

GENERAL OPERATING SUPPORT Guidelines - Full Application

Fiscal Year 2013

The Delaware Division of the Arts awards General Operating Support grants to Delaware arts organizations in support of their annual operating expenses to ensure that year-round participation in the arts is available to the people of Delaware.

Applications Online

General Operating Support applications must be submitted online at: <http://artsdel.egrant.net>

Eligibility

To be eligible for General Operating Support, 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.

New arts organizations must successfully complete the Division of the Arts [STARTUP](#) program for emerging arts organizations before applying for General Operating Support or other arts organization grants.

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.

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](#).

Application Components

The General Operating Support application includes:

- An organizational profile
- Board and staff lists
- 2-year budget comparison
- Financial reports for the most recently completed fiscal year – IRS 990; treasurer's report, review statement, or audit (depending on organization's budget size)
- A narrative addressing programming, artistic quality, availability and service to the community, management, and significant organizational changes
- Optional support materials

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Two-year Application Cycle

General Operating Support applications are accepted biennially in even-numbered years. A multi-year application cycle permits grantees, as well as the Division, to focus more attention on the delivery of programs and services and less on the preparation, processing, and review of grant applications. Organizations approved for General Operating Support demonstrate a history of programming, service to their community, and management of their operations that provides confidence that a similar level of service or activity may be sustained over a two-year period without requiring a full application and review each year.

Organizations awarded a grant for General Operating Support are required to submit an Interim Report in lieu of a full application in the "off year," providing an update on finances and activities. Grant awards for the second year will be determined by applying a funding formula to updated financial information submitted in the "off year" Interim Report. Applicants should not expect the second year of funding to be exactly the same as in the first year. Second-year awards are based upon updated financial figures, the number of organizations in the applicant pool, and the Division's budget. The Division reserves the right to request additional information and documentation in the second year of the cycle if it is determined that the organization's situation has altered significantly or if the Division adopts significant changes in its grant program.

Evaluation Criteria and Considerations

The following criteria are utilized by citizen panels to evaluate each General Operating Support application. These three elements assure the Delaware General Assembly that artistic excellence is promoted, that recipient organizations are enhancing their communities while providing access to the arts for all Delawareans, and that organizations receiving awards are capable of executing and meeting their contractual obligations.

Artistic Quality

- Demonstrates a commitment to artistic quality in the arts product, process or service provided, as evidenced by the qualifications of artists and artistic leadership, the artist selection process, reviews, and/or public response
- Contributes to an understanding of the art form(s) presented, through interpretive and/or educational activities or materials
- Demonstrates ingenuity, vitality and relevance with artistic product, process and/or services

Availability of the Arts/Service to the Community

- Fulfills an artistic need in the community, as demonstrated by public demand, public participation, or public impact
- Demonstrates efforts to sustain and build audiences
- Accommodates people with disabilities
- Collaborates with arts and non-arts organizations to build community support and participation

Management

- Provides financial information with adequate detail in a clearly presented format
- Demonstrates fiscal responsibility
- Engages in strategic planning
- Evaluates the success of programs and services
- Involves individuals with a range of relevant professional expertise for the organization's board
- Adequately demonstrates organizational capacity to successfully plan and carry out programs

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Grant panelists are selected based on their knowledge and experience in the arts, in business, and in the community. To determine the merits of each applicant, they consider the grant application and supporting documents, and on-site evaluations conducted by independent reviewers.

Grant Awards

Grant awards are derived from a formula and panel review process that encompasses the following: a satisfactory review of application materials and on-site evaluations, actual operating expenses/income as reported in the application and IRS materials, the number of organizations in the FY2013 applicant pool, and available state and federal funds. Prior funding does not guarantee future funding. The Division of the Arts retains the right to reduce or rescind a grant award if the grantee is found not to be in compliance with state and/or federal grant requirements.

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

Expenses Not Eligible for General Operating Support

- Activities for which academic credit is given
- Activities outside Delaware
- Awards and cash prizes or donations
- 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 outside the grant period
- Fundraising costs (capital/endowment campaigns)
- Investments of any type
- Lobbying
- Meals/refreshments
- Private entertainment
- Projects restricted to exclusive participation or enjoyment
- Projects which have sectarian or religious purposes
- Scholarships or research by individuals

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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-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 FY2013 grant cycle must be spent on programs and activities that occur during the Division's Fiscal Year 2013, which runs from September 1, 2012 through August 31, 2013.

Application Deadline and Filing

The deadline for General Operating Support e-grant applications is **4:30 pm on March 1, 2012**. The Fiscal Year 2013 General Operating Support E-Grant application may be accessed at 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. The recommended grant awards will apply to Fiscal Year 2013 only. 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](#).

Arts organizations applying for General Operating Support may also be eligible for [Arts Stabilization](#), [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.