

BOARD OF FINANCE OPERATING TRANSFER FORM

Fiscal Year FY23/24

Instructions: Please fill in all blanks and obtain all signatures. Forward two copies to OPM Director by the 20th of the month preceding Finance Board meeting. The OPM Director will transmit forms to Finance Board.

The **Mayor's Office support to the Stamford Arts and Culture Commission** requests authorization to transfer the sum of \$ **9,100.00** as follows:

Project #: **GF3000026** Proj/Award Name: **CT Humanities Supporting Arts Operating Grant**
 Award #: **CCF-81423**
 Cost Center: **5010**

FROM:

CODE NO.	CODE TITLE	ACTUAL AMOUNT	COMMITTED AMOUNT	CURRENT BUDGET
560100	Office Supplies & Expenses	0.00	0.00	9,100.00
	TOTAL	\$ -	\$ -	\$ 9,100.00

TO:

CODE NO.	CODE TITLE	ACTUAL AMOUNT	COMMITTED AMOUNT	CURRENT BUDGET
511100	Salaries			6,100.00
519203	Seasonal			3,000.00
	TOTAL	\$ -	\$ -	\$ 9,100.00

REASON FOR TRANSFER: (Attach a separate sheet, if necessary)

The CT Humanites Supporting Arts Grant is an operating grant awarded to the City of Stamford to support the work of the Stamford Arts and Culture Commission. Funding for this award is in the amount of \$9,100 and was for expenses incurred during the calendar year 2023. The initial request in the award was to support basic operating expenses such as office supplies and technology. The basic operating expenses for the commission were covered under another grant program. This request to transfer funding to personnel supports the Arts and Culture Commission costs for a seasonal employee to develop an online Arts & Culture Directory on the City's website in the amount of \$3,000. The remaining \$6,100 will be allocated to support a portion of Aaron Miller's salary, the Program Manager for Arts and Culture.

Approvals:

Aaron Miller
Aaron Miller (Feb 21, 2024 13:39 EST)
 Aaron Miller, Program Manager for Arts and Culture

Leah Kagan
Leah Kagan (Feb 28, 2024 10:53 EST)
 Leah Kagan, Director of Economic Development

Anita Carpenter
 Anita Carpenter, Grants Officer

[Signature]
Elda Sinani (Mar 1, 2024 10:12 EST)
 Elda Sinani, Director OPM

[Signature]
 Benjamin Barnes, Director of Administration

[Signature]
 Mar 6, 2024
 Caroline Simmons, Mayor

REQUEST FOR ADDITIONAL APPROPRIATION

Instructions: Complete all information in Parts A and B. Have Director/ Department Head sign and date on appropriate lines in Part C. Forward original to OPM Director, 10th Floor. OPM Director will forward to the Boards. Submit to OPM by the 20th of the month in order to be included on the next Board of Finance and Representatives meeting agendas.

Part A - Account Information

		Grant Year	FY23-24
Project #	S32NEW	Dept. Name	Mayor's Office - Arts
Revenue #	243S0003322000	Account Title	State Assistance
Expend. #	244XNEW6120	Account Title	CT Humanities Supporting Arts Grant
Source:	100% Grant Funded		

Request Amount \$9,100

Previous Year's Expenditure	_____
Department Request	_____
Approved by Mayor	_____
Approved by Finance Board	_____
Approved by Board of Reps.	_____
Revised Budget	_____
Balance in Account	_____
Projected Exp. & Enc.	_____


Part B - Request Description and Supporting Calculations

The City of Stamford Arts Commission has been awarded operating funding to support website development and increased outreach to the arts community. This funding starts 12/21/2022 and terminates on 12/20/2023.

TAX IMPACT 0.000 Mills

Part C - Approvals

Anita Carpenter Jan 26, 2023
 Anita Carpenter, Grants Officer

 Jan 27, 2023
 Elda Sinani, Director of OPM

David A Yanik, Controller on behalf of S Dennies, Dir of Adm Jan 27, 2023
David A Yanik, Controller on behalf of S Dennies, Dir of Adm (Jan 27, 2023 16:57 EST)
 Sandra Dennies, Director of Administration

Caroline Simmons Feb 1, 2023
Caroline Simmons (Feb 1, 2023 14:21 EST)
 Caroline Simmons, Mayor

CONNECTICUT HUMANITIES COUNCIL, INCORPORATED
Grant Agreement

This is an Agreement (the "Agreement") dated as of 12/20/2022, between **Connecticut Humanities Council, Inc.**, with its address at 100 Riverview Center Suite 290, Middletown, Connecticut 06457-3489, ("CTH") and **City of Stamford**, with its address at 888 Washington Boulevard Stamford, CT 06904, (the "Grantee") to govern the terms of a grant made by CTH as of the date hereof to the Grantee for the project entitled CCF-81423 Stamford Arts and Culture CT Cultural Fund Operating Support Grant which is more particularly described in Grantee's project proposal, with project number CCF-81423 a copy of which is on file in the offices of CTH (the "Project").

Terms

The Project will commence on 12/21/2022 and terminate on 12/20/2023 (the "Project Term").

The amount of the Grant shall not exceed \$9,100.00.

Unless otherwise agreed, seventy-five per cent (75%) of the Grant shall be disbursed within thirty (30) days of the date on which CTH receives a fully executed original of this Agreement and submission of your organization's CT Cultural Fund Grantee Survey. The balance, less adjustments for unspent funds, shall be payable by CTH upon its receipt of Grantee's complete and accurate Final Financial Report, Project Narrative (as each is hereinafter defined), and follow up CT Cultural Fund Grantee Survey in form and substance satisfactory to CTH.

