



**2026-2027 Fox-Larkin-Judd Grant Program for the Arts: Request for Proposals (RFP)
Purpose, Funding, and Proposal Submission Guidelines**

Grant Period: Award Date – June 30, 2027

IMPORTANT DATES AND OVERVIEW

Proposals Due	Proposal Review Period Ends	Awards Announced by	Final Report Due
October 30, 2026 12:00 noon	November 13, 2026	November 20, 2026	September 30, 2027

Purpose of the Fund

The Fox-Larkin-Judd Endowed Fund for the Arts was initially established by Dr. Richard L. Judd, President Emeritus, and Nancy Fox Judd to honor Ida Lillie Larkin, Ethel Larkin Fox, and William Guy Fox. The fund was later renamed to collectively honor the Fox, Larkin, and Judd families, their legacies, and their deep appreciation for the arts.

The Fund provides annual grants to support the arts at Central Connecticut State University. For purposes of this grant program, the arts are defined by the terms of the Fund as art, dance, music, and theatre. The competitive grant program is intended to make possible special programs, productions, exhibitions, performances, and other arts experiences that enrich the artistic and cultural life of Central.

Fundable Programs and Activities

Proposals must principally support one or more of the four eligible artistic disciplines: art, dance, music, or theatre. Fundable activities may include, but are not limited to:

- Art exhibitions, installations, visiting artist programs, artist residencies, demonstrations, workshops, and other visual arts programming;



- Dance performances, residencies, master classes, workshops, choreography projects, and other dance programming;
- Musical performances, concerts, recitals, residencies, master classes, workshops, and other music programming;
- Theatre productions, staged readings, visiting artist programs, workshops, residencies, and other theatre programming;
- Interdisciplinary arts programs that substantially incorporate two or more of the eligible disciplines;
- Guest artists, performers, directors, designers, choreographers, musicians, or other arts professionals whose participation enhances an eligible program;
- Special production, exhibition, performance, or program expenses necessary to create or significantly enhance an eligible arts experience; and
- Other special arts initiatives that advance the purpose of the Fund and are principally grounded in art, dance, music, or theatre.

This list is illustrative rather than exhaustive. Applicants are encouraged to propose creative programs that advance the purpose of the Fund within its defined artistic disciplines.

Characteristics of a Strong Proposal

- Artistic merit and quality. The proposal presents a compelling arts experience of meaningful quality.
- Student benefit. Central students are significant intended beneficiaries, participants, performers, creators, or audience members.
- Added value. Funding makes possible a special opportunity or meaningfully enhances arts programming beyond what would otherwise be available.
- Reach and engagement. The activity provides meaningful opportunities for participation or engagement and, where appropriate, reaches audiences beyond a single class or small group.
- Feasibility. The activity is well planned, achievable within the proposed timeline, and supported by a clear and reasonable budget.
- Contribution to the arts at Central. The activity strengthens the artistic vitality of the University and advances appreciation, participation, or excellence in art, dance, music, and/or theatre.

Examples of Appropriate Expenses

Depending upon the nature of the proposal, grant funds may support reasonable direct expenses necessary to carry out the approved activity, including artist or performer fees; production and



technical expenses; exhibition costs; licensing or performance rights; travel and lodging for invited artists or performers; materials and supplies specific to the funded program; venue or equipment rental; and other direct program costs. All expenditures must comply with CCSU Foundation and University policies.

Generally Not Intended for Support

- Routine departmental operating expenses or expenses ordinarily supported through a department's regular budget;
- Regularly scheduled classroom instruction or ordinary course expenses;
- Faculty or staff salaries for normal University responsibilities;
- Equipment purchases primarily intended for ongoing departmental use rather than necessary for a specific funded activity;
- Activities whose primary purpose is faculty or staff professional development;
- Programs whose principal purpose is fundraising;
- Activities primarily benefiting an individual rather than an arts program or broader group of participants; or
- Programs that are not principally grounded in art, dance, music, or theatre.

Proposal Submission Guidelines

File format and content: Submit proposals from your Central email address to CCSUgrants@ccsu.edu as a **single** Adobe Portable Document Format (PDF) file by 12:00 noon on the due date, inclusive of:

- Proposal Cover Sheet provided at <https://www.ccsu.edu/gfr/internal-grants>. ***This form must be used***
- Proposal Narrative including page numbers
- Budget Template provided at <https://www.ccsu.edu/gfr/internal-grants>. ***This form must be used***
- Supporting Documentation: **Links are not permitted**. Screenshots of any travel cost documentation must be included.
- Please do not include your CV unless you are specifically asked to do so

Failure to follow these guidelines will result in a deduction of points in scoring.

Proposal Narrative: Address the content areas listed below in no more than five pages, in accordance with the information provided above. Please number the pages of your narrative. Please keep in mind that the Committee is made up of faculty



members from different disciplines. Write your proposal so that members from outside your discipline are able to review it to make funding decisions.

