

## **GENERAL OPERATING SUPPORT Interim Application Guidelines — Fiscal Year 2019**

The Delaware Division of the Arts awards General Operating Support grants to Delaware arts organizations in support of their annual operating expenses to ensure that year-round participation in the arts is available to the people of Delaware.

### **Three-year Application Cycle**

The General Operating Support Application follows a three-year cycle. A multi-year application cycle permits grantees, as well as the Division, to focus more attention on the delivery of programs and services and less on the preparation, processing, and review of grant applications. Organizations approved for General Operating Support demonstrate a history of programming, service to their community, and management of their operations that provides confidence that a similar level of service or activity may be sustained over a three-year period without requiring a full application and review each year.

The Division uses a staggered, multi-year application cycle for General Operating Support. Organizations seeking General Operating Support must submit a Full Application in the “on year,” and Interim Applications in the “off years.” Grant awards for the second and third years will be determined by applying a funding formula to updated financial information submitted in the “off year” Interim Application. A list of all anticipated FY2019 GOS applicants and their assigned application types for the current application cycle can be downloaded [here](#).

### **Eligibility**

To be eligible for General Operating Support, 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.
4. Have total operating income of more than \$16,000 for the last completed fiscal year.

*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.

**New arts organizations** must successfully complete the Division of the Arts StartUp Program before applying for General Operating Support, Education Resource, or Arts Stabilization Fund grants.

# GENERAL OPERATING SUPPORT

## Interim Application Guidelines — Fiscal Year 2019

**To be considered for General Operating Support funding in FY2019, the following arts organizations should submit an Interim Application through <https://artsdel.egrant.net>:**

Bootless Stageworks	Delaware Photographic Society	Pieces of a Dream
Brandywine Baroque	Delaware Shakespeare	Possum Point Players
Capital Ringers	Dover Art League	Rainbow Chorale
Center for the Creative Arts	Dover Symphony Orchestra	Rehoboth Concert Band
Chapel Street Players	First State Ballet Theatre	Rehoboth Summer Children's Theatre
Children's Theatre, Inc	First State Harmonizers	
City Theater Company	Inner City Cultural League	Second Street Players
Coastal Concerts	Kent County Theatre Guild	Smyrna Opera House
CoroAllegro	Market Street Music	Southern DE Chorale
Delaware All-State Theatre	Mélomanie	VSA Delaware
Delaware ChoralArts	Mid-Atlantic Ballet	Wilmington Ballet
Delaware Choral Society	Millsboro Art League	Wilmington Drama League
Delaware Dance Company	Mispillion Art League	
Delaware Institute for the Arts in Education	Newark Arts Alliance	
	Newark Symphony	

Any organizations listed above with total operating income of \$16,000 or less for their last completed fiscal year, may not apply for general operating support and should explore the Arts Access program.

All other arts organizations not listed above that were awarded General Operating Support in FY2018 may submit a General Operating Support Full Application, unless their total operating income for their last completed fiscal year was \$16,000 or less.

Arts organizations not receiving General Operating Support in FY2018 must contact the Division of the Arts to determine eligibility to apply prior to beginning an application.

### Interim Application Components

The General Operating Support Interim Application includes:

- An organizational profile
- A brief narrative (maximum two pages) focused on the current year's program highlights (September-August) and any significant changes in the organization.
- A board list with contact information, board-designated responsibilities/committees, occupation/expertise, and # years of service
- A staff contact list with names, titles, and email addresses
- Financial reports for the most recently completed fiscal year – IRS 990; treasurer's report, review statement, or audit (depending on organization's budget size)
- Support materials (up to three PDFs, JPGs. or URL addresses)

#### Notes:

- 1) The Division reserves the right to request additional information and documentation in the "off-years" of the cycle if it is determined that the organization's situation has altered significantly or if the Division adopts significant changes in its grant program.
- 2) 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.

# GENERAL OPERATING SUPPORT

## Interim Application Guidelines — Fiscal Year 2019

### Narrative Instructions

Required Narrative Length – 2-page maximum

Required Narrative Format - Narratives must:

- have 1" margins
- use an Arial or Times New Roman 10-point font or larger
- be double-spaced
- be attached in PDF format

Narratives must include all of the following items, numbered and labeled with the italicized headers:

1. *Program Highlights* - Provide a brief overview of the current year's highlights (September-August).
2. *Significant Programmatic, Administrative, and/or Budgetary Changes* - Provide an explanation of any significant programmatic, administrative, and/or budgetary changes that have occurred in the past year or that you anticipate in the upcoming year. This should include an increase or decrease in the amount or type of programming, staff, and actual or projected income/expenses of your organization, as well as any significant changes in the way you do business.

