

GRANTEE RESPONSIBILITIES

Receipt of state and federal grants carries with it certain obligations and responsibilities. By submitting 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. Maintain records of “cash match” and expenditures of state and federal monies for a minimum of three years.
- Implement financial management systems that provide for effective control over and accountability for all funds.

Statement of Assurances

The Statement of Assurances serves as the Contract in the event that a grant is awarded. It is included as part of all Division e-grant applications. Grant applicants must indicate that authorizing officials have read and agree to the obligations of grant recipients should a grant be awarded.

Grant Payment Procedures

Grantees will be notified of awards via email, and payments will be issued according to the payment schedule issued with the award notice. Grantees may opt to receive payments through electronic fund transfer (recommended) by updating their information on Delaware’s [Substitute W-9 form](#).

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 public events information current in [DelawareScene.com](#).

On-Site Evaluations

Division staff will access information entered by grantees on DelawareScene.com in order to schedule on-site evaluations by Division staff, Council members, grant panelists, or independent evaluators. For evaluation purposes, grantees are expected to provide at least four complimentary tickets or free admissions per grant cycle upon request of the Division.

Final Report

A completed Final Report is required of all grant recipients for each grant category in which funding has been awarded. Failure to submit a Final Report may jeopardize future grants to the recipient.

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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 [SELECT ONE: program, project, organization, etc.] is supported, in part, by a grant from the [Delaware Division of the Arts](http://www.artsdel.org), a state agency, in partnership with the National Endowment for the Arts. The Division promotes Delaware arts events on www.DelawareScene.com

All arts organizations are required to include the above credit statement (see above) on their website, with active links to the words "Delaware Division of the Arts" (<http://www.artsdel.org>) and "www.DelawareScene.com" (<http://www.delawarescene.com>)

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.

National Endowment for the Arts Requirements for Subgrant Recipients

Because the Division receives funding from the NEA (CFDA 45.025), organizations receiving funding from the Division must, in turn, comply with the requirements outlined in the NEA's [General Terms and Conditions](#) and clause 7 in the Division's [Statement of Assurances](#).

Federal Accessibility Compliance

The National Endowment for the Arts provides a Section 504 Self-Evaluation workbook to assist in Accessibility compliance as stipulated in the Rehabilitation Act of 1973. Grant recipients are required to retain a file of information gathered during the self-evaluation/transition plan process for a three (3) year period. This information must be made available to the public and the Endowment upon request. The workbook can be downloaded at: www.arts.gov/sites/default/files/SECTION504Workbook.pdf.

Exempt Organization Public Disclosure and Availability Requirements

Tax-exempt organizations must make exemption applications and annual returns filed with the IRS available for public inspection and copying upon request. In addition, the IRS makes these documents available. For more information, visit the [IRS site](#).

All materials submitted to the Division of the Arts in the grant application process are subject to public inspection upon request to the Division, in accordance with the Freedom of Information Act. It is advised that any confidential information contained in financial documents and audits (e.g., donors' names) be redacted prior to submission.