

ARTS STABILIZATION Information and Instructions

Fiscal Year 2009

Arts Stabilization grants provide non-profit arts organizations with funding for improvements to facilities and/or equipment owned and operated by the organization. Arts Stabilization grants are funded through the Division of Arts' participation in the Arts Consortium of Delaware, Inc. (ArtCo) endowment.

Arts Stabilization Goals

The Delaware Division of the Arts has established the following goals for Arts Stabilization grants:

- Provide funding for needed maintenance, repairs, or renovations of existing facilities owned and operated by the non-profit arts organization.
- Provide funding for the repair, upgrade, or replacement of capital equipment owned and operated by the non-profit arts organization.

Eligibility

To be eligible for Arts Stabilization, applicants must:

1. Have the promotion, presentation, production, and/or teaching of the arts as their primary purpose as outlined in their charter, incorporation papers, bylaws, and IRS nonprofit determination letter.
2. Have a stable, functioning board of directors that meets at least quarterly.
3. Be based and chartered in Delaware as a nonprofit organization; exempt from federal income tax under Section 501(c)(3) or 501(c)(4) or 509(a) of the Internal Revenue Code; and eligible to receive donations allowable as charitable contributions under Section 170(c) of the Internal Revenue Code of 1954.

Please note the following restrictions:

- The Division will not accept applications through fiscal agents.
- No individual may compile or submit an application on behalf of an organization if that individual is a member or relative of a member of the Delaware State Arts Council or Division staff.
- Arts organizations that are members of the Arts Consortium of Delaware, Inc. (ArtCo) are **not** eligible to apply for Arts Stabilization Grants through the Delaware Division of the Arts. Ineligible organizations include: The Christina Cultural Arts Center, Delaware Art Museum, Delaware Symphony Orchestra, Delaware Theatre Company, Grand Opera House, OperaDelaware, Rehoboth Art League, and the Wilmington Music School.

Note: Applicants for Arts Stabilization are encouraged to contact the Division prior to beginning the application process in order to verify their eligibility.

Receipt of state and federal grants carries with it certain obligations and responsibilities. The Division of the Arts retains the right to withhold funding if a grantee is found not to be in compliance with state and/or federal obligations.

Before beginning the grant application process, review the information contained in the following documents: *Delaware Division of the Arts Grantee Responsibilities*, and *National Endowment for the Arts Requirements for Subgrant Recipients*. These documents explain the obligations of Division grantees. Both reports can be downloaded at www.artsdel.org/grants/artsorggrants.

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Evaluation Criteria and Considerations

The following criteria are utilized to evaluate each Arts Stabilization application. The more effectively an applicant's proposal addresses these criteria, which will be used by panelists to review the applications, the more competitive the proposal is likely to be.

- Extent to which the project will enhance accessibility, safety, programming, and/or delivery of services.
- Extent to which the project fits into a broader long-range plan for facilities management and maintenance.
- Evidence of the need for the project and Arts Stabilization funding. (Written or photographic documentation of the need will bolster the application.)
- Inclusion of at least two competitive bids for the proposed project.
- Extent to which the budget for the project is complete and realistic.

Matching Funds

No match is required. However, organizations that can provide some level of cash match may receive a more favorable review by the panel.

Examples of Projects Eligible for Arts Stabilization Funding

Arts Stabilization projects should go beyond the scope of the organization's routine maintenance and facility upkeep. Examples of appropriate Arts Stabilization activities eligible for consideration by the Division include, but are not limited to:

- Facility modifications to address handicap accessibility issues
- HVAC replacement/repair
- Lighting/sound system upgrades
- Major plumbing, electrical renovations
- Structural (building) renovations
- Capital equipment expenses

Applicants are encouraged to contact the Division if the project does not address any of the activities listed above, or for any questions related to the project.

Grant Period

Funding awarded in the FY2009 grant cycle must be spent during the Division's Fiscal Year 2009, which runs from September 1, 2008, through August 31, 2009.

Application Deadline and Filing

The deadline for Arts Stabilization applications is **March 3, 2008**. Arts organizations applying for Arts Stabilization are also eligible to apply for General Operating Support, Technical Assistance, and Public Impact grants. The Fiscal Year 2009 Arts Organization Grant Application form is used for all of the above grant categories and may be downloaded from the Division's web site at www.artsdel.org/grants/artsorggrants in either Microsoft Word or PDF format.

To be eligible for funding, applications must:

- Be typed and submitted as hard copies to the Division on current application forms.
To reduce waste and speed processing, grant applications should be copied double-sided on white 8.5x11-inch paper; collated and stapled in the order requested; and **submitted without covers, folders, or other packaging.**
- Include all of the necessary information and attachments, presented in the required format.

