

Fiscal Year 2012 Project Support Grant Application Checklist

To apply for funding in Project Support as a Community-Based Organization, applicants must:

1. Complete the following application form: *Fiscal Year 2012 Project Support Grant Application*
2. Provide narrative and supplemental materials as specified in the downloadable document www.artsdel.org/grants/cbogrant.
3. Submit collated application packets by the deadline of **March 1, 2011**.

Be sure you have followed all instructions for the grant application and included all required materials in the application packet. **Include this checklist (one copy only) with the original application packet.**

For ALL Project Support applications, does your packet contain?

- Fiscal Year 2012 Project Support Application form
- Board List and required information
- Staff List and required information
- Project Narrative (in the required format)
- Project Budget
- Support Materials

For ALL Delaware incorporated non-profit Project Support applicants, have you filed? (Not required of government entities)

- Annual Report with the Delaware Division of Corporations (due March 1)
<http://corp.delaware.gov/paytaxes.shtml>

If you're a first-time applicant, does your packet contain? (Not required of government entities)

- State of Delaware Certificate of Incorporation
- IRS Nonprofit Determination Letter
and
- Have you submitted a W-9 form to the State of Delaware?
<https://dew9.accounting.delaware.gov/accounting/w-9.nsf/w9!OpenForm>

Have you compiled?

- One (1) original and fifteen (15) identical packets, signed and collated

All grant materials must be mailed (postmarked) or hand-delivered by March 1, 2011.

Mail or hand-deliver to:

Delaware Division of the Arts
Carvel State Office Building, 4th Floor
820 N. French Street
Wilmington, DE 19801

Hand-deliver only to:

Delaware Division of the Arts Office
21 The Green
Dover, DE 19901

Read the *Project Support Information and Instructions FY2012* before completing this application form. (See www.artsdel.org/grants/cbogranats). All supplemental information requested in the instructions must be included for the application packet to be complete.

Organization Information

1. Organization _____

Address 1 _____
(Street) (City) (State) (Zip)

Address 2 _____
(If different from above)

Organization phone _____ Organization fax _____

Organization email _____

Organization web _____

2. Project title _____

Project begin date _____ Project end date _____

3. Project coordinator and title _____
(All correspondence will be sent to this person as the primary point of contact)

Coordinator phone _____ Coordinator fax _____

Coordinator e-mail _____

4. Organization director and title _____

Director phone _____ Director fax _____

Director email _____

5. Preparer of application (if different from coordinator or director) _____

Preparer phone _____ Preparer fax _____

Preparer email _____

6. Is the project a year-round program (e.g., concert series, ongoing activities, classes, etc.), or a one-time or short-term event (e.g., festival, a single concert or weekend event, etc.)
- Year-round programming Short-term event

7. Is the project a continuation of a project currently funded by the Division?
- Yes No

If yes, what are your budgeted expenses for the current year's project? _____

What are your budgeted expenses for next year's project? _____

8. Report the following funding history (if applicable) and current request:

Grant Category	Amount Granted in FY2011 (if applicable)	Amount Requesting in FY2012
Project Support	\$ _____	\$ _____
Other ()	\$ _____	

9. Estimate the number of individuals who will participate in your project:

Artists (paid and unpaid) _____ Audience/participants (excluding employees) _____

10. Provide your **organization's total operating budget** for your current fiscal year.¹

Projected Income Total _____ Projected Expense Total _____

¹Applicants whose projects are administered through departments within larger organizations should provide budget information for their department.

11. In the space below, provide a brief description of your proposed project, suitable for publication.

12. In the space provided, include your organization's mission statement.



PROJECT SUPPORT
FY2012 Grant Application



13. First-time applicants only: Tax and legislative district information (for the applicant organization):

Federal Employer Identification #:
Incorporation date:
County: Legislative district: State House State Senate

Authorization: (Two different signatures are required.)

I do hereby certify that the board of directors of this organization has given formal approval for submission of this application and that all figures, facts, and representations made in this application are true and correct to the best of my knowledge.

