TOWN OF MANCHESTER
MINI GRANT PROGRAM

November 9, 2026

The Town of Manchester's Downtown Arts and Culture Grant Program seeks to encourage and support initiatives, events and installations that contribute to the vibrancy and engaging atmosphere in the Downtown area defined by the boundaries of the Special Services District (map attached) plus Charter Oak Park, Center Memorial Park and Center Springs Park.

Funding is available to be granted for individuals or organizations that effectively propose initiatives, projects, events or installations that the Oversight Committee determines to be most appropriate and timely for this round of grant awards.

Applications are due to the Budget & Research Office electronically by 5:00 p.m. Friday, December 18, 2026.

The Committee's intention is to award grants by January 12, 2027.

MINI GRANT APPLICATION PACKET 2027

TOWN OF MANCHESTER

MINI GRANT PROGRAM

DOWNTOWN ARTS AND CULTURE INITIATIVES

Application Due Date: Friday, December 18, 2026

General Information

Who Can Apply?

Local Manchester non-profit 501(c)(3) organizations and/or government/education organizations (excluding Town & Board of Education departments), neighborhoods groups, religious organizations, individuals or other appropriate organizations.

How to Apply:

Step 1: Complete the enclosed Grant Application and Financing Plan

Step 2: Email Completed Application to:

bwolverton@manchesterct.gov
by 5:00 p.m. on Friday, December 18, 2026.

Decisions will be based on recommendations of the Manchester Downtown Arts and Culture Initiatives Oversight Committee and the availability of funds. Submitting an application does not guarantee selection.

Grant Selection Criteria

1. To qualify for funding:

- The grant application must be completed in its entirety and a minimum of two letters of support must be attached.
- Proposed initiative or project must be for the benefit of arts and culture in Downtown Manchester (see map attached).
- Sponsoring organization must be able to establish accounting procedures to document the expenditure of funds.
- Funding must be used by February 20, 2028.

2. Grant money MAY be used for the following:

- Supplies, materials, and other expenses, including personnel, that are directly involved with your project and are necessary to making it a success.

3. Grant money MAY NOT be used for:

- Religious instruction, religious literature or materials, worship services, etc.
- Capital Expenses (unless directly necessary).
- Donations to other organizations.

4. If approved for funding, you must:

- Be available for an interim site visit and final interview at the completion of your initiative. Review and progress sessions will be scheduled based on the timeline submitted in the application unless other arrangements have been made based upon the type of project.
- Complete a final report at completion.
- Submit the completed *Final Budget Summary* at completion (no later than February 20, 2028.
- Return any unspent funds by February 20, 2028 to the Town of Manchester.

If you have questions about the grant application or the eligibility of your project, please contact the Office of Budget & Research at bwolverton@manchesterct.gov.

Grant Application

Grant Application

1. **Applicant Information:** Name of

   Organization or Individual:

   Address:

   Email:

   Phone:

   Contact Person (& Title):

   What is the mission of your group or your proposal?

2. **Tell us about your proposed project:**
   Please attach a narrative answering the following:

   a. Name of your proposed project/initiative
   b. Describe your proposed project. Include details of activities and who will participate.
   c. Please include a timeline of your proposed project/initiative.
   d. Photos and/or drawings of proposed or previous work are welcome.

3. **Tell us about your proposed results:**
   Please attach a narrative answering the following:

   a. How will you evaluate the success of your initiative?
   b. Describe the population at which your initiative is directed. Include the approximate age range and the number of people expected to participate.
   c. Do you plan to sustain the proposed program after this year's funding is no longer available? If so, how?
   (Sustainability is considered but not required)

Grant Application

4. Budget Summary:
Total amount requested for this grant:

Please list requested budget using the following format. You do not need to request funds in every category.

BUDGET ITEM CATEGORY	AMOUNT REQUESTED	TOTAL FOR INITIATIVE
Personnel/Staff		
Contractual Services		
Travel/Transportation		
Admissions/Fees		
Materials/Supplies		
Food		
Printing/Copying		
Other Costs - Provide Details		
TOTAL AMOUNT REQUESTED		

5. Budget Narrative:
Please attach a budget description for each requested item.

6. Letters of Support:
Please attach at least two (2) letters of support indicating the value of the project for the community. These letters can be from any Manchester resident who is knowledgeable about your proposal.

Application Timeline

December 18, 2026	Grant proposals due
January 12, 2027	Final funding decision and notification of selection to grant recipients
April 2027 - January 2028	Distribution of grant funds to recipients
	Initial site visits to grant recipients (if deemed necessary by the Grants Committee)
	Final site visits to recipients upon project completion
February 20, 2028	Deadline for spending funds and submitting *Final Budget Summary* and *Final Report*

Final Budget Summary

DUE BY FEBRUARY 20, 2028

PROJECT NAME:

TOTAL AMOUT OF GRANT FUNDS RECEIVED_____

Please list the amount of grant funds spent in each budget item category.

BUDGET ITEM CATEGORY	AMOUNT SPENT GRANT	TO FUND INITIATIVE
Personnel/Staff		
Contractural Services		
Travel/Transportation		
Admissions/Fees		
Materials/Supplies		
Food		
Printing/Copying		
Other Costs:		
TOTAL AMOUNT SPENT*		

*The information provided is accurate and I hereby understand that if the funded organization has any of unspent funds, it is required to return those funds to the Budget & Research Office, Town of Manchester, 41 Center Street, c/o Downtown Initiative, Manchester, CT 06045-0191.

Signature _____ Date _____

Final Budget Summary

DUE BY FEBRUARY 20, 2028
OR COMPLETION

DATE OF SITE VISIT:

ASSIGNED SITE VISIT COMMISSIONER:

PROJECT NAME:

PROJECT CONTACT:

TOTAL FUNDS GRANTED: **TOTAL FUNDS EXPENDED:**

TOTAL PARTICIPANTS SERVED:

1. **Describe the impact of your project or initiative.**

2. **Describe if and how funding helped to reach the goals of your project.**

3. **Describe any or all collaborations you had with other local organizations or individuals regarding your project.**

4. **Please give your impression of the grant process itself.**