

INDIVIDUAL ARTIST OPPORTUNITY GRANTS Guidelines

These competitive grants, not to exceed \$750, 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 \$750. 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 \$750.

Application Components

The Opportunity Grant application includes:

- Individual contact information
- 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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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

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 <http://artsdel.egrant.net>.

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 following notification of their selection.

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

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Grant Payment Procedures

Grantees will be notified of awards via email. Full payment will be issued following notification of their selection and after the grantee has completed or updated Delaware's [Substitute Form W-9](#). Grantees may opt to receive payments through electronic fund transfer (recommended) when completing or updating Delaware's Substitute Form W-9. Note: Grantees who have previously received payments from the State of Delaware should not create a new vendor account on the Substitute Form W-9, but may opt to update information through the "Change Profile" option.

Final Evaluation Report

A final evaluation report is due within 30 days following the end date of the project. Reports are submitted via e-grant system. Failure to submit this form may preclude future Division of the Arts funding.