Office. This also means adding more staff as there must be a camp director, assistant director, and first aid associate at each of the two locations at all times. The Kate feels well-

equipped to manage the operation of two sites given the extensive experience of current camp senior staff and has begun recruiting for the new positions.

Goals and Objectives

The goal of both Kate's Camp and Summer Spotlight is to fully engage children and youth of all backgrounds as art-makers through a quality summer enrichment program. Participants also attend a performance at the Kate as they learn to be good audience members and develop an appreciation for the arts. To meet this goal, we will work toward the following objectives:

- Teach music, dance, visual arts, and other art forms via a curriculum that involves campers in writing lyrics and scripts, and culminates in a performance at the end of each camp session.
- Create an inclusive environment by incorporating culturally responsive activities and multicultural themes in the curriculum and hire bilingual staff
- Continue to make Kate's Camp and Summer Spotlight affordable and offer needs-based scholarships
- Provide program marketing materials in English and Spanish (other translations may also be necessary) to reach underserved student populations
- Coordinate free snacks and lunches for participants from low-income households as needed
- Continue to offer before and aftercare, which extend the day from 8 am to 5 pm for working parents/guardians

2. Sustainability and Assessing Impact

Moving forward, the Kate hopes to continue operating a second site to continue offering as many camper slots as possible. Whether this is a rented site, such as Old Saybrook Middle School, or another facility owned and operated by the Kate remains to be seen as the Board of Trustees is currently exploring all options under a new Vision Committee. Regardless, Kate's Camp for Kids and Summer Spotlight will continue to be priority programs at the Kate and resources will be sought to continue to successfully offer these programs with the increased capacity.

As we have done in the past, the Kate will collect information and data on these two programs to evaluate their success.

Outcomes will be measured in the following ways:

1. Percentage of positive rating by participants and parents derived from a post-camp survey (benchmark is 75% are highly satisfied)
2. Increase in skill level from beginning to end of each session (i.e., memorizing lines and choreography for performance) as evaluated by camp staff and parent surveys (benchmark is 80% of participant successfully perform in finale)
3. Retention rate of campers from year-to-year and program-to-program (benchmark is 50% participants return)

Overall, we hope that children and youth will have fun; learn basic music, dance, and visual art skills; improve concentration; use the camp as an opportunity for self-expression; and develop an appreciation for the arts. In the past few years, we have been fortunate to be a trusted place where children share their thoughts, aspirations, and sometimes fears through story and song. From learning English as a second language, overcoming shyness due to a stutter, or facing body-image insecurities, our campers have confided in the excellent camp staff that we've attracted.

III. Grant Program / Project Information

Organization Area of Impact (choose ONE)

Community Enrichment (Arts/Culture/History)

Grant Type (choose ONE)

Program Development/Implementation

Target Demographics (Select all that apply):

- Youth (ages 13-17)
- Children (ages 6-12)

Geographic Area(s) Served By This Application:

- Chester
- Clinton
- Deep River
- East Haddam
- Essex
- Old Saybrook
- Westbrook

Total Number of People in Middlesex County Personally Impacted

362

IV. Organization Information

Board of Directors / Trustees Information

Percent (%) of Directors/Trustees who contribute annually to Operations

100%

Total Number of Directors/Trustees:

20

Average number attending in person:

18

Total Number of Board meetings held last year:

7

Year of Return:

2022

Date most recent IRS Form 990 was filed:

12/14/2023

Organization's Total Operating Budget

2647955

Organization's Fiscal Year

July 1 - June 30

Division Operating Budget Information**National Organization Chapter Information****Did you RECEIVE a competitive process grant in the:**

- 2022-2023 process (fall 2022 or spring 2023)

Brief Background Statement of the Organization:

Our mission is to present a diverse repertoire of cultural and performing arts, to provide educational opportunities in the arts, and to be a lasting legacy for America's iconic actress.

With more than 300 events per year, the Kate brings people together and contributes to the quality of life in our area. In 2023, 60,000 patrons attended live music, opera, film, theater, comedy, arts education and more. The Katharine Hepburn Museum exhibits memorabilia and host programs that explore the cultural and historical impact of Miss Hepburn and her family.

Two hundred volunteers annually donate more than 10,000 hours of their time. Ticket sales account for 65% of the budget and the remainder is secured through donations and grants.

