



## DELAWARE DIVISION OF THE ARTS

820 N. French Street, Wilmington, DE 19801  
302-577-8278 www.artsdel.org



# Delaware ARRA Grant Application and Budget Form

To apply for ARRA funding, applicants must:

1. Complete the following application form: ARRA Grant Application and Budget Form
2. Provide a narrative as specified in the downloadable Information and Instructions. (See [www.artsdel.org/grants/artsorggrants](http://www.artsdel.org/grants/artsorggrants))
3. Submit collated application packets by the **receipt (not postmark) deadline of April 24, 2009.**

Be sure you have followed all instructions for the grant application and included your narrative in the application packet. **Include this checklist (one copy only) with the original** application packet.

### Does your packet contain the following?

- ARRA Grant Application and Budget Form
- Application Narrative

### Have you compiled?

- One (1) original and six (6) identical packets, signed and collated

**See Application and Budget Form – next page**

## DE - ARRA Application and Budget Form

### Delaware ARRA Grant Application and Budget Form

Read the *Information and Instructions* before completing this application form.  
(See [www.artsdel.org/grants/artsorggrants](http://www.artsdel.org/grants/artsorggrants)). Be sure to include your application narrative with this form.

1. **Organization Name** \_\_\_\_\_

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)

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 \_\_\_\_\_

4. **Period of support:** Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**Note:** The period of support must reflect a maximum of twelve consecutive months, starting no earlier than July 1, 2009 and ending no later than October 31, 2010.

5. **Employment information:** Complete the table with current employment figures.

Your organization's total operating expenses from most recently completed fiscal year (indicate year-end date)	Total number of current paid employees (specify full- and part-time; salaried and contractual)	Number of jobs included in this request (specify full- and part-time; salaried and contractual)	Salary (or salary range) of job(s) affected by this request

## DE - ARRA Application and Budget Form

- 6. Budget:** Limit the budget below to: salaries, wages, and fringe benefits for personnel, administrative and artistic, who are paid on a salary basis, or as hourly and contractual employees. List each eligible position separately. Do not combine positions or use salary ranges. **Note:** *If including more than one position, list them in priority order.*

Title of salaried personnel	Current annual salary (and benefits)	Anticipated 12-month cost	Amount requested to sustain position(s)* <i>(multiple of \$5,000)</i>
Title of hourly or contractual personnel	Current hourly rate and hours worked, or annual contractual fee	Anticipated 12-month cost	Amount requested to sustain position(s)* <i>(multiple of \$5,000)</i>
<b>Total Salaried/Hourly/ Contractual**</b>			

\*Request may be less than, but cannot exceed, anticipated 12-month cost for the position(s)

\*\*Total request must be a multiple of \$5,000 (Minimum request = \$10,000; Maximum = \$50,000)

**NOTE:** Salaries, wages, fringe benefits, and fees that are incurred in connection with fundraising (e.g., development staff) are not allowable.

**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](http://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 president*

\_\_\_\_\_  
*Print name*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Second organization signatory*

\_\_\_\_\_  
*Print name*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Date*