- **Descriptive Title:** Brief proposal name as you would wish it to appear in award announcements and reports published by GFR.
- **Description of Activity:** Clearly define the activity and goal(s) of what you are proposing.
- **Artistic Merit, Impact, and Contribution:** Describe how the proposed activity advances the purpose of the Fox-Larkin-Judd Grant Program for the Arts and contributes to the artistic and cultural life at Central. Explain the artistic merit and quality of the proposed activity and how it will benefit Central students as creators, performers, participants, learners, or audience members. Describe how grant funding will make possible a special opportunity or meaningfully enhance arts programming beyond what would otherwise be available. Where appropriate, explain the anticipated reach of the activity and how it will strengthen the artistic vitality of the University. Identify the anticipated outcomes of the activity and explain how you will determine the extent to which its state goals are achieved.
- **Other Funding Sought:** Please indicate if you are seeking or have sought other grants/funding for the proposed grant activities from other sources. Please specify when funding will be or was sought and from what sources

Budget: Budgets should offer a realistic estimate of the funding required to support the proposed activities. Please use the Budget Template provided. Include the information listed below.

- Itemize the specific expenses. Line-item amounts should be rounded to the nearest whole dollar
- Provide a clear and detailed justification for the items requested
- Documentation of item costs must be included. Without supporting budget documentation, funding may be reduced. **Links are not permitted**; please attach screenshots showing any travel costs.

All grant activities must take place within the grant period, and related budget expenditures must be completed by June 30, 2027, after which all unexpended funds will be returned to the Fox-Larkin-Judd Grant Program account, to be used in future grant competitions.

Guiding Principle for Award Decisions

Reviewers should consider whether the proposal uses the annual distribution of the Fox-Larkin-Judd Endowed Fund for the Arts to create, present, strengthen, or expand a meaningful arts experience at Central in one or more of the Fund's four designated disciplines: art, dance, music, and theatre.



Requirements for Funded Programs

- The Fox-Larkin-Judd Endowed Fund for the Arts of the CCSU Foundation must be prominently acknowledged as a sponsor or source of support on all applicable programs, flyers, posters, invitations, websites, event listings, digital communications, and other promotional or program materials associated with the funded activity.
- Appropriate acknowledgment language is: “Sponsored by the Fox-Larkin-Judd Endowed Fund for the Arts of the CCSU Foundation.” When there are multiple sponsors, “With support from the Fox-Larkin-Judd Endowed Fund for the Arts of the CCSU Foundation” may be used.
- All activities and expenditures must be completed by June 30 of the fiscal year in which the grant is awarded. Unused funds may not be carried forward.
- Grant funds must be used for the purposes and activities described in the approved proposal. Significant changes to the program or budget require advance approval by the CCSU Foundation.

Grant Cycle

The Fox-Larkin-Judd Grant Program for the Arts proposal deadline is October 30, 2026. Applications received by the deadline will be reviewed competitively based on the merits of the proposals, their alignment with the purpose of the Fund, and the availability of funds.

All activities supported by a grant must be completed by June 30 of the fiscal year in which the grant is awarded in order to align with the CCSU Foundation’s fiscal year. Applicants should plan proposed activities and expenditures accordingly. Grant funds may not be carried forward into the subsequent fiscal year.

FY27 Funding Available

A total of \$3,150 is available for awards through the Fox-Larkin-Judd Grant Program for the Arts in FY27. Applicants should request only the amount necessary to support the proposed activity and provide a clear, reasonable budget.

Funding will be awarded competitively. The availability of \$3,150 for FY27 does not require that all available funds be awarded, nor does submission of an eligible proposal guarantee funding. Award amounts may be less than the amount requested based on the merits of the proposal, available resources, and the number and quality of applications received during the grant cycle.



For additional information, please contact Marita Preston, Assistant Director of Grants and Funded Research at m.preston@ccsu.edu or 860-832-2365; Brenda Lopez, Grants & Funded Research Administrator at b.lopez@ccsu.edu or 860-832-2366.

FOX-LARKIN-JUDD GRANT PROGRAM FOR THE ARTS

Scoring Rubric

Criterion	Max	Scoring Guidance	Score
1. Alignment with Fund Purpose How strongly does the proposal advance the Fund's purpose of supporting art, dance, music, and/or theatre?	25	23–25: Exceptional alignment. 19–22: Strong alignment. 14–18: Moderate alignment. 0–13: Weak or unclear alignment.	_____
2. Artistic Merit & Quality Does the proposal present a compelling, high-quality artistic experience or meaningfully strengthen an arts program?	20	18–20: Exceptional merit/quality. 15–17: Strong merit/quality. 11–14: Moderate merit. 0–10: Limited or unclear merit.	_____
3. Student Impact & Engagement To what extent will Central students benefit as creators, performers, participants, learners, or audience members?	15	14–15: Exceptional impact. 11–13: Strong impact. 8–10: Moderate impact. 0–7: Limited or unclear impact.	_____
4. Added Value / Special Opportunity Does funding make possible a distinctive opportunity or significantly enhance arts programming?	15	14–15: Exceptional added value. 11–13: Strong added value. 8–10: Some added value. 0–7: Limited added value.	_____
5. Reach & Contribution to Arts at Central Will the activity strengthen Central's artistic vitality and, where appropriate, reach beyond a single class or small group?	10	9–10: Broad/highly meaningful contribution. 7–8: Strong contribution. 5–6: Moderate contribution. 0–4: Limited contribution.	_____
6. Feasibility & Program Planning Is the activity well planned and realistically achievable within the proposed timeline?	10	9–10: Excellent planning. 7–8: Solid plan. 5–6: Generally feasible but underdeveloped. 0–4: Significant concerns.	_____
7. Budget & Stewardship Is the budget clear, reasonable, and proportionate to anticipated impact?	5	5: Excellent stewardship. 4: Strong budget. 2–3: Generally reasonable. 0–1: Significant concerns.	_____