

Fiscal Year 2012 Arts Organization Grant Application Checklist

To apply for funding in any of the following Arts Organization categories— General Operating Support, ST^{ART}UP, Arts Stabilization— applicants must:

1. Complete the following application form: Fiscal Year 2012 Arts Organization Grant Application
2. Provide narrative and supplemental materials as specified in the downloadable document appropriate to the grant category (See www.artsdel.org/grants/artsorggrants)
3. Submit collated application packets by the deadline of **March 1, 2011**.

Include this checklist (one copy only) with the original application packet.

For **ALL** arts organization applications, does your packet contain the following?

- Fiscal Year 2012 Arts Organization Grant Application form
- Board List and required information
- IRS 990 or 990-EZ or 990-N – Organizations on a calendar year, only, may submit 990s for the period ending December 31, 2009 or 2010. All others must submit 990s for their organization's most recently completed fiscal year.

For **ALL** arts organization applicants, have you filed?

- Annual Report with the Delaware Division of Corporations (due March 1)
<http://corp.delaware.gov/paytaxes.shtml>

For **General Operating Support**, have you added?

- Staff List (if applicable)
- General Operating Support Narrative
- 2-Year Operating Budget Report
- Audit or financial review** - for most recently completed fiscal year, unless on a calendar year, **or treasurer's report** - for most recently completed fiscal year
- Support Materials

For **Arts Stabilization**, have you added?

- Arts Stabilization Narrative
- Arts Stabilization Project Budget Report
- Two (2) competitive bids/estimates
- Photo documentation
- Long-term lease agreement (if applicable)
- Support Materials

For **ST^{ART}UP**, have you added? (Continuation Grants only. No new applications for FY2012)

- Staff List (if applicable)
- ST^{ART}UP Narrative
- 2-Year Operating Budget Report
- Treasurer's report – for most recently completed fiscal year
- Support Materials

For **ALL** arts organization applicants, have you compiled?

- General Operating Support Application** - One (1) original and fifteen (15) identical packets, signed and collated; four (4) copies of IRS 990 and treasurer's report, financial review, or audit
- General Operating Support Interim Report** - One (1) original and three (3) identical packets, signed and collated; four (4) copies of IRS 990 and treasurer's report, financial review, or audit
- Arts Stabilization** - One (1) original and seven (7) identical packets, signed and collated
- ST^{ART}UP** - One (1) original and seven (7) identical packets, signed and collated

Mail or hand-deliver to:

Delaware Division of the Arts
Carvel State Office Building, 4th Floor
820 N. French Street
Wilmington, DE 19801

Hand-deliver to:

Delaware Division of the Arts Office
21 The Green
Dover, DE

Remember: All grant materials must be mailed (postmarked) or hand-delivered by March 1, 2011.



ARTS ORGANIZATION FY2012 Grant Application

Application # _____ (for official use only)

Fiscal Year 2012 Arts Organization Grant Application

Read the *Information and Instructions* that are applicable to the grant category(ies) in which you are applying—General Operating Support, STARTUP, Arts Stabilization—before completing this application form. (See www.artsdel.org/grants/artsorggrants). All supplemental information requested in the instructions related to each grant category must be included for the application packet to be complete.

Grant Categories: Check all the application categories for which you are applying:

<input type="checkbox"/> General Operating Support – Full Application	<input type="checkbox"/> General Operating Support – Interim Report
<input type="checkbox"/> STARTUP - Continuation	<input type="checkbox"/> Arts Stabilization
<input type="checkbox"/> Education Resource (under separate cover)	

Organization Information

1. Organization _____

Address 1 _____
(Street) (City) (State) (Zip Code)

Address 2 _____
(If different from above)

Organization phone _____ Organization fax _____

Organization email _____

Organization web _____

2. Organization director and title _____
(All correspondence will be sent to this person as the primary point of contact)

Director phone _____ Director fax _____

Director e-mail _____

3. Preparer of the application and title (if different from director) _____

Preparer phone _____ Preparer fax _____

Preparer e-mail _____

ARTS ORGANIZATION FY2012 Grant Application

Organization Name: _____

4. In the space below, provide the mission statement of your organization.

5 In the space below, provide a description of your organization in a format suitable for publication.

6. Estimate the number of participants who have or will participate in your programs.

	Last year's programs	This year's programs	Next year's programs
Artists (paid and unpaid)			
Audience/Participants (excluding employees)			

7. If applying for Arts Stabilization, include your grant request below. Be sure to include this figure in your enclosed Arts Stabilization project budget as projected income.

Grant Category	Grant request for FY2012
Arts Stabilization	\$

8. End date of last fiscal year: (month/year) _____

End date for submitted financial report *(should match the date above unless the organization operates on a calendar year)* _____

9. First-time applicants only: Tax and legislative district information (for the applicant organization):

Federal Employer Identification #: _____ Incorporation date: _____

Legislative District: State House _____ State Senate _____

**ARTS ORGANIZATION
FY2012 Grant Application**

Authorization: (Two different signatures are required.)

I do hereby certify that the board of directors of this organization has given formal approval for submission of this application and that all figures, facts, and representations made in this application are true and correct to the best of my knowledge. Submission of the application signifies intention of compliance with all guidelines and restrictions imposed by the Delaware Division of the Arts, a state agency, and the National Endowment for the Arts (NEA), a federal agency. I acknowledge that I have reviewed a copy of the *Delaware Division of the Arts Grantee Responsibilities* and the *National Endowment for the Arts Requirements for Subgrant Recipients* (www.artsdel.org/grants). This organization will comply with Title VI of the 1964 Civil Rights Act; the Drug Free Workplace Act of 1988, Title IX of the Education Amendment of 1972, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973. I also certify that any funds received with this application will not be used for lobbying and will be expended for the project described, and I understand that the organization may be precluded from future Division funding if I fail to submit a final report at the conclusion of the grant period.

Signature of board officer

Print name

Title

Date

Second authorized organization signatory

Print name

Title

Date