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- Be signed by the organization's chief authorizing official to indicate agreement with all legal and technical requirements as set forth in these guidelines.
- Be collated per the application instructions, with one (1) original and fifteen (15) collated copies of the complete application packet, including all attachments.
- Be postmarked or hand-delivered to the Division office no later than 4:30 p.m. on **March 3, 2008**. Facsimile (fax) or e-mail transmissions of applications will not be accepted.

Notification of Grant Awards

After all applications have gone through a grant review process, the Delaware State Arts Council will make final funding recommendations for Fiscal Year 2009 at their June 2008 funding meeting. Applicants will be notified of final funding decisions after July 1, 2008, following the Council meeting and passage of the state budget. For details on the grant review process, go to *Division of the Arts Grant Review Process* at www.artsdel.org/grants.

Proceed to next page for Application Procedure ⇒

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Arts Stabilization Application Procedure

If you have already completed the basic information in Steps 1–3 below for another grant category or for an Interim Report (if on a two-year cycle) check the “Arts Stabilization” box on the application form and proceed immediately to Step #4, “Arts Stabilization Narrative.” Otherwise begin with Step #1.

Applicants are required to submit one (1) original and fifteen (15) collated application packets organized in the following order:

1. Fiscal Year 2009 Arts Organization Grant Application form

Complete the Fiscal Year 2009 Arts Organization Grant Application form. Check the box marked “Arts Stabilization.” The application form can be downloaded from the web site at:

www.artsdel.org/grants/artsorggrants

2. Board List

Submit a list of your organization's board members, with the following information. Identify the officers of your board.

- | | | |
|------------|--------------|-------------------------|
| a. Name | c. Telephone | e. Occupation/Expertise |
| b. Address | d. Email | |

3. Financial Reporting

Attach **three copies** of the appropriate financial reports for your organization based on its **budgetary size** (see below). Financial reports should reflect your organization's most recently completed fiscal year. (For organizations on a calendar year, reviews or audits covering 2006 are acceptable, if 2007 reports are not yet complete). **Include all three copies of financial reports with the original grant packet.**

Organizations with annual operating expenses exceeding \$1 million submit:

Three copies of **your most recent IRS 990** tax report **AND** three copies of an **annual certified audit** for the fiscal year completed prior to the grant deadline.

Organizations with annual operating expenses between \$250,000 and \$1 million submit:

Three copies of **your most recent IRS 990** tax report **AND** three copies of an **annual review statement or certified audit** for the fiscal year prior to the grant deadline.

Organizations with annual operating expenses less than \$250,000 submit:

Three copies of **your most recent IRS 990** tax report (optional for organizations with budgets less than \$25,000) **AND** three copies of one of the following: **treasurer's report, annual review statement, or certified audit.**

Financial Report Definitions:

- **IRS 990 Tax Report**
 - Required by the IRS for nonprofit organizations with budgets above \$25,000
- **Certified Audit**
 - Prepared by a certified public accountant who is independent of the organization
- **Review Statement**
 - Prepared by a certified public accountant who is independent of the organization
 - Includes analysis of the most significant portions of the organization's financial results
 - Includes a statement of financial position (balance sheet), a statement of financial activity (income and a reviewer's statement.
- **Treasurer's Report**
 - Prepared by the organization's treasurer
 - Approved by the board and signed by both the treasurer and the board president
 - Includes a statement of financial position (balance sheet) and a statement of financial activity (income and expense statement)

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4. Arts Stabilization Narrative

Label your narrative as follows:

[Arts Organization Name] FY2009 Arts Stabilization Narrative

The narrative **must** be double-spaced with 1" margins, using a Times New Roman or Arial 10-point font or larger, and a maximum of **two** numbered pages, copied double-sided. **Note:** Applications that are not formatted in this manner may not be accepted. Pages that exceed the two-page limit will be extracted from the application packets and will not be reviewed by panelists.

The narrative must include all of the following letter items and address each of the questions. Label each of the items with the indicated letters:

- a. Extent to which the project will enhance accessibility, safety, programming, and/or delivery of services.
- b. Explanation of how this project fits into your organization's long-range plan for facilities management and maintenance.
- c. Extent of the need for the project and Arts Stabilization funding at this time. (Outside assessments, written or photographic, may be used to document and enhance your proposal)

5. Budget

Label your response as follows: ***[Arts Organization Name] Arts Stabilization Budget***

Submit a one-page balanced budget that delineates the anticipated income and expenses for this Arts Stabilization project.

6. Competitive Bids

Include at least two (2) competitive bids or estimates from contractors/vendors for the proposed project.

7. Support Materials

Submit sixteen (16) identical collated sets of support materials (one for each copy of the application), that will document the need and expenses for the project and/or the nature of the work to be done. Include only those materials applicable to your proposal that have been referenced in your narrative. Examples of support materials include:

- a. Photographic documentation of the need for the project.
- b. Reports from feasibility plans, inspections, or facility reports.

8. Checklist

Include one copy of the Fiscal Year 2009 Arts Organization Grant Application Checklist, included with the application form (www.artsdel.org/grants/artsorggrants).