

TECHNICAL ASSISTANCE Information and Instructions

Fiscal Year 2009

Technical Assistance grants assist Delaware arts organizations in building organizational capacity to present and produce the arts.

Technical Assistance Goals

The Delaware Division of the Arts has established **three goals** for Technical Assistance grants:

- Support efforts to build administrative capacity
- Support professional development initiatives for board members and staff
- Support marketing and audience development initiatives

Eligibility

To be eligible for Technical Assistance, applicants must:

1. Have the promotion, presentation, production, and/or teaching of the arts as their primary purpose as outlined in their charter, incorporation papers, bylaws, and IRS nonprofit determination letter.
2. Have a stable, functioning board of directors that meets at least quarterly.
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.

Please note the following restrictions:

- The Division will not accept applications 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.

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/artsorggrants.

Evaluation Criteria and Considerations

The following criteria are utilized to evaluate each Technical Assistance application. The more effectively an applicant's proposal addresses these criteria, which will be used by panelists to review the applications, the more competitive that proposal is likely to be.

- Appropriateness of the proposed technical assistance project to address the identified need.
- Extent to which the project will assist the organization in advancing its mission.
- Qualification of project leaders, outside consultants, or facilitators engaged for this project.
- Likely success of the project achieving its short- and long-term outcomes.

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Matching Funds and Grant Award Limits

Technical Assistance grants are funded on a matching basis. Arts organizations may request up to 75 percent of the cost of a Technical Assistance project. Requests may not exceed \$7,500.

Examples of Projects Eligible for Technical Assistance Funding

Technical Assistance projects should go beyond the scope of the organization's routine programming. Projects should focus on the organization's acquisition of knowledge and skills to build organization capacity. Examples of appropriate Technical Assistance activities eligible for consideration by the Division include, but are not limited to:

- Hiring of consultants
- Facilitation of mentoring sessions
- Attendance at discrete workshops, seminars or conferences that fall outside the organization's annual membership obligations

Technical Assistance activities are intended to help organizations address the following topics:

- Mission development
- Board and staff development
- Program and outreach development
- Program evaluation
- Audience development
- Marketing, forecasting
- Fundraising
- Volunteer recruitment and retention
- Financial planning and bookkeeping
- Cultural and racial diversity
- Ticket sales/box office management
- Facility programming, design, and accessibility issues
- Community/public relations
- Technical production
- Exhibition design and installation

Applicants are encouraged to contact the Division's Technical Assistance Coordinator if your project does not address any of the topics listed above, or for any questions related to your project.

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 Technical Assistance applications is **March 3, 2008**. Arts organizations applying for Technical Assistance are also eligible to apply for General Operating Support, Arts Stabilization and Public Impact grants. The Fiscal Year 2009 Arts Organization Grant Application form is used for all of the above grant categories and may be downloaded from the Division web site at www.artsdel.org/grants/artsorggrants in either Microsoft Word or PDF format.

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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 8.5×11-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, go to www.artsdel.org/grants.

Proceed to next page for Application Procedure ⇒

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Technical Assistance Application Procedure

If you have already completed the basic information in Steps 1–3 below for another grant category or for an Interim Report (if on a two-year cycle) check the “Technical Assistance” box on the application form and proceed immediately to Step #4, "Staff Coordinator." Otherwise begin with Step #1.

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

1. Fiscal Year 2009 Arts Organization Grant Application form

Complete the Fiscal Year 2009 Arts Organization Grant Application form. Check the box marked "Technical Assistance." The application form can be downloaded from the web site at:

www.artsdel.org/grants/artsorggrants

2. Board List

Submit a list of your organization's board members, with the following information. Identify the officers of your board.

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

3. Financial Reporting

Attach **three copies** of the appropriate financial reports for your organization based on its **budgetary size** (see below). Financial reports should reflect your organization's most recently completed fiscal year. (For organizations on a calendar year, reviews or audits covering 2006 are acceptable, if 2007 reports are not yet complete). **Include all three copies of financial reports with the original grant packet.**

Organizations with annual operating expenses exceeding \$1 million submit:

Three copies of **your most recent IRS 990** tax report **AND** three copies of an **annual certified audit** for the fiscal year completed prior to the grant deadline.

Organizations with annual operating expenses between \$250,000 and \$1 million submit:

Three copies of **your most recent IRS 990** tax report **AND** three copies of an **annual review statement or certified audit** for the fiscal year prior to the grant deadline.

Organizations with annual operating expenses less than \$250,000 submit:

Three copies of **your most recent IRS 990** tax report (optional for organizations with budgets less than \$25,000) **AND** three copies of one of the following: **treasurer's report, annual review statement, or certified audit.**

Financial Report Definitions:

- **IRS 990 Tax Report**
 - Required by the IRS for nonprofit organizations with budgets above \$25,000
- **Certified Audit**
 - Prepared by a certified public accountant who is independent of the organization
- **Review Statement**
 - Prepared by a certified public accountant who is independent of the organization
 - Includes analysis of the most significant portions of the organization's financial results
 - Includes a statement of financial position (balance sheet), a statement of financial activity (income and a reviewer's statement.
- **Treasurer's Report**
 - Prepared by the organization's treasurer
 - Approved by the board and signed by both the treasurer and the board president
 - Includes a statement of financial position (balance sheet) and a statement of financial activity (income and expense statement)

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4. Staff Coordinator

Include the name, position (indicate full- or part-time), and role the staff coordinator will play in the proposed project.

5. Technical Assistance Narrative

Label your narrative as follows:

[Arts Organization Name] FY2009 Technical Assistance Narrative

The narrative should be double-spaced with 1" margins, using Times New Roman or Arial 10-point font or larger, and a maximum of **four** numbered pages, copied double-sided. **Note:** Applications that are not formatted in this manner may not be accepted. Pages that exceed the four-page limit will be extracted from the application packets and will not be reviewed by panelists.

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

a. Background

Give a brief overview of your organization's current arts programs, the audience you serve, and your niche in the arts community.

b. Project Description

Describe the project activities and goals for which you are applying, and identify the organizational need(s) you expect this project to address.

c. Project Significance to Organization

Describe the way(s) in which this project relates to your organization's mission and goals. Provide any information that supports the rationale for implementing the project.

d. Consultant Selection and Role

Discuss any criteria that will be used to select the consultant/facilitator for this project. If the consultant/facilitator has already been selected, please include a biographical sketch. Include a description of the role that any consultant will play in the project, along with the scope of services to be provided.

e. Short-term and Long-term Outcomes

Identify any changes or improvements that you anticipate from this project, and how you will determine that your project goals have been met.

6. Budget

Label your response as follows:

[Arts Organization Name] Technical Assistance Projected Budget

Submit a one-page balanced budget that delineates the anticipated income and expenses for this Technical Assistance project.

7. Checklist

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