

INDIVIDUAL ARTIST OPPORTUNITY GRANTS

Guidelines

These competitive grants, not to exceed \$1000, support professional and artistic development and presentation opportunities for artists.

Eligibility

To be eligible for an Individual Artist Opportunity Grant, applicants must be:

1. Eighteen (18) years of age or older
2. Delaware residents for at least one year at the time of application
3. Not enrolled in a degree-granting program
4. Not a current Delaware Division of the Arts Individual Artist Fellowship recipient

Waiting period

Artists who have received an Opportunity grant must wait a year before applying for another one. Priority may be given to new applicants.

Grant Categories

1. Professional and Artistic Development

Artists may apply for funding for unique, short-term opportunities that will significantly advance their work or careers, such as: study with a significant master available for a limited time, or participation in a residency or exchange program. An individual or collaboration may request up to 80 percent of the cost of the opportunity with requests not to exceed \$1000. Travel costs are not covered but should be included in the budget.

2. Presentation Opportunities

Artists may apply for funding for unique, short-term opportunities that will significantly advance their work or careers such as: materials to complete work committed to an exhibition, performance, or publication; contracting of professional services; or rental of equipment, instruments, or work space for a specific performance, exhibition, or publication opportunity. An individual or collaboration may request up to 80 percent of the cost of the opportunity with requests not to exceed \$1000.

Application Components

The Opportunity Grant application includes:

- Individual contact information
- Proof of Delaware residency
- Approved eSupplier Number
- Narrative questions describing the project and how it meets the evaluation criteria
- Conference/workshop brochure, mentor bio, or invitation from sponsoring entity, as applicable to the specific opportunity
- Project budget
- Professional résumé
- Work samples

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Required Documents for Delaware Residency

Documentation of Delaware residency shall require two of the following with matching name and current Delaware address*:

- Delaware driver's license or Delaware identification card. The date issued must be at least one year prior to the grant application deadline. Must be current, not expired. Must include front and back.
- The most recent copy of a Delaware utility bill (electric, gas, or water) that includes the applicant's name and current address.
- A copy of a fully executed lease or deed in the name of the applicant with a matching address that is dated at least one year prior to the grant application deadline.
- A voter registration card or other documentation showing the individual is registered to vote in Delaware.

*Business addresses and P.O. Boxes are not accepted. All documentation must be current, not expired.

Applicants will upload documentation into their application in the smARTDE portal as jpegs or PDFs.

Registering for eSupplier

Applicants must provide an approved Delaware eSupplier Number as part of their application. The State of Delaware [eSupplier Portal](#) is a secure login site for new suppliers to register with and existing suppliers to manage their payment information. The State does not accept IRS Form W-9, instead all suppliers are required to register through the eSupplier portal.

Successful submission and approval of a new supplier registration enable the creation of a State of Delaware supplier record, which is mandatory for payments from the State of Delaware. **The Taxpayer ID (Social Security Number) and supplier name are submitted to the Internal Revenue Service for "matching." If the Taxpayer ID and name do not match, the supplier record will not be approved.**

- **If you have received a DDOA grant previously as an individual**, you already have an existing eSupplier number. Your eSupplier approval and number would have been emailed. Please login to [eSupplier Portal](#) and make sure your banking information is correct. The address in smARTDE and your eSupplier record must match. **Do not re-register!**
- **If you are an artist who has NOT already received a grant from DDOA**, you need to register as an individual (not as a business). We strongly recommend that you choose ACH (electronic funds) option.
- Please follow these steps to apply for an eSupplier number: <https://de.gov/eSupplierGuide>. It may take up to 10 business days to receive your approved eSupplier Number. Please plan accordingly.
- New eSupplier applicants receive a registration number immediately after applying. Once the registration is approved, applicant will receive another email with the actual eSupplier number; this is the number required on the application. The legal name on your grant application and eSupplier registration must match.

Applicants will add their number to the application. Please note that your application will not be able to be submitted until your eSupplier Number is provided.

Evaluation Criteria for Artist Opportunity Grants

Applications are evaluated on the following criteria as applicable to the category selected:

- Anticipated impact on the artist's work or career
- Proposal's financial feasibility and need as demonstrated in the submitted budget
- Plans for marketing the project to attract an audience or participants
- Immediacy and uniqueness of the opportunity

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Application Deadline and Filing

Opportunity grant applications have quarterly deadlines of January 1, April 1, July 1, and October 1:

- January 1 for activities occurring between February 15 and May 15
- April 1 for activities occurring between May 15 and August 15
- July 1 for activities occurring between August 15 and November 15
- October 1 for activities occurring between November 15 and February 15

No more than two Opportunity Grant applications may be made in any calendar year without the permission of the Division Director.

The *Individual Artist Opportunity* e-grant application may be accessed at [smARTDE](#).

Grant Review Process

Division of the Arts staff members, in conjunction with the Division Director, review artists' applications for Opportunity Grants. The Division Director then makes final decisions on funding. 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 decision of the grant review committee within four weeks of the application deadline. Awardees will receive full payment in approximately two weeks following notification of their selection. Grant payment authorizations are sent to the fiscal office to process after notifications are sent.

Statement of Assurances

The Statement of Assurances is the contract that all Division grantees must sign. Grant applicants must indicate that they have 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 arts events current on DelawareScene.com
- Notifying the Division of any significant changes to the program or budget
- Providing complimentary tickets for use by on-site evaluators, if appropriate
- Compliance with Accessibility Requirements
- Submitting all required Final Reports

Final Evaluation Report

A final evaluation report is due within 30 days following the end date of the project. Reports are submitted via [smARTDE](#). Failure to submit this form may preclude future Division of the Arts funding.