

ARTS ACCESS GRANT Guidelines

The Delaware Division of the Arts awards small grants to support the presentation of performing, visual, literary, media, or folk arts in communities throughout the state. The Arts Access Grant provides program support to organizations that offer occasional arts programs and to organizations that do not meet the eligibility criteria for the Division's General Operating Support and Project Support categories. Funded programs contribute to the vitality of our communities, the diversity of arts offerings, and our quality of life.

Eligibility

To be eligible to apply for an Arts Access Grant, applicants must:

- Be an established unit of municipal, county, or state government within Delaware, OR 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. Applicants may include arts organizations, community-based non-arts organizations, schools, libraries, parks, etc.
- Be managing an arts program that involves the presentation of work by a professional artist or artists.

Please note the following restrictions:

- Organizations that receive General Operating, StartUp, or Project Support from the Division of the Arts are generally not eligible to apply.
- Schools are eligible to apply only if the proposed project takes place after school hours and is open to and promoted to the community at large.
- 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

Grant Awards and Match

Applicants may request up to 80 percent of the eligible cash expenses, as defined below, not to exceed \$1,000. Matching funds must be cash and may not come from the National Endowment for the Arts. Awards may be less than the requested amount, and some projects may not receive support.

Generally, organizations may receive a maximum of two Arts Access Grants each fiscal year (July 1-June 30). A periodic series of events held over six months or less may not be split between two applications. Two or more distinct types of programming, such as a festival or conference, and year-round activities, may merit two applications. Contact the Division if you have questions about splitting your activities between applications.

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Expenses Eligible for Arts Access Support

Only the expenses listed below which are **directly related to the proposed arts project** are eligible for Arts Access Support:

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

Expenses Not Eligible for Arts Access 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
- Traditional circus and athletic activities
- Lobbying
- 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 or activity

Evaluation Criteria for Arts Access Grants

Applications for Arts Access Grants are evaluated on the following criteria:

- Artistic Quality (the quality of the artistic product, process, or service)
- Availability of the Arts (the project provides increased access to diverse and quality arts programs, particularly in underserved communities)
- Management (the organization demonstrates the capacity to carry out, market, and evaluate the project, with qualified personnel, an effective marketing plan, and a fiscally responsible budget)

Application Deadline

Arts Access Grant applications are accepted on an ongoing basis, but must be received at least six (6) weeks prior to the start of the project. Applications are reviewed in the order they are received, beginning in July of each year. When the funds allocated to this program are depleted, the application will be closed for the remainder of the fiscal year (ending June 30). Early applications (starting in July) are recommended, whenever possible.

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The Application

The Arts Access Grant application is available in [eGrant](#) and includes:

- An organizational profile
- Narrative questions describing the project and how it meets the evaluation criteria
- A project budget
- Letters of support from partners (if applicable)

For projects involving a contracted artist or artists:

- Information about the artist(s)' background and experience
- A letter of intent or contract with the artist(s)

Statement of Assurances

The Statement of Assurances is the contract that all Division grantees must sign. Grant applicants must indicate that their organization's authorizing official has read and agreed to the obligations of grant recipients should a grant be awarded. Receipt of state and federal grants carries with it certain obligations and responsibilities. By submitting a Division of the Arts grant application, applicants are affirming that they are familiar with the requirements of the Delaware Division of the Arts and the National Endowment for the Arts, as presented in the Division of the Arts [Statement of Assurances](#), including but not limited to:

- Crediting the Division appropriately on all materials
- Keeping public events current on DelawareScene.com
- Notifying the Division of any significant changes to the programs, budget, or staff/board
- Providing complimentary tickets for use by on-site evaluators
- Compliance with Accessibility Requirements
- Submitting required Final Report

Grant Review Process

Division staff members, in conjunction with the Division Director, review Arts Access Grant applications using the evaluation criteria described above. The Director makes final grant decisions. For details on the grant review process and appeals procedure, read Delaware Division of the Arts [Grant Review Process](#).

Notification of Grant Awards

Applicants will be notified of the funding decision within four (4) weeks of application submission. Awardees will receive full payment following notification of their selection.

Grant Payment Procedures

Grantees will be notified of awards via email, and payments will be issued according to the payment schedule issued with the award notice. Grantees may opt to receive payments through electronic fund transfer (recommended) by updating their information on Delaware's Substitute [W-9 form](#).

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Final Evaluation Report

A final evaluation report will be available in [eGrant](#) and is due within 30 days following the end date of the project. Failure to submit this form may preclude future Division of the Arts funding.

Questions

Applicants are advised to contact Division staff prior to submitting an application.

Contact: Katie West, Program Officer for Organization Support
Katie.West@state.de.us or 302-577-8287.