Signature of board officer

Print name

Title

Date

Second authorized organization signatory

Print name

Title

Date

PROJECT SUPPORT

FY2012 Arts Project Budget

Arts Project Budget Instructions

The Arts Project Budget should include **only those items of expense and income directly related to the specific arts project or artistic portion of a larger project** for which you are requesting support. If the arts are just one component of a larger project (such as a festival), your budget should include only those expenses pertaining to the arts component and only the income being allocated to that component. Your grant request may not exceed 50 percent of Direct Cash Expenses for Contracted Vendors/Services, **for the arts project only**, (Column I, Block A) on the Estimated Arts Project Budget Form.

Each line of expense and income must be itemized. If additional space is needed, prepare your itemization as an addendum entitled "Itemized Breakdown of Estimated Arts Project Budget" and attach it after the budget page.

Complete the Arts Project Budget using the Fiscal Year 2012 Estimated Budget Form 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. (Be sure these itemized expenses are **directly related to the arts portion** of the project, only.)
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 the arts portion of the 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 the arts portion of the 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. For general contributions made to the organization, you may pro-rate that portion of the contribution being allocated to the arts project. Use Box J - Applicant Cash for funds from the organization's general operating budget that are being allocated to this arts project.
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 50 percent of Box A on the Expense sheet.**

PROJECT SUPPORT
FY2012 Arts Project Budget

Organization Name _____

Fiscal Year 2012 Estimated Budget Form for Arts Project

Each line of expense and income **must be itemized**. If additional space is needed, prepare your itemization as an addendum entitled "Itemized Breakdown of Estimated Project Budget" and attach it after the budget page.

Project Expenses Include only those items of expense relevant to the specific arts project or artistic portion of a larger project for which you are requesting support.	Column I Direct Cash Expenses for Contracted Vendors/Services	Column II In-House Expenses Related Directly to the Project	Column III In-Kind Expenses that Have Been Donated
Artist Fees	\$	\$	\$
Artist Travel/Lodging	\$	\$	\$
Arts Materials and Supplies	\$	\$	\$
Technical/Production	\$	\$	\$
Marketing/Interpretation	\$	\$	\$
Space/Equipment Rental	\$	\$	\$
Other Arts-Related Expenses (describe)	\$	\$	\$
Administration	\$	\$	\$
Total Project Expenses	\$	\$	\$
	A	B	C

**PROJECT SUPPORT
FY2012 ARTS PROJECT BUDGET**

Project Income						Column IV
D: Admissions (Entrance fees, parking, tickets, workshop fees, etc.)						\$
	<i>Adult</i>	<i>Student</i>	<i>Senior</i>	<i>Season</i>	<i>Other</i>	
<i>Prices</i>	\$	\$	\$	\$	\$	
<i>Number Sold</i>						
E: Program Advertising						\$
F: Concessions (Sales of food, T-shirts, program books, etc.)						\$
G: Other Earned Income (describe)						\$
H: Donations: Include donations made specifically to the arts project or pro-rated portion of contributions made to the organization which are allocated to the arts project						\$
Corporate/Business	\$					
Foundations	\$					
Individuals	\$					
Special Events/ Fundraisers (net income)	\$					
Other (describe)	\$					
I: Government Support: Include grants made specifically to the arts project or pro-rated portion of grants made to the organization which are allocated to the arts project.						\$
Federal (Excluding National Endowment for the Arts funds)	\$					
State/Regional (Excluding Division grant request)	\$					
Local	\$					
J: Applicant Cash (include any monies used from the organization's general operations budget)						\$
K: Subtotal Project Income (Add amounts in Boxes D–J and enter the total in Box K)						\$
L: Total Cash and In-House Project Expenses (Add amounts in Boxes A and B from Expense page and enter the total in Box L)						\$
M: Grant Request (Subtract the amount in Box K from the amount in Box L. Enter the difference in Box M.) Request cannot exceed 50% of Total Direct Cash Expenses in Column I, Box A						\$