



DELAWARE DIVISION OF THE ARTS

820 N. French Street, Wilmington, DE 19801
302-577-8278 www.artsdel.org



PROJECT SUPPORT Guidelines

Fiscal Year 2013

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.

Applications Online

Project Support applications must be submitted online at:
<http://artsdel.egrant.net>

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.

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.

PROJECT SUPPORT

Information
FY2013

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.

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](#).

Application Components

The Project Support application includes:

- An organizational profile
- Board and staff lists
- A narrative describing your organization and project and addressing the project's artistic quality, availability, service to the community, management, and history.
- Arts project budget
- Optional support materials

Evaluation Criteria and Considerations

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, artistic product, process and/or service
- Ingenuity, vitality and relevance of the project and/or process
- Interpretive activities which increase audience appreciation 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

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 how results will be addressed for improvement
- Evidence of adequate resources (personnel and financial) to support the project, including diversified funding sources

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.

PROJECT SUPPORT

Information
FY2013

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
- Products and/or services not directly related to the artistic portion of an event

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.

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.

Grant Period

Funding awarded in the FY2013 grant cycle must be spent on programs and activities that occur during the Division's Fiscal Year 2012, which runs from **September 1, 2012** through **August 31, 2013**.

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.

PROJECT SUPPORT
Information and Instructions
FY2013

Application Deadline and Filing

The deadline for Project Support e-grant applications is **4:30 pm on March 1, 2012**. The Fiscal Year 2013 Project Support Grant e-grant application form may be accessed at artsdel.egrant.net.

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 2013 to the Division Director at the Council's June 2012 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 and appeals procedures go to [Division of the Arts Grant Review Process](#).