

American Recovery and Reinvestment Act (ARRA) of 2009 Information and Instructions

ARRA Grant Program Description

The American Recovery and Reinvestment Act of 2009, Public Law 111-5 ("Recovery Act") recognizes that the nonprofit arts industry is an important sector of the economy. The National Endowment for the Arts (NEA) and its state agency partners are uniquely positioned to provide funds to help preserve jobs in the nonprofit arts sector threatened by declines in philanthropic and other support during the current economic downturn. As part of this important investment, the Arts Endowment has designed a plan to expedite distribution of critical funds for the national, regional, state, and local levels **for the preservation of existing (or recently suspended) jobs in the arts.**

In Delaware, this program will be carried out through one-time grants to eligible nonprofit arts organizations and units of state government that help advance the goals of the Arts Endowment and this program.

Funding is limited to: salary support, full or partial, for one or more existing or recently suspended positions (either salaried or contractual) that are critical to the organization's artistic mission and goals and are in jeopardy or have been eliminated as a result of the current economic climate. **Note:** Positions dedicated to fundraising and/or development are not eligible for this grant program.

Grantees will be required to file periodic reports to the Division of the Arts on funding received through the American Recovery and Reinvestment Act of 2009.

Award Information

In this competitive grant category, all grants are non-matching and will be awarded for the amount requested for the specific position(s). Organizations may request amounts in increments of \$5,000, with a minimum total request of \$10,000 and maximum of \$50,000. Requests may not exceed the reported costs to sustain the position(s). If requesting funding for multiple positions, the Division may approve funding for some, but not all, positions.

The NEA has stated the following expectation of state agencies re-granting ARRA funds to organizations within their state: most of the funds should directly impact a broad constituency, and reach the full geographic range represented by that constituency. As appropriate, efforts should be made to reach organizations that serve underserved populations such as those whose opportunities to experience the arts are limited by geography, ethnicity, economics, or disability.

Period of Support

The Division's funding support will cover a 12-month (consecutive) period that may start on or after July 1, 2009 and must be concluded by October 31, 2010. Personnel costs included in the budget must be those incurred during the designated 12-month grant period.

DELAWARE - ARRA Information and Instructions

Applicant Eligibility

The following are eligible to apply for an ARRA grant through the Delaware Division of the Arts:

Nonprofit, tax-exempt 501(c)(3), arts organizations in Delaware that have applied for General Operating Support in FY2010 **and** annually incur a minimum of \$10,000 in personnel expenses (paid staff and/or contractual employees) for existing or recently suspended positions

Or

Agencies with an arts position (paid staff or contractual) that have established partnerships with the Division of the Arts through a "Memorandum of Understanding" or "Letter of Agreement"

And

Meet the National Endowment for the Arts' "Legal Requirements" at the time of application and be current with all reporting requirements to the Delaware Division of the Arts.

Organizations are limited to receiving NEA American Recovery and Reinvestment Act funds through only one source – from the Arts Endowment directly, or from an entity eligible to subgrant NEA funds, including the state arts agency (Delaware Division of the Arts) or the regional organization of state arts agencies (Mid Atlantic Arts Foundation).

While some organizations are eligible to **apply** to more than one of the above sources, any organization being **awarded** a direct ARRA grant from the National Endowment for the Arts or the Mid Atlantic Arts Foundation will have their application to the Division of the Arts withdrawn from its applicant pool.

Each organization is limited to one application to the Division of the Arts in this category. The application may include multiple positions, as long as the total request does not exceed \$50,000.

Grantees will be required to obtain DUNS numbers (www.dnb.com) and register with the Central Contractor Registry (CCR, www.ccr.gov).

Notification of Grant Awards

The Delaware State Arts Council will make funding recommendations to the Division Director at the Council's June 2009 funding meeting. Applicants will be notified of final funding decisions after July 1, 2009, following the Council meeting and the announcement by the National Endowment for the Arts regarding its direct grants to organizations. Organizations may receive only one ARRA grant award.

