

GRANTEE RESPONSIBILITIES

Receipt of state and federal grants carries with it certain obligations and responsibilities. By signing a Division of the Arts grant application, applicants are affirming that they are familiar with the requirements of both the Division of the Arts and the National Endowment for the Arts (NEA), and that they will comply with those requirements.

Fiscal Requirements of Grantee Organizations

The Delaware Division of the Arts, the NEA, or any duly authorized representative shall have access to any books, documents, papers, and records maintained to account for funds expended under the terms and conditions of the grant for the purpose of audits and examinations. Grantees must provide accurate, current, and complete disclosure of financial results of federal/state sponsored projects. Records of "cash match" and expenditures of state and federal monies must be kept for all activities connected with the grant or fellowship for a minimum of three years. Grantees' financial management systems must provide for effective control over and accountability for all funds, comparison of actual outlays with budgeted amounts for each grant, and accounting records that are supported by source documents.

Contract

When a grant is approved, a contract is forwarded to the applicant specifying the terms of the award. (Opportunity Grant and Accessibility Grant contracts are incorporated in the application form.) After the applicant organization agrees to the terms of the contract and returns it signed, no major changes in the project/program may occur either in activities, personnel, venue, or budget without advance approval of the Division. Funds granted must be expended solely for activities described in the approved application. The Division should be notified at the earliest possible opportunity of changes in, or cancellation of, a project/program to allow time for review and approval. Any significant changes must be made with enough notice to allow adequate time for planning and marketing. Failure to follow the above procedure may jeopardize future funding.

Grant Payments

Payments of grant awards are subject to availability of state and federal funds. The schedule of grant payments depends on timely submission of the organization's Grant Payment Form (not applicable to Opportunity Grants which are paid in full at the time the grant award is made) and other reporting documents.

DelawareScene.com

DelawareScene.com is a free, comprehensive, up-to-date website calendar produced by the Division featuring Delaware's arts and cultural events and attractions. The Division requires grantees to maintain an organizational profile and keep their event information current in DelawareScene.com.

On-Site Evaluations

Grantees should expect on-site visits from Division staff, Council members, grant panelists, or independent evaluators. Division staff will access information entered by grantees on DelawareScene.com in order to schedule on-site evaluations. For evaluation purposes, grantees are expected to provide at least four complimentary tickets or free admissions per grant cycle upon request of the Division. Organizations that currently are not receiving funding, but are interested in applying, should make arrangements for Division representatives to attend events before the application review process begins. To broaden the scope of evaluations, the Division encourages grantees to undertake additional methods of monitoring their own programs. Organizations may request sample On-Site Evaluation Forms from the Division, develop their own methods such as audience surveys and participant questionnaires, or use outside evaluators. Organizations are also encouraged to inform the Division of qualified individuals to serve as on-site evaluators of Division-sponsored programs and activities.

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Final Evaluation Form

A completed Final Evaluation Form is required of all grant recipients. This form is available on-line at www.artsdel.org/grants and should be read by the project/program director before the project begins so that the required information will be known in advance. Final Evaluation Forms are due 60 days after completion of the project/program or by September 30 following the end of the grant year, whichever comes first. Final evaluations not received or postmarked by September 30 are considered delinquent and fifteen percent (15%) of the grantee's total grant award (with the exception of Opportunity Grants) will be forfeited. The only exceptions to this requirement would be for grantees that have submitted a written request prior to the due date and have subsequently received written authorization for an extension. Written requests must state the extenuating circumstances which hinder a timely submission of the final evaluation. Failure to comply with the final evaluation requirement may also result in ineligibility for future Division funding.

Photographic Documentation

The Delaware Division of the Arts maintains a photographic archive documenting events presented by grantees. These photographs are used in promotional materials and presentations to community groups. Organizations are encouraged to submit at least one photograph and caption information with their Final Evaluation. However, photos can be submitted throughout the year. Digital images are preferred and can be e-mailed to delarts@state.de.us. Original black/white or color photographs are acceptable. Photo credit will be given if supplied by the organization.

Acknowledgement

Grant recipients are required to include the following credit in all advertising, news releases, printed programs or posters, electronic media, or publicity related to Division-funded activities:

This program is made possible, in part, by grants from the Delaware Division of the Arts, a state agency dedicated to nurturing and supporting the arts in Delaware, in partnership with the National Endowment for the Arts.

When grant recipients display logos of contributors or sponsors, the Division logo must also be displayed. Digital logos are available on the Division website at www.artsdel.org/logos.shtml.

All arts organizations that have World Wide Web homepages are required to include the credit statement on their website, with a link to the Division's homepage. The words "Delaware Division of the Arts" in the credit should be set up as a hyperlink to the following URL address: www.artsdel.org.

National Endowment for the Arts Requirements for Subgrant Recipients

Because the Division receives a substantial percentage of its budget from the NEA, organizations receiving funding from the Division must, in turn, comply with the requirements outlined in *National Endowment for the Arts Requirements for Subgrant Recipients*, located on our web site at www.artsdel.org/grants.