Obligations of the Grantee:

Grantee shall carry out and complete the Project within the Project Term. Grantee must first obtain the prior written approval of the Executive Director of CTH, or his or her designee, before making: 1. any significant change in the scope, purpose, or term of the Project and 2. any change in its key personnel. Grantee shall immediately notify CTH of any other development that might significantly alter Grantee's ability to complete the Project within the Project Term.

The Grantee shall appoint an experienced and knowledgeable person to act as its fiscal agent. Grantee's fiscal agent shall keep current and accurate books and records to document the expenditure of Grant funds and the activities supported by the Grant. Such books and records shall be kept in accordance with generally accepted principles of accounting, consistently applied, and shall be made available for inspection by CTH, during ordinary business hours at the Grantee's premises during the Project Term and for no less than three (3) years thereafter. Any unspent portion of the Grant funds shall be returned to CTH upon completion of the Project.

Where the Project Term exceeds twelve (12) months, Grantee shall submit interim reports on a schedule established by CTH. Such interim reports will include brief descriptions of: 1. Project activities to date; 2.

events that have had a significant effect on the Project; and 3. the work that will be required to complete the Project.

Grantee shall submit a final financial accounting of the Project detailing all sources of income and expenditures for the Project (the "Final Financial Report"), a narrative statement assessing the extent to which the Project has met the goals established in Grantee's proposal (the "Project Narrative"), and complete the follow up CT Cultural Fund Grantee Survey within thirty (30) days of the close of the Project Term. Failure of the Grantee to submit each of the Final Financial Report, Project Narrative, and follow up CT Cultural Fund Grantee Survey in a timely manner shall result in a forfeiture of Grant funds that would otherwise be due and payable to Grantee and may result in Grantee being disqualified from applying for a subsequent grant.

Acknowledgement of Support: All public announcements of this award must contain the following acknowledgement:

Support has been provided to [grantee] from CT Humanities (CTH), with funding provided by the Connecticut State Department of Economic and Community Development/Connecticut Office of the Arts (COA) from the Connecticut State Legislature.

Grantee will adhere to all CT Cultural Fund Public Relations Guideline requirements in publicity and promotion regarding this award (found here: <https://cthumanities.org/ct-cultural-fund-operating-support-grants/>) and shall include such legends and disclaimers as CTH may request on all Grant related work product and publications.

Representations and Warranties of the Grantee:

Unless it is a municipality, CT State-operated, or CT-based Tribal Nation organization, Grantee warrants that it is currently exempt from Federal income tax pursuant to Internal Revenue Code Section 501(c)(3), that it has timely filed all reports, and that it has not received any notice or information that the determination letter it has received from the IRS has been, or is likely to be, revoked or suspended.

Grantee further warrants that it has the authority to enter into this Agreement and to perform its obligations hereunder and that the person signing this Agreement on behalf of the Grantee has the full power and authority to bind the Grantee.

Grantee warrants that it provides equal employment opportunities to all applicants and employees without regard to race, color, religion, gender, national origin, age, mental disability, physical disability, sexual orientation, marital status, or veteran's status, in accordance with applicable federal and state laws.

Restrictions on Expenditure of Grant Funds:

Grantee will not expend any Grant funds to carry on propaganda or otherwise attempt to influence legislation and will not attempt to influence the outcome of any public election or carry on directly or indirectly, any voter registration drive.

Grantee will not use any Grant funds to pay for the purchase of alcoholic beverages, entertainment, social activities, or meals. Grantee agrees that its travel reimbursements shall be governed by CTH guidelines.

Grantee will comply with Executive Order 13224 of September 23, 2001, Blocking Property and Prohibiting Transactions with Persons Who Commit, Threaten to Commit, or Support Terrorism, and with applicable Federal Law, embargoes and trade sanctions regulating international trade.

Grantee agrees that no Grant funds shall be obligated outside of the Project Period, or any retroactive funding for activities and expenses incurred before July 1, 2022, and that all outstanding obligations it has contracted shall be liquidated within thirty (30) days of the close of the Project Term.

Miscellaneous Provisions:

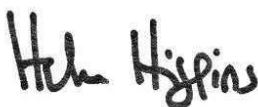
Grantee will defend and hold harmless CTH, its directors, officers, and employees, from and against, any claim, including the expenses of investigation and defense of such claim, arising out of or in any way connected with the Grant, the Project or Grantee's expenditure of Grant funds.

CTH reserves the right to discontinue, modify or withhold any payments to be made hereunder or to require a total or partial refund of Grant funds if, in its sole discretion, such action is necessary: 1. because Grantee has failed to fully comply with the terms and conditions of this Agreement; 2. to protect the purposes and objectives of the Grant; or 3. to comply with any law or regulation applicable to the Grantee, CTH, the Project or the Grant. Grantee understands and agrees that CTH may adjust the amount of the Grant based on the final amount of funds appropriated to CTH by the State of Connecticut.

The Grantee is not and shall not hold itself out as an agent or representative of the CTH and may not assign any of its rights or obligations hereunder. This Agreement shall be governed by Connecticut Law and is the sole and exclusive statement of the agreement between the parties.

The signatures below constitute the acceptance of the terms and conditions of this Agreement by CTH and the Grantee.

Connecticut Humanities Council, Inc.



By: Helen Higgins, Board Chair

Date 1/23/2023

Grantee, Authorized Signatory **Caroline Simmons** Digitally signed by Caroline Simmons
Date: 2023.01.23 15:01:09 -05'00'

By: _____
Caroline Simmons, Mayor

Date: _____