

## **ARTS STABILIZATION Guidelines**

### **Fiscal Year 2013**

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*.

#### **Applications Online**

Arts Stabilization applications  
must be submitted online at:  
<http://artsdel.egrant.net>

### **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 facility-related equipment (i.e., lighting, seating, flooring, display, storage).

### **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.

*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](#).

## Application Components

The Arts Stabilization application includes:

- An organizational profile
- Narrative questions that describe the project and address how it meets the evaluation criteria
- Project budget
- Two competitive bids (minimum)
- Photo documentation
- Facilities management plan (if available)
- Documentation of a long-term lease agreement (for organizations that do not own their facility)

If the organization is not also applying for [General Operating Support](#), additional items will be required:

- Board list
- IRS 990 (for the most recently completed fiscal year)

## 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, and/or delivery of services.
- Nature of the project as it relates to the Division's funding priorities.
- 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.

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## 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 or sound system upgrades/flooring/storage)

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 / art room equipment / shop equipment or tools
- 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.

## Grant Period

Funding awarded in the FY2013 grant cycle must be spent during the Division's Fiscal Year 2013, which runs from September 1, 2012, through August 31, 2013.

## Application Deadline and Filing

The deadline for Arts Stabilization e-grant applications is **4:30 pm on March 1, 2012**. The Fiscal Year 2013 Arts Stabilization e-grant application may be accessed at [artsdel.egrant.net](http://artsdel.egrant.net).

## 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 2013 to the Division Director at the Council's June 2012 funding meeting. 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 and appeals procedures, go to [Division of the Arts Grant Review Process](#).

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Arts organizations applying for Arts Stabilization may also be eligible for [General Operating Support](#), [Education Resource](#), and [Accessibility](#) grants. A separate application is required for each grant program. All applications are available as an e-grant at [artsdel.egrant.net](http://artsdel.egrant.net).