V. Additional Information To Be Included with the Application

Please Note: Additional information requested below MUST be uploaded in PDF files. Other document formats will not be accepted by the application form. Attempts to upload other file formats could result in a loss of all application data entered.

A. Current Organization Operations Budget (Required)

- [Kate-FY24-Organizational-Budget.pdf](#)

B. Board of Directors and Officers List (Required)

- [2023-24-Board-of-Trustees.pdf](#)

C. IRS Tax Exempt Determination Letter

- [IRS-Determination-Ltr-2020.pdf](#)

D. For Program/Project Requests only - CFMC Budget Summary Form:

- [CFMC-Summary-Budget-Camp-2024.pdf](#)

E. Organizations serving a region greater than Middlesex County - county-based budget summary:

F. America Rescue Plan Act (ARPA)

Yes

ARPA Funding detail

Designate Will Apply or Have Been Approved/Received	Amount Requested / Approved
Have Been Approved	50000

Additional financial documentation, including the organization's most recent audit, annual report, and IRS Form 990 may also be required. Only provide this information if requested.

For programs or projects which are collaborations among two or more organizations or where an organization provides in-school or after-school programming for schools, the Community Foundation requires a list of organizations or schools partnering with your organization as well as Letters of Support.

For the purposes of this application, collaborations are defined as partnerships where two or more agencies are committed through staffing, funding, and resource allocation to the goals and objectives of the program described. Because the nature of the collaboration requires two or more entities to work together, for the purposes of funding, only one organization may complete the application, and in doing so, accepts responsibility for all evaluative and fiduciary reporting.

For all collaborations, the Community Foundation requires letters of support from the non-applicant organization(s) and/or from the school(s) and school district(s) at which the applicant organization is the program.

Is this application in collaboration with a School(s) or School District(s)?

No

Is this application a collaboration of two or more nonprofit organizations (NOT schools)?

No

If this is an On-Going Collaboration, how long has the collaboration existed?

If Yes, is this a New or On-Going Collaboration?

List of Collaborators

Letters of Support (if a collaboration with schools or other nonprofits))

VI. Organization Contact Information

Are you a new nonprofit applicant to the Community Foundation?

No

Title

Executive Director

Executive Officer's Name

Brett Elliott

Executive Officer Email

brett.elliott@thekate.org

Phone

(860) 510-0473

Title

Director of Development & Community Relations

Contact Person

Robin Andreoli

Application Contact Email

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Old Saybrook, Connecticut 06475
United States

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Connecticut
United States

Website

<https://www.thekate.org/>

Social Media Channels

<https://www.facebook.com/thekate> , <https://twitter.com/cometothekate> , https://www.instagram.com/thekate_ct/

VII. Non-Funding Needs

The Kate would welcome opportunities for board and staff development workshops related to fund raising, specifically in the areas of endowment and planned giving. We also would be happy to be a site for any of these or other Community Foundation programs as the theater can accommodate large groups.

VIII. Marketing and Public Relations

Organizations receiving grants from the Community Foundation of Middlesex County must promote their funding awards according to the marketing and public relations guidelines established by the Community Foundation. By signing the application below, the CEO/Executive Director understands the Community Foundation's marketing and public relations requirements if awarded a grant. The Community Foundation will host a seminar on marketing guidelines and tips for grantees annually. The Community Foundation's Grantee Communications Kit may be downloaded on our website in the Nonprofit Resources section, middlesexcountycf.org/nonprofits/resources/forms-pr-guidelines/.

IX. Tax Exempt Standing and Use of Grant Funding Certification

By signing this application, the CEO/Executive Director/Board President is certifying that your organization is a qualified 501c3 organization or other charitable organization recognized and currently in good standing with the IRS, or 170(c)(1) governmental agencies. Should a grant be approved by the Community Foundation of Middlesex County, these funds may only be used for the purpose outlined in your original application; you must notify us if you are unable to do so. If grant funding is provided, you may only use these funds for charitable purpose as described in Section 170(c)2 of the IRS code, and funds may not be used for any political or lobbying activity. In addition, no tangible benefits, goods or services may be received by our donors or by staff members of the Community Foundation of Middlesex County in exchange for grant funding.

Signature Certification

I certify that my printed name as stated and assigned below constitutes my signature and may be accepted as such.

Title

Director of Development & Community Relations

Printed Name

Robin Andreoli

Date

03/07/2024