

## Fiscal Year 2012 Education Resource Grant Application Checklist

To apply for funding in the Education Resource category, applicants must:

1. Complete the following application form: FY2012 Education Resource Grant Application
2. Provide narrative and supplemental materials as specified in the downloadable document:  
Education Resource Grant Information and Instructions  
(See [www.artsdel.org/grants/schoolgrants](http://www.artsdel.org/grants/schoolgrants))
3. Submit all collated application packets by the deadline of **March 1, 2011**.

**For all Education Resource Grant applicants, does your application packet contain:**

- Fiscal Year 2012 Education Resource Grant Application
- Education Resource Grant Narrative
- Education Resource Projected Budget
- Supplemental Materials
- One (1) copy of this checklist with the original packet only

**Have you compiled:**

- One (1) original and ten (10) identical packets, signed and collated

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

**Mail or hand-deliver to:**

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

**Hand-deliver only to:**

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

**EDUCATION RESOURCE GRANT**  
**FY2012 Application**

**Fiscal Year 2012 Education Resource Grant Application**

Read the Education Resource Grant Information and Instructions before completing this application. (See [www.artsdel.org/grants/schoolgrants](http://www.artsdel.org/grants/schoolgrants)). All supplemental information requested in the instructions must be included for the application to be complete.

- 1. School or organization** (must be a Delaware public school or district, or Delaware arts organization with commitment to arts learning)

School/Organization: \_\_\_\_\_

District (if school is the applicant) \_\_\_\_\_

Federal Employer Identification #: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Org. E-mail: \_\_\_\_\_

Web Address: \_\_\_\_\_

- 2. Project Director** (Note: All correspondence will be sent to this person unless otherwise specified)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Title: \_\_\_\_\_ Fax : \_\_\_\_\_

E-mail: \_\_\_\_\_

- 3. Preparer of this application** (if different from Project Director)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Title: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

- 4. Basic Budget Information** (*figures should correspond with detailed budget and narrative*)

Projected total **cash** expenses for upcoming grant year: \_\_\_\_\_

Grant request from Delaware Division of the Arts: \_\_\_\_\_

Anticipated number of children served: \_\_\_\_\_ Artists: \_\_\_\_\_ Total participants: \_\_\_\_\_

- 5. Project Title**

\_\_\_\_\_

**6. Project Description** Provide a brief description of your project, suitable for publication.

**7. Participant Information**

In the space below, list all schools, organizations, and/or individual artists participating in this project. Include a contact name, telephone number, and email address for each school and/or organization involved in the project.

**Authorization *Two different signatures are required***

I do hereby certify that the board of directors of this organization (or school administration) 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 DDOA funding if I fail to submit a final report at the conclusion of the grant period.

The signatures below indicate the individuals who are authorized to enter the organization into the proposed project and receive a state grant for the purposes specified in the application.

Name:	2 <sup>nd</sup> Name:
<hr/>	
Title:	Title:
<hr/>	
Signature:	Signature:
<hr/>	
Date:	Date:
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Complete the spaces below only if information is different from that provided on the front of this form.

Telephone:	Telephone:
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Fax:	Fax:
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E-mail:	E-mail:
<hr/>	