

PROJECT SUPPORT: ABBREVIATED Information and Instructions

Fiscal Year 2009

Project Support grants assist in the growth of a vibrant cultural environment by encouraging the continued development of arts activities throughout the state.

The Project Support: Abbreviated Information and Instructions are to be used by eligible community-based organizations seeking **\$2,500 or less** in Project Support funds and applying for only one project. Applicants requesting more than \$2,500 or applying for more than one project should use the Project Support: Information and Instructions found at www.artsdel.org/grants/cbogranats.

Project Support Goals

Project Support funding is available for arts projects that accomplish one or more of the following:

- Provide experiences of artistic merit and integrity for the public
- Reach audiences and participants with limited access to the arts or to a particular art form
- Provide opportunities for conservation, documentation, and appreciation of the artistic traditions of diverse cultures and communities
- Involve collaborations with artists, arts organizations, community and civic groups, government entities, or social service agencies
- Provide new or non-traditional venues for arts programs
- Offer opportunities for the creation of new works of art
- Provide lifelong learning opportunities in the arts beyond the school setting
- Provide opportunities for artistic expression of a community's unique history/culture
- Contribute to a community's enhanced quality of life or economic revitalization

Eligibility

To be eligible for Project Support: Abbreviated as a community-based organization, you must be applying for only one project and requesting a maximum of \$2,500. In addition, you must:

1. Be a Delaware-based nonprofit organization whose primary purpose is not the arts. This includes libraries, civic groups, community/senior centers, festivals, parks/recreation programs, and university/college non-credit programs intended to serve the community.

Public, private, and parochial schools are eligible only if the proposed arts project is taking place after school hours and is open and promoted to the public.

Note: Organizations defined primarily as arts organizations are not eligible for Project Support. These organizations may apply for General Operating Support.

2. Have a stable, functioning board of directors that meets at least quarterly, **and**
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. Organizations that have not received Delaware incorporation or IRS nonprofit designation are not eligible to apply for Project Support.

or

4. Be an established unit of municipal, county, or state government within Delaware.

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Please note the following restrictions:

- The Delaware Division of the Arts will not accept applications for Project Support 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 for Project Support should contact the Division prior to beginning the application process in order to verify their eligibility. A copy of your State of Delaware Certificate of Incorporation, IRS Nonprofit Determination Letter, and 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. 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.

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/cbogranats.

Evaluation Criteria and Considerations

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. Panelists will evaluate applications in the areas of artistic product/process/services, service to community, and management.

Matching Funds

All Project Support grants are funded on a matching basis. Applicants may request grants of up to 75 percent of the direct expenses for the actual artistic portion of their project. For arts projects that are part of a festival that is a fundraiser, grant requests may not exceed 50 percent of the cash expenses for contracted vendors and services. Prorated expenses such as staff salaries and overhead that are allocated to the project from the organization's operations are an important part of the budget, but cannot be used as part of the required match. 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.

Note: While technically possible, grant requests approaching 75 percent of a project's budget (or 50 percent in the case of festivals) are rarely awarded. In general, Division grant panels favor organizations that have demonstrated an ability to generate income from a variety of funding sources.

Expenses Eligible for Project Support*

- Artists' fees
- Administrative costs
- Marketing or publicity
- Personnel
- Contractual services
- Supplies and materials
- Technical costs
- Travel and other operational expenses necessary to deliver arts programs and service

*Expenses must be directly related to the proposed arts project.

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Expenses Not Eligible for Project 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 outside the grant period
- Investments of any type
- Meals/refreshments
- Private entertainment
- Projects restricted to exclusive participation or enjoyment
- Projects which have sectarian or religious purposes
- Scholarships or research by individuals

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 Project Support: Abbreviated applications is **March 3, 2008**. The Fiscal Year 2009 Community-Based Organization Grant Application form may be downloaded from the Division web site (www.artsdel.org/grants/cbogranats) 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.

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. 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

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Project 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 Community-Based Organization Grant Application form

Complete the Fiscal Year 2009 Community-Based Organization Grant Application form. Check the box marked "Project Support: Abbreviated." The form can be downloaded from the web site at: www.artsdel.org/grants/cbogranats

2. Board List

Submit a list of your organization's board members with the following information. Identify the officers of your board. (Government or college programs may substitute a list of advisory committee members, if applicable).

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

3. Project Support Narrative

Label your narrative as follows:

[Organization Name] [Project Title] FY2009 Project Support Narrative

The narrative should 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 project.

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

a. ***Description***

Provide a description of your organization and a detailed description of the project and its history (if applicable). Include the qualifications of the artistic leadership and/or artists involved.

b. ***Service to Community/Fulfillment of Mission***

Provide an explanation of how the project serves your community and is consistent with your mission.

c. ***Marketing Activities***

Provide a description of your plans to attract an audience or participants to the project.

Proceed to next page ⇨

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4. Project Budget

Your grant request may not exceed 75 percent of Cash Expenses for Contracted Vendors/Services (Block A) on the Estimated Project Budget. For arts projects that are part of a festival that is a fundraiser, grant requests may not exceed 50 percent of Cash Expenses for Contracted Vendors/Services. The budget information should include **only those items of expense and income relevant to the specific arts project** for which you are requesting support.

Complete the Estimated Project Budget as follows:

Column I: Cash Expenses

1. Itemize all expenses that will require cash payment to outside vendors (i.e., artists, contractors, services, rental facilities, etc.). Enter totals for each category in the appropriate spaces.
2. Total the figures in Column I and enter in Box A.

Column II: In-house Expenses

3. Itemize all in-house expenses (i.e., expenses for which no cash is paid to outside vendors, contractors, artists, or facilities) that the organization will incur for this project. These expenses can include such costs as pro-rated staff time, in-house printing costs, and telephone. Enter totals for each category in the appropriate spaces.
4. Total the figures in Column II and enter in Box B.

Column III: In-kind Expenses

5. Itemize all in-kind expenses that are being donated to offset the costs of this project. Include such items as waived space rental, reduced artist fees, discounts on services and supplies. Enter totals for each category in the appropriate spaces.
6. Total the figures in Column III and enter in Box C.

Column IV: Income

7. Itemize all anticipated sources of income in Column IV (Boxes D–J) and enter totals for each category in the appropriate spaces. Private, corporate, and government donations, or grants made specifically to the arts project, should be itemized in Boxes H and/or I. Otherwise any of the organization's donations or grants that are spent on the project should be included in Applicant Cash, Box J.
8. Add all sources of income from Boxes D–J and enter the total in Box K.
9. Add amounts in Boxes A and B from the Expenses page and enter the total in Box L.
10. Subtract amount in Box K from amount in Box L. Enter the difference in Box M. This is your grant request. Box M cannot exceed 75 percent of Box A on the Expense sheet.

5. Support Materials

Include up to three (3) pieces of support material, referenced in your narrative, which will provide additional insight into your organization and project. 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. Print materials such as organization brochures, arts project flyers or schedules, newsletters, newspaper articles, and advertisements
- b. CDs or DVDs
- c. Samples of program evaluation tools
- d. Letters of support and commitment from project partners

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6. Checklist

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