

## **PROJECT SUPPORT 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: Information and Instructions are to be used by eligible community-based organizations seeking a **minimum of \$2,500** in Project Support funds, or applying for more than one project.

**Project Support: Abbreviated** A streamlined Project Support: Abbreviated application is **required for organizations seeking a maximum grant award of \$2,500 and applying for only one project.** Project Support: Abbreviated Information and Instructions can be found at [www.artsdel.org/grants](http://www.artsdel.org/grants).

### **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, or circumstances
- Contribute to a community's enhanced quality of life or economic revitalization

### **Eligibility**

To be eligible for Project Support as a community-based organization, 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](http://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](http://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.

The following criteria are utilized by citizen panels to evaluate each Project Support application. The more effectively an applicant's proposal addresses these criteria, used by panelists to review the applications, the more competitive that proposal is likely to be.

### *Artistic Product, Artistic Process, or Services Provided*

- Quality of artistic leadership, artists, and activities
- Quality of materials, design, and content (if applicable)
- Quality of work sample (if applicable)
- Innovation of the project
- Diversity of artists and types of arts activities
- Consistency with Division Project Support goals (as stated above)

### *Availability of the Arts*

- Outreach and services to new and diverse audiences
- Fulfillment of an unmet need in the arts
- Collaborations and other community involvement
- Interpretive activities which increase audience appreciation of the project
- Accessibility for people with disabilities
- Effective marketing plan for the project

### *Management*

- Consistency with the organization's mission
- Evidence of the organization's ability to plan and carry out the project
- Reasonable grant request and adequate funds to support the project based on project budget and goals
- Evidence of plans for project evaluation and subsequent plans for improvement

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## 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 services

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

## 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.

## Multiple Projects

Organizations planning more than one project must submit a separate grant application packet for each project, following the Project Support Information and Instructions procedures for each project. Applicants should consult with Division staff for guidance in determining when multiple applications are required.

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## Application Deadline and Filing

The deadline for Project Support 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](http://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 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 fifteen (15) 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](http://www.artsdel.org/grants)

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## Project Support Application Procedure

Applicants are required to submit one (1) original and fifteen (15) 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." The application form can be downloaded from the web site at: [www.artsdel.org/grants/cbogrants](http://www.artsdel.org/grants/cbogrants).

**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 number | e. Occupation/Expertise |
| b. Address | d. Email            |                         |

**3. Staff List**

Submit a list of **key personnel** who will be involved in this project. Include staff, contractual employees, and volunteers. For staff members, estimate the percentage of time allocated to this project.

- |              |                         |                                  |
|--------------|-------------------------|----------------------------------|
| a. Name      | c. Email                | e. Time allocated to the project |
| b. Telephone | d. Staff Position/Title |                                  |

**4. 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 **five** numbered pages, copied double-sided. **Note:** Applications that are not formatted in this manner may not be accepted. Pages that exceed the five-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 that your organization will undertake in FY2009.

**b. *Artistic Product/Artistic Process/Services Provided***

How does your project meet the following criteria?

- Quality of artistic leadership, artists, and activities
- Innovation of the project
- Diversity of artists and types of arts activities
- Consistency with Division Project Support goals (as stated above)

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**Project Support Narrative** (continued)

**c. Availability of the Arts**

How does your project meet the following criteria?

- Outreach and services to new and diverse audiences
- Fulfillment of an unmet need in the arts
- Collaborations and other community involvement
- Interpretive activities which increase audience appreciation of the project
- Accessibility for people with disabilities
- Effective marketing plan for the project

**d. Management**

How does your project meet the following criteria?

- Consistency with the organization's mission
- Evidence of the organization's ability to plan and carry out the project
- Reasonable grant request and adequate funds to support the project based on project budget and goals
- Evidence of plans to evaluate the project's success

**e. History of the Project (only applicable if the project is not new)**

Provide a brief history of the project, including how it has evolved and what you have done to ensure continued growth and sustained quality.

**5. 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 and/or 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 Project Budget using the Fiscal Year 2009 Estimated Project 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.
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.

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**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.

**6. Support Materials**

Include support materials, referenced in your narrative, that will provide additional insight into your organization and the project. Submit sixteen (16) identical collated sets of support materials, one for each copy of the application. Examples of support materials include, but are not limited to:

- a. Biographical information, promotional materials, and/or work samples of artist(s) or other specialists (e.g., consultants and project managers) involved in the project. For organizations that have not yet identified artists for FY2009, but who have a similar project taking place during the current fiscal year, attach information and fees for artists that your organization is currently presenting. For projects without a history, where artists have not yet been selected, describe in your narrative the process and criteria you will be using to select artists or other specialists.
- b. Print materials such as organizational brochures, arts project flyers or schedules, newsletters, newspaper articles, and advertisements.
- c. CDs or DVDs.
- d. Letters of support and commitment from project partners are required if the project is described on the application as a “partnership.”

**7. Checklist**

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