

GENERAL OPERATING SUPPORT: ABBREVIATED Information and Instructions

Fiscal Year 2009

The Delaware Division of the Arts awards General Operating Support grants to Delaware arts organizations in support of their annual operating expenses. The General Operating Support: Abbreviated Information and Instructions may be used by eligible arts organizations seeking a streamlined application process, and **must** be used by arts organizations who have not previously received General Operating Support funding from the Division.

Grant awards in the Abbreviated category are capped at \$2,500 and may not exceed 20% of the organization's operating expenses. Arts organizations seeking larger grants and those applying for Technical Assistance and/or Arts Stabilization grants should use the General Operating Support Information and Instructions which can be found at: www.artsdel.org/grants/artsorggrants.

New this year: Arts organizations applying for General Operating Support: Abbreviated are now eligible to apply for Public Impact grants. For details on this and other grant opportunities for arts organizations visit www.artsdel.org/grants/artsorggrants.

Eligibility

To be eligible for General Operating Support: Abbreviated, 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.
4. Be applying only in this and the optional Public Impact grant categories.

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.

Note: First-time applicants must apply in the Abbreviated category and must contact the Division prior to beginning the application process in order to verify eligibility for general operating support funding. A W-9 form (www.irs.gov/pub/irs-pdf/fw9.pdf) must be submitted with your first application.

Receipt of state and federal grants carries with it certain obligations and responsibilities. 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*. These documents explain the obligations of Division grantees. Both reports can be downloaded at www.artsdel.org/grants/artsorggrants.

GENERAL OPERATING SUPPORT: ABBREVIATED

Information and Instructions
FY2009

Application Cycle

All organizations applying for General Operating Support in the FY2009 application cycle will be considered for one-year funding only. Organizations approved for the two-year cycle in Fiscal Year 2008 will be required to submit an Interim Report with updated program and financial information, in lieu of a full application for Fiscal Year 2009. Interim Report information and instructions can be found at www.artsdel.org/grants/artsorggrants.

Applications will only be considered for the two-year funding cycle in even-numbered fiscal years. A two-year application will be available next year for the FY2010 cycle. At that time, organizations with three or more consecutive years of Division General Operating Support, sustained and consistent programming, and stable financial operations will be considered for a biennial cycle of applications.

Evaluation Criteria and Considerations

Grant panelists are selected based on their knowledge and experience in the arts, in business, and in the community. Panelists evaluate applications in the areas of artistic product/process/services, service to community, and management. To determine the merits of each applicant, they consider the grant application and supporting documents, and on-site evaluations conducted by independent reviewers.

Matching Funds

General Operating Support grants are funded on a matching basis. Matching funds must be cash and may not come from the National Endowment for the Arts. Other federal grant sources may be used as match in accordance with authorizing legislation.

Grant Award Calculations and Award Limits

Organizations recommended for funding will receive a grant award, as determined by a funding allocations panel, not to exceed \$2,500. No organization will receive a General Operating Support: Abbreviated grant that exceeds 20% of the actual operating expenses of their most recent fiscal year.

Note: Grant requests for specific dollar amounts are not required.

Expenses Eligible for General Operating Support

Funding from General Operating Support grants may be used to support most aspects of an arts organization's annual operating expenses (not including capital expenses), such as:

- Artists' fees
- Administrative costs
- Contractual services
- Marketing or publicity of events/activities
- Personnel (salaries, benefits...)
- Supplies and materials
- Professional development (workshops, seminars, conferences, excluding credit-earning post-secondary coursework)
- Technical costs
- Travel (domestic) and other operational expenses necessary to deliver arts programs and services

GENERAL OPERATING SUPPORT: ABBREVIATED

Information and Instructions
FY2009

Expenses Not Eligible for General Operating Support

- Activities for which academic credit is given
- Activities outside Delaware
- Awards or cash prizes
- Bad debt
- Building, renovating, or remodeling of facilities
- Capital expenditures and non-consumables valued over \$3,000
- Circus and athletic activities
- Contingency funds
- Expenses incurred prior to the grant period
- Fundraising costs (capital/endowment campaigns)
- Investments of any type
- Meals/refreshments
- Lobbying
- Private entertainment
- Projects restricted to exclusive participation or enjoyment
- Projects which have sectarian or religious purposes
- Scholarships or research by individuals

Grant-in-Aid

The Division of the Arts was created by the Delaware General Assembly to serve as the principal mechanism for supporting the arts in Delaware. Arts organizations seeking General Operating Support from the state are expected to apply for support through the Division.

The Division will notify the Delaware Controller General's Office and the General Assembly Joint Finance Committee of all organizations that apply to the Division for general operating support. Any arts organization receiving General Operating Support through other state mechanisms, including Grant-in-Aid may see an impact in Division funding.

Grant Period

Funding awarded in the FY2009 grant cycle must be spent on programs and activities that occur during the Division's Fiscal Year 2009, which runs from September 1, 2008, through August 31, 2009.

Application Deadline and Filing

The deadline for General Operating Support: Abbreviated applications is **March 3, 2008**. The Fiscal Year 2009 Arts Organization Grant Application form may be downloaded from the Division's web site www.artsdel.org/grants/artsorggrants in either Microsoft Word or PDF format.

To be eligible for funding, applications must:

- Be typed and submitted to the Division as hard copies on current application forms.
To reduce waste and speed processing, grant applications should be copied double-sided on white 8.5x11-inch paper; collated and stapled in the order requested; and **submitted without covers, folders, or other packaging.**
- 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 ten (10) collated copies of the complete application packet, including all attachments.
- Be **postmarked or hand-delivered** to the Division office no later than 4:30 p.m. on **March 3, 2008**. Facsimile (fax) or e-mail transmission of applications will not be accepted.

