

GRANTS FOR ARTS ORGANIZATIONS OVERVIEW

Fiscal Year 2013

Delaware Division of the Arts

The Delaware Division of the Arts, a branch of the Delaware Department of State, is dedicated to nurturing and supporting the arts to enhance the quality of life for all Delawareans. Together with its advisory body, the Delaware State Arts Council, the Division administers grants and programs that support arts programming, educate the public, increase awareness of the arts, and integrate the arts into all facets of Delaware life.

Eligibility

To be eligible for grants for Arts Organizations, 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.

New arts organizations must successfully complete the Division of the Arts [STARTUP](#) program for emerging arts organizations before applying for other arts organization grants.

Grant Categories for Arts Organizations

The Division offers annual opportunities for **arts organizations** to apply for the following grants with applications **due March 1, 2012**. Grant awards are for the period **September 2012 – August 2013**.

1. [GENERAL OPERATING SUPPORT \(GOS\)](#) grants are awarded to Delaware nonprofit arts organizations in support of their annual operating expenses. New applications are accepted on a biennial basis in even-numbered years, with Interim reports submitted in the "off" year.
2. [ARTS STABILIZATION FUND \(ASF\)](#) grants provide non-profit arts organizations with funding for improvements to facilities owned and operated (or under long-term lease) by the organization.
3. [EDUCATION RESOURCE \(EDR\)](#) grants assist Delaware's arts organizations in developing and serving as education resources to Delaware's schools on behalf of their students.

The Division offers biennial opportunities for **arts organizations** to apply for the following grant with applications **due August 1, 2012**. Grant awards are for the period **January – December 2013**.

4. [STARTUP](#) grants develop and strengthen the capacity of emerging arts organizations to successfully run a 501(c)(3) nonprofit.

GRANTS FOR ARTS ORGANIZATIONS
Overview
Fiscal Year 2013

Application Deadline and Filing

All e-Grant applications are available at artsdel.egrant.net

General Operating Support, Education Resource, and Arts Stabilization application deadline is **4:30 pm on March 1, 2012.**

ST**ART**UP application deadline is **4:30 pm on August 1, 2012.**

Notification of Grant Awards

After all **General Operating Support, Education Resource and Arts Stabilization** applications have gone through a grant review process, the Delaware State Arts Council will make final funding recommendations for Fiscal Year 2013 at their June 2012 funding meeting. The recommended grant awards will apply to Fiscal Year 2013 only. Applicants will be notified of final funding decisions after July 1, 2012, following the Council meeting and passage of the state budget. For details on the grant review process, go to [Delaware Division of the Arts Grant Review Process](#).

After all ST**ART**UP applications have gone through a grant review process, the Delaware State Arts Council will make final funding recommendations for Calendar Year 2013 at their fall funding meeting. Applicants will be notified after October 1, 2012.

GRANTEE RESPONSIBILITIES

Receipt of state and federal grants carries with it certain obligations and responsibilities. By submitting a Division of the Arts grant application, applicants are affirming that they are familiar with the requirements of both the Division of the Arts and the [National Endowment for the Arts](#) (NEA), and that they will comply with those requirements.

Fiscal Requirements of Grantee Organizations

The Delaware Division of the Arts, the NEA, or any duly authorized representative shall have access to any books, documents, papers, and records maintained to account for funds expended under the terms and conditions of the grant for the purpose of audits and examinations. Grantees must provide accurate, current, and complete disclosure of financial results of federal/state sponsored projects. Records of "cash match" and expenditures of state and federal monies must be kept for all activities connected with the grant or fellowship for a minimum of three years. Grantees' financial management systems must provide for effective control over and accountability for all funds, comparison of actual outlays with budgeted amounts for each grant, and accounting records that are supported by source documents.

GRANTS FOR ARTS ORGANIZATIONS

Overview

Fiscal Year 2013

Contract

Submission of an application to the Division of the Arts designates acceptance of the terms of a contract with the Division, in the event that the organization is awarded a grant. No major changes in the project/program may occur either in activities, personnel, venue, or budget without advance approval of the Division. Funds granted must be expended solely for activities described in the approved application. The Division should be notified at the earliest possible opportunity of changes in, or cancellation of, a project/program to allow time for review and approval. Any significant changes must be made with enough notice to allow adequate time for planning and marketing. Failure to follow the above procedure may jeopardize future funding.

Grant Payment Schedule

Payments of grant awards are subject to the availability of state and federal funds. Payments will be made to grantees in periodic increments, to be determined by the Division.

DelawareScene.com

DelawareScene.com is a free, comprehensive, up-to-date website calendar produced by the Division featuring Delaware's arts and cultural events and attractions. The Division requires grantees to maintain an organizational profile and keep their event information current in DelawareScene.com.

On-Site Evaluations

Grantees should expect on-site visits from Division staff, Council members, grant panelists, or independent evaluators. Division staff will access information entered by grantees on DelawareScene.com in order to schedule on-site evaluations. For evaluation purposes, grantees must provide at least four complimentary tickets or free admissions per grant cycle upon request of the Division. Organizations that are not currently receiving funding, but are interested in applying, should make arrangements for Division representatives to attend events before the application review process begins.

Final Evaluation Form

A completed Final Evaluation Form is required of all grant recipients for each category in which funding has been awarded. Final Evaluation Forms are due 60 days after completion of the project/program or by September 30 for General Operating Support, Arts Stabilization, and Education Resource or February 28 for ST^{ART}TUP, following the end of the grant year, whichever comes first. Fifteen percent (15%) of the recipient's grant award will be withheld (with the exception of Arts Stabilization Grants) until the Final Evaluation Form has been submitted. If a Final Evaluation Form for a particular grant category has not been received by the Final Evaluation deadline, 15% of the grant award in that category will be forfeited and reverted to the Division.

Final Evaluation forms are available at artsdel.egrant.net as a phase of each organization's e-grant.

Photographic Documentation

The Delaware Division of the Arts maintains a photographic archive documenting events presented by grantees. These photographs are used in promotional materials and presentations to community groups. Organizations are encouraged to submit at least one photograph and caption information with their final Evaluation. However, photos can be submitted throughout the year. Digital images are preferred and can be e-mailed to delarts@state.de.us. Original black/white or color photographs are acceptable. Photo credit will be given if supplied by the organization.

GRANTS FOR ARTS ORGANIZATIONS
Overview
Fiscal Year 2013

Acknowledgement

Grant recipients are required to include the following credit in all advertising, news releases, printed programs or posters, electronic media, or publicity related to Division-funded activities:

This program is made possible, in part, by grants from the Delaware Division of the Arts, a state agency dedicated to nurturing and supporting the arts in Delaware, in partnership with the National Endowment for the Arts.

When grant recipients display logos of contributors or sponsors, the Division logo must also be displayed. Digital logos are available on the Division website at www.artsdel.org/logos.shtml.

All arts organizations that have World Wide Web homepages are required to include the credit statement on their website, with a link to the Division's homepage. The words "Delaware Division of the Arts" in the credit should be set up as a hyperlink to the following URL address: <http://www.artsdel.org>

National Endowment for the Arts Requirements for Subgrant Recipients

Because the Division receives a substantial percentage of its budget from the NEA, organizations receiving funding from the Division, must in turn, comply with the requirements outlined in [National Endowment for the Arts Requirements for Subgrant Recipients](#).