

## **ARTS STABILIZATION Information and Instructions**

### **Fiscal Year 2012**

Arts Stabilization grants provide nonprofit arts organizations with funding for improvements to facilities owned and operated (or under long-term lease\*) by the organization. Arts Stabilization grants are funded through the Division of the Arts' participation in the Arts Consortium of Delaware, Inc. (ArtCo) endowment.

*\*See Eligibility #4 below.*

### **Arts Stabilization Goals**

The Delaware Division of the Arts has established the following goals, in accordance with the ArtCo bylaws, for Arts Stabilization grants:

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

### **Eligibility**

To be eligible for Arts Stabilization funding, 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. **New arts organizations** must successfully complete the Division of the Arts **STARTUP** program for emerging arts organizations before applying for Arts Stabilization or other arts organization grants.
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.
4. Own the facility **or** have a long-term lease agreement. In the case of long-term lease agreements, the proposed project should reflect capital improvements that are program-related (i.e., lighting, sound, portable equipment) unless documentation is provided demonstrating the applicant's responsibility for the physical structure.

*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 Consortium of Delaware, Inc. (ArtCo) members 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 Music School of Delaware.

**Note: Applicants for Arts Stabilization should contact the Division prior to beginning the application process in order to verify the eligibility of their organization and the project.**

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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..](http://www.artsdel.org/grants/artsorggrants..)

## 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 to the facility, 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.
- 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 and Funding Caps

No match is required. However, organizations that can provide some level of cash match may receive a more favorable review by the panel. Arts Stabilization grant awards typically do not exceed \$20,000.

## Arts Stabilization Projects Eligible for Funding

Arts Stabilization projects should go beyond the scope of the organization's routine maintenance and facility upkeep. Examples of Arts Stabilization activities eligible for consideration by the Division (in order of funding priority) are:

1. Renovations that address structural weaknesses or deficiencies
2. Facility modifications that address safety issues (lighting, access/egress, meeting building codes)
3. Upgrading or replacing operational systems of a facility (HVAC, electrical, plumbing)
4. Facility modifications or equipment to address accessibility for people with physical disabilities
5. Systems to enhance delivery of programmatic or customer services (e.g., lighting/sound system upgrades)

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.

## Projects Not Eligible for Funding

- Projects determined to be routine maintenance or upkeep (e.g., painting, cleaning)
- Purchase of computer hardware/software (excluding hardware that operates HVAC, lighting, or sound systems)
- Purchase of office equipment
- Multiple projects submitted together or separately

### **One Project Only, Please!**

Organizations may apply for **one Arts Stabilization project** only. "Wish lists" of multiple projects will not be accepted.

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## Grant Period

Funding awarded in the FY2012 grant cycle must be spent during the Division's Fiscal Year 2012, which runs from September 1, 2011, through August 31, 2012.

## Application Deadline and Filing

The deadline for Arts Stabilization applications is **March 1, 2011**. The Fiscal Year 2012 Arts Organization Grant Application form may be downloaded in either Microsoft Word or PDF format from the Division web site at [www.artsdel.org/grants/artsorggrants](http://www.artsdel.org/grants/artsorggrants).

### To be accepted for processing and funding consideration, applications must:

- Be typed and submitted to the Division as hard copies on current application forms.  
To reduce waste and speed processing, grant applications should be copied double-sided on white 8.5×11-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.
- Be signed by an organization 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 seven (7) 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 1, 2011**. Facsimile (fax) or e-mail transmission 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 funding recommendations for Fiscal Year 2012 to the Division Director at the Council's June 2011 funding meeting. Applicants will be notified of final funding decisions after July 1, 2011, following the Council meeting and passage of the state budget. For details on the grant review process and appeals procedures, go to *Division of the Arts Grant Review Process* at [www.artsdel.org/grants](http://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 1–4 below for a General Operating Support Grant Application, check the “Arts Stabilization” box on the application form and proceed immediately to Step #5, “Arts Stabilization Narrative.” Otherwise begin with Step #1.

Applicants are required to submit one (1) original and seven (7) collated application packets organized in the following order:

1. **Application Checklist** (included with the Application form below)  
Include one (1) copy of a completed Fiscal Year 2012 Arts Organization Grant Application Checklist
2. **Fiscal Year 2012 Arts Organization Grant Application form**  
Complete the Fiscal Year 2012 Arts Organization Grant Application form. Check the box marked “Arts Stabilization.” The application form can be found at: [www.artsdel.org/grants/artsorggrants](http://www.artsdel.org/grants/artsorggrants)
3. **Board List**  
Submit a list of your organization's current board members, with the following information. Identify the officers of your board.
  - a. Name
  - b. Address
  - c. Telephone
  - d. Email
  - e. Occupation/Expertise
4. **Financial Reporting**
  - a. Attach **four (4) copies** of the appropriate financial reports for your organization based on its **budgetary size** (see below).
  - b. **Requirements appropriate to budget size:**

Organizations with annual operating expenses **exceeding \$1 million** submit:  
Four (4) copies of **your IRS 990** tax report **AND** four copies of an **annual certified audit**

Organizations with annual operating expenses **between \$250,000 and \$1 million** submit:  
Four (4) copies of **your IRS 990** tax report **AND** four copies of an **annual review statement or certified audit**

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

    - Four (4) copies of **your IRS 990** tax report; **and**
    - Four (4) copies of one of the following: **treasurer's report** from your most recently completed fiscal year, including income and expense statement + balance sheet (**or** annual review statement **or** certified audit).
  - c. Include all four copies of financial reports with the original application packet.
  - d. Financial reports must reflect your most recently completed fiscal year.
  - e. **For organizations on a calendar year submitting reviews and audits only:** Reviews, audits and IRS 990s covering the period ending December 31, 2009 are acceptable, if 2010 reports are not yet complete.

### Financial Report Definitions:

- **IRS 990, 990-EZ, or 990-N Tax Report**
  - Required by the IRS for nonprofit organizations
- **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 expense statement), 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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**5. Arts Stabilization Narrative**

Label your narrative as follows:

***[Arts Organization Name] FY2012 Arts Stabilization Narrative: Project Title***

The narrative **must**:

- have 1" margins
- use a Times New Roman or Arial 10-point font or larger
- be double-spaced
- be no more than three (3) numbered pages long
- be copied double-sided

**Note:** Narratives that do not comply with length and format requirements may not be accepted.

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. Description of the project/work to be done.
- b. Extent to which the project will enhance accessibility, safety, programming, and/or delivery of services.
- c. Explanation of how this project fits into your organization's long-range plan for facilities management and maintenance.
- d. 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)

**6. Project 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. Be sure to include any matching income for the project.

**7. Documentation**

- a. Include **at least two (2) competitive bids** or estimates from contractors/vendors for the proposed project.
- b. Include photo documentation depicting the need for the project.
- c. Facilities management plan (if available)
- d. Documentation of long-term lease (actual lease agreement and/or Memorandum of Understanding or Letter of Agreement) for organizations that do not own their facility

**8. Support Materials**

Submit eight (8) identical collated sets of support materials that will document the need and expenses for the project and/or the nature of the work to be done; attach one set to each copy of the application. Include only those materials applicable to your proposal that have been referenced in your narrative. Examples of support materials include reports from feasibility plans, inspections, or facility reports.