### Evaluation Criteria and Considerations

Interim Applications submitted in the “off years” are reviewed in-house by staff and council members. In-house review of the Interim Application ensures that recipients of General Operating Support sustain ongoing programming, outreach to their communities, and fiscal responsibility, as presented in their most recent full application, which addressed the following criteria:

#### ***Artistic Quality (40% of score)***

- Artistic product, process, and/or service
- Interpretative materials and/or educational activities
- Ingenuity, vitality, relevance
- Program evaluation

#### ***Availability of the Arts/Service to the Community (30% of score)***

- Fulfillment of community needs
- Audience development
- Outreach and collaboration

#### ***Management (30% of score)***

- Board/staff qualifications and governance
- Fiscal responsibility
- Operational evaluation

# **GENERAL OPERATING SUPPORT**

## **Interim Application Guidelines — Fiscal Year 2019**

### **Grant Awards**

Applicants should not expect the funding to be exactly the same each year of the three-year cycle. Grant awards are re-calculated annually from a formula and panel review process that encompass the following: a satisfactory review of application materials and on-site evaluations, actual operating expenses/income as reported in the application and IRS materials, the number of organizations in the applicant pool, and available state and federal funds. Because of these variable factors, grant awards are likely to fluctuate from year to year. In addition, prior funding does not guarantee future funding.

The Division of the Arts retains the right to reduce or rescind a grant award during the grant period if the grantee is found not to be in compliance with state and/or federal grant requirements, or if funding (state or federal) is reduced during the fiscal year.

### **Expenses Eligible for General Operating Support**

Funding from General Operating Support grants may be used to support most aspects of an arts organization's annual operating expenses (not including capital expenses), such as:

- Artists' fees
- Administrative costs
- Contractual services
- Facilities operations (utilities, routine maintenance...)
- Marketing or publicity of events/activities
- Personnel (salaries, benefits...)
- Professional development (workshops, seminars, conferences, excluding credit-earning post-secondary coursework)
- Supplies and materials
- Technical costs
- Travel (domestic) and other operational expenses necessary to deliver arts programs and services

### **Expenses Not Eligible for General Operating Support**

Division funds may not be used for these expenses:

- Activities for which academic credit is given
- Activities outside Delaware
- Awards and cash prizes or donations
- Bad debt
- Building, renovating, or remodeling of facilities
- Capital expenditures and non-consumables valued over \$3,000
- Traditional circus performers and athletic activities
- Contingency funds
- Expenses incurred outside the grant period
- Fundraising costs (capital/endowment campaigns)
- Investments of any type
- Lobbying
- Meals/refreshments
- Private entertainment
- Projects restricted to exclusive participation or enjoyment
- Projects which have sectarian or religious purposes
- Scholarships or research by individuals

### **Matching Funds**

General Operating Support 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.

# **GENERAL OPERATING SUPPORT**

## **Interim Application Guidelines — Fiscal Year 2019**

### **Grant-in-Aid**

The Division of the Arts was created by the Delaware General Assembly to serve as the principal mechanism for supporting the arts in Delaware. Arts organizations seeking General Operating Support from the state are expected to apply for support through the Division.

The Division will notify the Delaware Controller General's Office and the General Assembly Joint Finance Committee of all organizations that apply to the Division for General Operating Support. Any arts organization receiving general operating support through other state mechanisms, including Grant-in-Aid, may see an impact in Division funding.

### **Grant Period**

Funding awarded in the FY2019 grant cycle must be spent on activities that occur between September 1, 2018, and August 31, 2019.

### **Application Deadline and Filing**

The deadline for the General Operating Support Interim Application is **4:30 pm on March 1, 2018**. The Fiscal Year 2019 General Operating Support Interim Application may be accessed at [artsdel.egrant.net](http://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 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.

Arts Trust Fund recipients are also required to submit a mid-year report, prior to the release of their second grant award payment.

### **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:

## **GENERAL OPERATING SUPPORT**

### **Interim Application Guidelines — Fiscal Year 2019**

- 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 all required Final Reports (all grantees) and Mid-Year Reports (Arts Trust grantees)

---

Arts organizations applying for General Operating Support may also be eligible for Arts Stabilization and Education Resource grants. A separate application is required for each grant program. Applicants considering Arts Stabilization and/or Education Resource grants should contact the appropriate Division staff person in advance to determine eligibility of the proposed project. All applications are available at <http://artsdel.egrant.net>.