



Delaware Division of the Arts

820 N. French Street, Wilmington, DE 19801
302-577-8278 arts.delaware.gov



How to Acknowledge Public Support for the Arts

Delaware Division of the Arts grants are made possible through funds allocated by the National Endowment for the Arts (NEA) and the Delaware General Assembly. **Your acknowledgement of their support is critical in sustaining public support for the great work that you do.**

We **strongly advise you** to thank your state and federal legislators, as well as the Governor’s office, and keep them informed about grant-supported arts programming. The more you **routinely communicate the value of what you do** to your elected officials, the stronger case the arts sector can make throughout the budgeting process.

Here are a few ways to thank your elected officials for their support:

- Send a thank you letter/email. Below is a sample you can personalize for your legislators. **This is the very least you should do!** Email a copy of your thank you letters to delarts@delaware.gov, so that we can track grantee advocacy efforts.
- Invite them to your events with complimentary admission, and acknowledge them publicly when they attend.
- Invite them to present a “grant check” to your leadership as a media event.
- Dedicate a concert to them or invite them to be honorary hosts at a special event.

To find out who your representatives are and how to contact them, go to: <http://legis.delaware.gov/>

Please Note: You do not need to enter your email address to see your representatives.

[ORGANIZATION LETTERHEAD]

Date

The Honorable FIRST NAME LAST NAME
STREET ADDRESS
CITY, STATE ZIPCODE

Dear TITLE and LAST NAME:

Thank you for your support of the arts in Delaware through the Delaware Division of the Arts. The [INSERT ORGANIZATION NAME] was just awarded \${AMOUNT} through the [NAME OF GRANT PROGRAM(S)] Grant Program(s).

This funding will be used to [INSERT A SHORT NARRATIVE DESCRIBING THE ARTS ACTIVITY OR THE WORK OF YOUR ORGANIZATION THAT WILL BE SUPPORTED BY THE GRANT, AND THE BENEFITS TO THE COMMUNITY].

As one of more than 100 organizations receiving grants for arts programming from the Delaware Division of the Arts this year, we extend our gratitude for your continued support of public arts funding.

Please don’t hesitate to contact me with any questions you may have about [NAME OF ORGANIZATION] and the programs and services we provide.

Sincerely,

NAME
TITLE