

## **ARTS STABILIZATION FUND**

### **Application Guidelines – Fiscal Year 2020**

Arts Stabilization grants provide nonprofit arts organizations with funding for improvements to facilities owned and operated (or under long-term lease) by the organization. Arts Stabilization grants are funded through the Division of the Arts' participation in the Arts Consortium of Delaware, Inc. (ArtCo) endowment.

### **Arts Stabilization Goals**

The Delaware Division of the Arts has established the following goals, in accordance with the ArtCo bylaws, for Arts Stabilization grants:

- Provide funding for needed maintenance, repairs, or renovations of existing facilities owned and operated by the nonprofit arts organization.
- Provide funding for the repair, upgrade, or replacement of facility-related equipment (i.e., HVAC, electrical, seating, flooring, display, storage, etc.).

### **Eligibility**

To be eligible for Arts Stabilization funding, applicants must:

1. Be a non-profit arts organization that is eligible to receive General Operating Support.
2. Own the facility **or** have a long-term lease agreement.

*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.
- Arts Consortium of Delaware, Inc. (ArtCo) members are **not** eligible to apply for Arts Stabilization grants through the Delaware Division of the Arts. ArtCo members include: Christina Cultural Arts Center, Delaware Art Museum, Delaware Symphony Orchestra, Delaware Theatre Company, Grand Opera House, Music School of Delaware, OperaDelaware, and Rehoboth Art League.

**Note: Applicants for Arts Stabilization should contact the [Division](#) prior to beginning the application process in order to verify the eligibility of their organization and the project.**

### **Application Components**

The Arts Stabilization application includes:

- An organizational profile
- Narrative questions that describe the project and address how it meets the evaluation criteria
- Project budget
- Two comparable and competitive bids (minimum)
- Photo documentation
- Facilities management plan (if available)
- Documentation of a long-term lease agreement (for organizations that do not own their facility)

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If the organization is **not** also applying for General Operating Support, additional items are required:

- Board list with designated responsibilities/committees
- IRS 990 (for the most recently completed fiscal year)

**Note:** All materials submitted to the Division of the Arts during the grant application process are subject to public inspection upon request, in accordance with the Freedom of Information Act. Please redact any confidential information contained in financial documents and audits prior to submission.

### Evaluation Criteria and Considerations

The following criteria are utilized by citizen panels to evaluate each Arts Stabilization application. Panelists use detailed [scoring rubrics](#) in their review of each application.

- Need for the Project: Degree of urgency for project completion and the need for Arts Stabilization funding
- Nature of the Project: Extent to which the project addresses physical plant needs, facility improvement, and/or delivery of services with capital equipment (in descending order of priority)
- Financial Information: Extent to which the budget and bids are detailed and realistic, aligned with proposed project, and supported with matched funding from multiple sources. Note: Application must include **at least two comparable and competitive bids**
- Facilities Planning: Extent to which the project fits into a broader long-range plan for facilities management and maintenance

### Arts Stabilization Projects Eligible for Funding

Arts Stabilization projects should go beyond the scope of the organization's routine maintenance and facility upkeep. Types of Arts Stabilization activities eligible for consideration by the Division (in order of funding priority) are:

1. Renovations that address structural weaknesses or deficiencies
2. Facility modifications that address safety issues (lighting, access/egress, meeting building codes)
3. Upgrading or replacing operational systems (HVAC, electrical, plumbing)
4. Facility modifications or equipment to address accessibility for people with physical disabilities
5. Systems to enhance delivery of programmatic or customer services (e.g., lighting or sound system upgrades/flooring/storage)

### Projects Not Eligible for Funding

- Projects determined to be routine maintenance or upkeep (e.g., painting, cleaning)
- Purchase of computer hardware/software (unless that hardware operates HVAC, lighting, or sound systems)
- Purchase of office equipment, art room equipment, shop equipment, or tools
- Multiple projects submitted together or separately

#### **One Project Only, Please!**

Organizations may apply for **one Arts Stabilization project** only. "Wish lists" of multiple projects will not be considered.

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### Matching Funds and Funding Caps

Arts Stabilization grant awards typically do not exceed \$20,000. Note: while no match is required, organizations that provide some level of cash match from other sources typically receive a more favorable review by the panel. Matching funds may not come from the National Endowment for the Arts. Other federal grant sources may be used as match in accordance with authorizing legislation.

### Grant Period

Funding awarded in the FY2020 grant cycle must be spent on projects taking place between September 1, 2019 and August 31, 2020.

### Application Deadline and Filing

The deadline for Arts Stabilization applications is **4:30 pm on March 1, 2019**. The Fiscal Year 2020 Arts Stabilization application may be accessed at [smARTDE](#) beginning December 1, 2018.

### Grant Review Process and Award Notification

After all applications have gone through a grant review process, the Delaware State Arts Council will make funding recommendations for Fiscal Year 2020 to the Division Director at the June 2019 Council meeting. The recommended grant awards will apply to Fiscal Year 2020 only. Applicants will be notified of final funding decisions after July 1, 2019, following the Council meeting and passage of the state budget. For details on the grant review process and appeals procedures, download the Division of the Arts [Grant Review Process](#).

### Grant Payment Procedures

Grantees will be notified of awards via email, and payments will be issued according to the payment schedule found in smARTDE. Grantees may opt to receive payments through electronic fund transfer (recommended) by updating their information on Delaware's [eSupplier Portal](#).

### Reporting Requirements

Final Reports for FY2020 Arts Stabilization grants must be submitted through [smARTDE](#) by September 30, 2020. Failure to submit a final report could jeopardize future funding.

### 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 Reports

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Arts organizations applying for Arts Stabilization may also be eligible for General Operating Support and Education Resource grants. A separate application is required for each grant program. All applications are available at [smARTDE](#).