Application Review Criteria

The following criteria will be considered during the review of applications. The artistic excellence and artistic merit of the organization and the services it provides, which includes the:

- Quality of the organization based on FY2009 and FY2010 panel and interim reviews
- Significance of the position(s) to sustain the mission and core operations of the organization
- Potential of the funding to have a significant and immediate impact on the arts work force
- Impact the organization has on its community and/or local economy
- Likelihood that the organization will be able to achieve its identified goals by sustaining the position(s) during the grant period
- Ability to sustain the organization's outreach to underserved populations

DELAWARE - ARRA Information and Instructions

The Delaware Division of the Arts will be required to collect information on each grant it awards in order to track the results—or outcomes—of its activities. This information will be compiled and reported to Congress and the public. The outcome the Arts Endowment intends to achieve through the American Recovery and Reinvestment Act is: *Organizations enhance their ability to realize their artistic and public service goals.* Within the context of this outcome, we ask all applicants to define what they would like to achieve, how they will assess the degree to which it is achieved, and, at the end of the grant period, what they have learned from their successes and failures.

ARRA applications will be reviewed with the FY2010 General Operating Support Interim Reports. Grants will be awarded separately, though approval for a General Operating Support grant will be a prerequisite for consideration of an ARRA grant.

Award Administration

Crediting Requirement

Grantees must clearly acknowledge support from the National Endowment for the Arts and the Delaware Division of the Arts in their programs and related promotional materials, including publications and websites. Organizations that receive grants may be provided with specific requirements for acknowledgment of this initiative.

Administrative Requirements

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. 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.

Grantees will be required to report on the use of NEA American Recovery and Reinvestment Act funds as outlined in Section 1512 (c) of the American Recovery and Reinvestment Act of 2009, Public Law 111-5 ("Recovery Act"). Details on reporting requirements will be made available to Division grantees as they are received from the NEA.

Grantees will be required to maintain personnel activity ("Time & Effort") reports for any employee, salaried or contracted, whose costs are charged, in whole or in part, to the award. For grants that support contractual personnel, grantees also will be required to maintain written contracts that outline the employment terms.

A "Recovery" section has been added to the NEA web site at <http://www.arts.gov/recovery/> to serve as the central information portal for the agency's implementation of the American Recovery and Reinvestment Act of 2009, Public Law 111-5 ("Recovery Act").

Application Deadline and Filing

The **receipt deadline** for ARRA grant applications is **April 24, 2009**. The ARRA Grant Application form may be downloaded from the Division web site at www.artsdel.org/grants/artsorggrants in either Microsoft Word or PDF format.

For questions or assistance, please contact Deputy Director Susan Salkin at 302-577-8278 or Susan.Salkin@state.de.us.

DELAWARE - ARRA Information and Instructions

ARRA applications must:

- Be typed and submitted to the Division as hard copies on the appropriate application form.
- Include all of the necessary information and attachments, presented in the required format.
- Be signed by the organization's chief 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 six (6) collated copies of the complete application packet, including all attachments.
- Be **received** by the Division office no later than 4:30 p.m. on **April 24, 2009**. Facsimile (fax) or e-mail transmission of applications will not be accepted.

Application Instructions

A. Complete the Delaware ARRA Grant Application and Budget Form

1. Complete the information about your organization
2. Complete the information about your organization director
3. If the preparer of the application is different than the organization director, complete this section
4. Identify the 12-month period that you would utilize this job retention funding (must fall between July 1, 2009 and October 31, 2010 and must be 12 consecutive months).
5. Complete the table of general employment information for your organization
6. If including more than one position, list them in priority order. Include the current cost of sustaining each position, your anticipated costs for the designated 12-month period, and how much of that total cost you are requesting (in increments of \$5,000)

B. Write your application narrative

Provide a **one-page narrative** that provides a succinct description of your request in accordance with the instructions below. Your FY2010 Interim Report will be used to gather additional information pertaining to your organization and programs. In this narrative, describe your proposed need, as relevant:

1. Identify the job position(s) for which you are seeking support (as indicated on Application and Budget Form). Provide job title, description, and approximately how long (years/months) this position has existed.
2. Discuss the significance of retaining the position(s) to fulfill the mission and goals of your organization. Include how you will assess the attainment of your goals and objectives.
3. Describe the effect on your organization if this position were curtailed or eliminated.
4. Note whether this position is currently filled? If not, when was it vacated?

C. Compile the application packet and send it to the Division of the Arts

Applicants are required to submit **one (1) original and six (6) collated report packets** organized in the following order:

1. Application checklist (original copy only)
2. Application and Budget Form
3. Narrative

Receipt deadline is April 24, 2009 at 4:30 p.m.