

PROJECT SUPPORT Information and Instructions

Fiscal Year 2012

Project Support grants assist in the growth of a vibrant cultural environment by supporting increased access to high-quality arts activities presented by community-based organizations throughout the state.

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

Eligibility

To be eligible for Project Support as a community-based organization, you must:

1. Be a Delaware-based nonprofit organization whose primary mission is not the arts.
 - This includes organizations such as libraries, civic groups, community/senior centers, and university/college non-credit programs intended to serve the community.
 - Organizations must have a stable, functioning board of directors that meets at least quarterly.
 - Organizations must 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

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

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.

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Note: First-time applicants for Project Support should contact the Division prior to beginning the application process in order to verify their eligibility and review the application process with staff. A copy of your **State of Delaware Certificate of Incorporation** and **IRS Nonprofit Determination Letter** must be submitted with your first application. A **W-9 form** must also be on file with the State of Delaware. (See <https://dew9.accounting.delaware.gov/accounting/w-9.nsf/w9!OpenForm>)

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.

The following criteria are utilized by citizen panels to evaluate each Project Support application. The more effectively an applicant's proposal addresses these criteria, the more successful that proposal is likely to be in this highly competitive category.

Artistic Product, Artistic Process, or Services Provided

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

Availability of the Arts/Service to the Community

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

Management

- Consistency with the organization's mission
- Evidence of the organization's ability to plan and carry out the project
- Evidence of plans for project evaluation and subsequent plans for improvement
- Evidence of adequate resources (personnel and financial) to support the project

Matching Funds and Grant Amounts

All Project Support grants are funded on a matching basis. Applicants may request grants of up to 50 percent of the **direct cash expenses for the artistic portion** of their project. 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.

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Project Support grant awards typically range between \$2,000 and \$10,000, with more than half of the awards less than \$5,000. In exceptional cases, grant awards have exceeded the top of that range. Applications that demonstrate an ability to generate support from a variety of funding sources are viewed more favorably by grant review panels.

Expenses Eligible for Project Support

Only the expenses listed below which are **directly related to the arts project or the arts portion of an event** are eligible for Project Support:

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

Expenses Not Eligible for Project Support

- Activities for which academic credit is given
- Activities outside Delaware
- Activities with fundraising as a primary purpose
- Awards, cash prizes or donations
- 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 FY2012 grant cycle must be spent on programs and activities that occur during the Division's Fiscal Year 2012, which runs from **September 1, 2011** through **August 31, 2012**.

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 1, 2011**. The Fiscal Year 2012 Project Support 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 accepted for processing and funding consideration, 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 an organization 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 1, 2011**. 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 funding recommendations for Fiscal Year 2012 to the Division Director at the Council's June 2011 funding meeting. Applicants will be notified of final funding decisions after July 1, 2011 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 Application Procedure

Applicants are required to submit one (1) original and fifteen (15) collated application packets organized in the following order:

1. Fiscal Year 2012 Project Support Grant Application form

Complete the Fiscal Year 2012 Project Support Grant Application form. The application form can be downloaded from the web site at www.artsdel.org/grants/cbogranats.

2. Board List

Submit a list of your organization's current 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] FY2012 Project Support Narrative

The narrative **must**:

- have 1" margins
- use a Times New Roman or Arial 10-point font or larger
- be double-spaced
- be no more than five (5) numbered pages long
- be copied double-sided

Note: Narratives that do not comply with length and format requirements may not be accepted.

The narrative must include all of the following letter items, labeled with the italicized headers:

a. *Brief Description of Organization*

Provide a description of your organization

b. *Description of the Project*

Detailed description of the project that your organization will undertake in FY2012

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

How will your project:

- Ensure quality of artistic leadership, artists, and activities (What criteria do you use to select art and artists?)
- Demonstrate attention to diversity in selecting artists and/or types of arts activities
- Demonstrate innovation in programming
- Reflect Division Project Support goals (as stated above)

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d. Availability of the Arts/Service to the Community

How will your project:

- Fulfill an unmet need in the arts
- Reach new and/or diverse audiences
- Be accessible to people with disabilities
- Be marketed to maximize attendance and participation
- Reflect collaboration with other organizations or represent community involvement
- Include interpretive activities to increase the audience's appreciation of the project

e. Management

How does your project:

- Align with the organization's mission
- Provide evidence of the organization's ability to plan and carry out the project
- Identify desired outcomes for the participants
- Plan to evaluate both the success and the impact of the program on its participants
- Provide evidence of adequate resources (personnel and financial) to support the project

f. History of the Project (only applicable if the project is a continuing one)

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

5. Arts Project Budget

The Arts Project Budget should include **only those items of expense and income directly related to the specific arts 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 Form.

Complete the Arts Project Budget using the Fiscal Year 2012 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. (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.

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Column IV: Income

1. 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.
2. Add all sources of income from Boxes D–J and enter the total in Box K.
3. Add amounts in Boxes A and B from the Expenses page and enter the total in Box L.
4. 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.**

6. Support Materials (optional)

Include up to four (4) pieces of support material, referenced in your narrative, which will provide additional insight into your organization and the project. Submit sixteen (16) identical collated sets of support materials; attach one set to 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 FY2012, 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 in the application as a "partnership or collaboration."
- e. Planning documents for the current fiscal year or the next (e.g. marketing plan, evaluation plan, project plan)

7. Checklist

Include one copy of the Fiscal Year 2012 Project Support Grant Application Checklist, included with the original application form (www.artsdel.org/grants/cbogranats).