



## Delaware Division of the Arts

820 N. French Street, Wilmington, DE 19801  
302-577-8278 [arts.delaware.gov](http://arts.delaware.gov)



### EDUCATION RESOURCE Application Guidelines — Fiscal Year 2019

Education Resource grants assist in the facilitation of partnerships between Delaware's schools, arts organizations and artists in providing standards-based arts learning experiences for pre K-12 students statewide. Education Resource projects focus on ways that Delaware arts organizations can serve as resources to Delaware schools before, during, and after the school day through:

- student engagement in the arts during the school day (working with an arts specialist in the classroom for hands-on programs where students are actively participating in arts activities designed to deepen and broaden learning)
- extended-time arts programs in the schools before or after the school day (curriculum- and standard-based arts programs designed to give students additional opportunities to create, produce, and learn through the arts)
- integration of the arts with other content areas and arts disciplines to provide collaborations between the arts and classroom teachers to reach mutual objectives
- development and implementation of standards-based curriculum and/or assessment models/tools

### Education Resource Goals

The Division of the Arts has established **three goals** for Education Resource grants:

1. Strengthen school-based arts education programs and activities that utilize the arts education resources of the Delaware arts community.
2. Strengthen arts organizations' capacity to provide arts resources for students and teachers in Delaware's public schools.
3. Encourage curricular programs with the potential to impact current and future instructional methods utilizing the arts.

### Eligibility

The following organizations are eligible to apply for Education Resource funding:

- Nonprofit arts organizations with a commitment to arts learning, based and chartered in Delaware, that are eligible to apply for General Operating Support
- Delaware public schools with an established arts curriculum and staff, pre-K through 12
- Delaware public school districts and/or consortia of public schools with established arts curriculum and staff, pre-K through 12

Restrictions:

- Only **one** Education Resource application from an arts organization or school as the lead applicant will be accepted each year.
- Education Resource grants may not be used to meet compliance with state regulations/mandates. Education Resource projects are intended to augment, not supplant, existing arts programs in the school. Applicant school programs and practices must be in compliance with state arts education regulations and mandates and aligned to the [Delaware Standards for Visual and Performing Arts](#).
- 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.

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### Application Components

The Education Resource application includes:

- An organizational profile
- A narrative that describes the project, addresses how it aligns to the [Delaware Standards for Visual and Performing Arts](#), and meets the evaluation criteria
- Project budget (complete this [Budget Form](#))
- Résumé and/or curriculum vitae for teaching artists
- Letters of support from all partners in the project
- Evaluation/Assessment tools
- Additional optional support materials

If the applicant is an arts organization and that organization is not also applying for General Operating Support, additional items will be required:

- Board list with contact information and 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 to evaluate each Education Resource Grant application. Panelists use detailed [scoring rubrics](#) in their review of each application. Be sure to review the scoring rubric and address the criteria in your application.

#### QUALITY OF ARTS INSTRUCTION (40% of score)

- Educational goals and activities are clearly articulated and aligned with the [Delaware Standards for Visual and Performing Arts](#).
- Project demonstrates the potential to impact current and future instructional methods, utilizing the arts.
- Instruction is designed to engage students in quality arts participation
- Selected artist and/or arts organization is qualified and suitable for the project

#### ASSESSMENT (30% of score)

- Project includes clear and measurable student learning goals
- Student assessment tools and strategies are appropriate and effective

#### MANAGEMENT (30% of score)

- All project partners are engaged in project planning and implementation
- Project budget is realistic and includes sufficient support from a variety of sources, including the partner organizations

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### Allowable Direct Expenses for Education Resource Projects

The following costs associated with the project may be reported as **direct expenses** as part of the applicant's match, and **may be used** in determining the grant request:

- Fees paid to outside professionals, artists, or facilitators, working directly with the project
- School staff pay for planning purposes outside the regular school day
- Substitute teachers (for the purpose of teacher planning time during the school day)
- Supplies (consumables used exclusively for the project)
- Fees paid for third-party space rental (Note: space owned or managed by a partner may not be included)

### Allowable Indirect Expenses for Education Resource Projects

The following costs associated with the project should be reported under **indirect expenses** as real costs associated with the project, but **may not be used** in determining the grant request:

- Transportation to/from curriculum-based events and meetings taking place within Delaware
- Pro-rated arts organization staff salaries for time allocated specifically to the project
- In-house production costs for exhibitions/performances specifically associated with the education project

### Ineligible Expenses for Education Resource Projects

The following costs should not be included in the budget presentation, either as direct or indirect expenses:

- Awards or cash prizes
- Activities outside Delaware
- Meals/refreshments
- Capital expenditures (purchase of equipment such as computers, musical instruments, kilns, etc.)
- Expenses incurred outside the grant period

### Matching Funds and Grant Caps

Applicants may request **up to 30% of the direct cash expenses of their project, up to a maximum of \$15,000**. Grants may be awarded for less than the requested amount and some projects may not be funded. Prior funding does not guarantee future funding.

All Education Resource grants are funded on a matching basis. Matching funds (1:1) 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.

### Grant Period

Funding awarded in the FY2019 grant cycle must be spent on projects taking place between September 1, 2018, and August 31, 2019.

### Application Deadline and Filing

The deadline for Education Resource applications is **4:30 pm on March 1, 2018**. The Fiscal Year 2019 Education Resource application may be accessed at <https://artsdel.egrant.net/>.

### Grant Award Notification

After all applications have gone through a grant review process, the Delaware State Arts Council will make funding recommendations for Fiscal Year 2019 to the Division Director at the June 2018 Council

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meeting. The recommended grant awards will apply to Fiscal Year 2019 only. Applicants will be notified of final funding decisions after July 1, 2018, following the Council meeting and passage of the state budget. For details on the grant review process and appeals procedures, visit 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 issued with the award notice. 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 FY2019 General Operating Support grants must be submitted to the Division of the Arts by September 30, 2019. Failure to submit a final report on time may result in forfeiture of the final payment (15%) of the grant award and may impact 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 opportunities for on-site evaluations
- Compliance with Accessibility Requirements
- Submitting required Final Report

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Arts organizations applying for Education Resource grants may also be eligible for General Operating Support and Arts Stabilization grants. A separate application is required for each grant program. All applications are available as an e-grant at <https://artsdel.egrant.net/>.