GENERAL OPERATING SUPPORT: ABBREVIATED

Information and Instructions
FY2009

Notification of Grant Awards

After all applications have gone through a grant review process, the Delaware State Arts Council will make final funding recommendations for Fiscal Year 2009 at their June 2008 funding meeting. The recommended grant awards will apply to Fiscal Year 2009 only. Applicants will be notified of final funding decisions after July 1, 2008, following the Council meeting and passage of the state budget. For details on the grant review process, download *Delaware Division of the Arts Grant Review Process* at www.artsdel.org/grants

Interim Reports and 2nd Year Grant Notification

Organizations recommended for two-year funding in Fiscal Year 2008 will be required to submit an Interim Report with updated program and financial information, in lieu of a full application, for Fiscal Year 2009. Interim report information and instructions can be found at www.artsdel.org/grants/artsorggrants.

Grant award amounts for the second year will be determined by applying the funding formula to updated financial information submitted with the Interim Report. Updated financial figures, the number of organizations in the FY2009 applicant pool, and the Division's budget may impact all grant awards. Recommended grant awards will be reviewed by the Delaware State Arts Council at their June 2008 funding meeting. Applicants will be notified of final funding decisions after July 1, 2008, following the Council meeting and passage of the state budget.

Annual applications for Public Impact will still be required of organizations on a two-year General Operating Support cycle. For details on these and other grant opportunities for arts organizations visit www.artsdel.org/grants/artsorggrants.

Proceed to next page for Application Procedure ⇒

GENERAL OPERATING SUPPORT: ABBREVIATED

Information and Instructions
FY2009

General Operating Support: Abbreviated Application Procedure

Applicants are required to submit one (1) original and ten (10) collated application packets organized in the following order:

1. Fiscal Year 2009 Arts Organization Grant Application form

Complete the Fiscal Year 2009 Arts Organization Grant Application form. Check the box marked "General Operating Support: Abbreviated" **and** then check the box marked "Public Impact" if you are also applying in that category. The application form can be downloaded from the web site at:

www.artsdel.org/grants/artsorggrants.

2. Board List

Submit a list of your organization's board members, with the following information. Identify the officers of your board.

- | | | |
|------------|---------------------|-------------------------|
| a. Name | c. Telephone number | e. Occupation/Expertise |
| b. Address | d. Email | |

3. General Operating Support Narrative

Label your narrative as follows:

[Arts Organization Name] FY2009 General Operating Support Narrative

The narrative **must** be double-spaced with 1" margins, using a Times New Roman or Arial 10-point font or larger, and a maximum of **three** numbered pages, copied double-sided. **Note:** Applications that are not formatted in this manner may not be accepted. Pages that exceed the three-page limit will be extracted from the application and will not be reviewed by panelists.

Any supplemental materials included in the application packet should be referenced specifically in the narrative. Supplemental materials should clearly support what you state about your organization and/or programming.

The narrative must include all of the following letter items. Label each of the items with the indicated italicized headers:

a. Programs/Activities Description

Provide a description of the programs/activities that your organization is currently undertaking during FY2008, including information about the artists and arts leadership involved.

b. Service to Community

Provide an explanation of how your organization's programs/activities serve your community.

c. Promotional Activities

Provide a description of how you attract an audience or participants to your programs.

d. Significant Programmatic, Administrative, and/or Budgetary Changes

Provide an explanation of any significant programmatic, administrative, and/or budgetary changes that have occurred in the past two years or that you anticipate in the upcoming year. This should include an increase or decrease in the amount of programming, staff, and actual or projected income/expenses of your organization.

Proceed to next page ⇒

GENERAL OPERATING SUPPORT: ABBREVIATED

Information and Instructions
FY2009

4. Budget Report

Label your response as follows: ***[Arts Organization Name] Two-Year Budget Report***

Submit a budget report containing itemized information from two budget/reporting periods:

- Most recently completed fiscal year's **actual** expenses and income
- Current fiscal year's **budgeted** expenses and income

This information must be presented side-by-side so that the two year's figures may be easily compared.

Budget information can be provided in your own organization's format (but with enough detail to be meaningful) and should reflect **your** organization's fiscal or calendar year. **Note:** If you include in-kind donations, report them in a separate column and be sure that they are reflected as both in-kind income **and** expenses.

Be sure to explain significant budgetary changes (more than 10%) in your narrative. Unusual or "one-time only" expenses or sources of income should be explained on the budget page.

5. Support Materials

Include up to three (3) pieces of support material, referenced in your narrative, which will provide additional insight into your programs and services. Submit eleven (11) identical and collated sets of support materials, one for each copy of the application. Examples of support materials include, but are not limited to:

- a. Schedule of events or season brochure from the current year.
- b. Sample event brochures or program books.
- c. Print materials such as newspaper reviews, organization brochures, newsletters, press releases, advertisements, or flyers.
- d. CDs or DVDs.
- e. Samples of program evaluation tools.
- f. Long-range plan.

6. Checklist

Include one copy of the Fiscal Year 2009 Arts Organization Grant Application Checklist, included with the application form (www.artsdel.org/grants/artsorggrants).

THIS CONCLUDES THE REQUIRED PORTION OF THE GENERAL OPERATING SUPPORT APPLICATION

Organizations also interested in **Public Impact** grants should include required supplemental materials with their General Operating Support: Abbreviated application package. Visit www.artsdel.org/grants/artsorggrants for details about this additional grant opportunity.