Delaware Division of the Arts
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PROJECT SUPPORT
Application Guidelines - Fiscal Year 2027

Project Support (PS) grants assist in the growth of a vibrant cultural environment by supporting increased access to high-quality arts activities presented by community-based organizations throughout the state.

Project Support Goals

Project Support funding is available for arts projects that:

- Demonstrate efforts to promote diversity, equity, and inclusion
- Directly benefit the public in Delaware and/or engage a specific Delaware community
- Ensure quality of artistic and/or staff leadership, artists, activities
- Demonstrate collaborative planning, partnerships, and/or community involvement

Eligibility

To be eligible for Project Support as a community-based organization, you must:

1. Be either a Delaware-based nonprofit organization whose primary mission is not the arts.
    - This includes organizations such as libraries, civic groups, community/senior centers, and university/college non-credit programs intended to serve the community.
    - Organizations must have a stable, functioning board of directors that meets at least quarterly.
    - Organizations must 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.

    OR be an established unit of municipal, county, or state government within Delaware.

    AND
2. Be proposing an arts project with more than $5,000 in estimated eligible direct cash expenses.
3. Project Support funding is available for arts projects that accomplish one or more of the following requirements:
    - Provide opportunities for expanding diversity, equity, and inclusion in arts programming and participation
    - Provide experiences of artistic vitality and relevance for the public
    - Involve collaborations between artists or arts organizations and community and civic groups, government entities, schools, or social service agencies
    - Reach audiences and participants with limited access to the arts or to a particular art form
    - Support arts programs in new or non-traditional venues
    - Provide opportunities for artistic expression of a community's unique history, culture, or circumstances
    - Offer opportunities for the creation of new works of art
    - Provide opportunities for conservation, documentation, and appreciation of the artistic traditions of diverse cultures and communities

Please note the following restrictions:

- No single applicant may apply for more than three projects. **The combined total grant request of all three project applications submitted must be less than $75,000**.

- The Division will not accept applications through fiscal agents.

- Organizations generally may not receive support from both Project Support and Arts Access within the same fiscal year.
- 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.

Note: First-time applicants for Project Support should contact the Division prior to beginning the application process to verify their eligibility and review the application process with staff. A copy of your **State of Delaware Certificate of Incorporation** and **IRS Nonprofit Determination Letter** must be submitted with your first application.

Application Components

The Project Support application will be available beginning December 5, 2025, through smARTDE and includes:

- An organizational profile
- Narrative questions describing your organization and project and addressing the project's artistic relevance and vitality, community impact and engagement, and management and success
- A budget form
- A board or council list with contact information, designated responsibilities/committees, occupation/expertise, and # years of service (or committee list for college programs or governmental entities)
- A staff contact list with names, titles, and email addresses
- Support materials (2-5)

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 by citizen panels to evaluate each Project Support application. Panelists use detailed scoring rubrics in their review of each application.

Artistic Relevance & Vitality (30% of score)

- Project demonstrates a level of detail in planned activities and is relevant to the identified audience(s)
- Project leaders and/or artists have experience successfully engaging with identified audiences/community members

Community Impact & Engagement (40% of score)

- Meets one or more of the Project Support Requirements (as stated above)
- Demonstrates collaborative planning, partnerships and/or community involvement
- Includes marketing and strategies to engage new and diverse participants, including those historically underserved due to their geography, ethnicity, economics, disability, etc.
- Ensures accessibility for people with disabilities

Management & Success (30% of score)

- Project connects to the organization's mission
- Qualifications of key personnel managing and implementing the project
- Project has a plan for success and includes an evaluation strategy
- Includes a realistic and detailed project budget with a variety of income sources

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Matching Funds and Grant Awards

Applicants may request grants of **up to 30%** of the **direct cash expenses for the artistic portion** of their project. Project Support grant awards typically range between $2,000 and $10,000, with more than half of the awards less than $5,000. In exceptional cases, grant awards have exceeded the top of that range. Proposals may be funded at less than the requested amount, or not at all. Prior funding does not guarantee future funding.

All Project Support grants are funded on a matching basis. Matching funds 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.

Multiple Projects

Organizations planning more than one distinct project must submit a **separate** application for **each** project. Applicants should consult with Division staff for guidance in determining when multiple applications are required. **Note:** No applicant may apply for more than three projects in one fiscal year. The combined total grant request of all three project applications submitted must be less than $75,000.

Expenses Eligible for Project Support

Only the expenses below **related to the arts project or the arts portion of an event** are eligible for PS:

Direct Expenses (should be included in the Direct Expenses column of the budget):

- Artists' fees
- Marketing or publicity
- Personnel
- Administrative costs
- Contractual services
- Supplies and materials
- Technical costs
- Travel and other operational expenses necessary to deliver arts programs and services

Indirect Expenses, such as staff salaries and overhead may also be included in the Project Budget in the Indirect Expenses column, but **Division funds may not be used toward these expenses, nor can they be used for match.**

Expenses Not Eligible for Project Support

Division funds may not be used for these expenses – do not include them in the Project Budget:

- Activities for which academic credit is given
- Activities outside Delaware
- Activities with fundraising as a primary purpose
- Awards, cash prizes, or donations
- Bad debt
- Building, renovating, or remodeling of facilities
- Capital expenditures and non-consumables valued over $3,000
- Traditional circus and athletic activities
- Expenses incurred outside the grant period
- Investments of any type
- Meals/refreshments
- Private entertainment
- Projects restricted to exclusive participation or enjoyment
- Projects that have sectarian or religious purposes
- Scholarships or research by individuals
- Products and/or services not directly related to the artistic portion of an event
- Contingency funds

Grant Period

Funding awarded in the FY2027 grant cycle must be spent on activities that occur between September 1, 2026, and August 31, 2027.

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Application Deadline and Filing

The deadline for Project Support applications is **4:30 pm on March 2, 2026**. The Fiscal Year 2027 Project Support Grant application form may be accessed at smARTDE beginning December 5, 2025.

smARTDE

If your organization has never applied to the Division before, please read these instructions on how to register for smARTDE.

Once logged in, if you need help with the system, please read these instructions before beginning.

Grant Review Process and Award Notification

After all applications have gone through a grant review process, the Delaware State Arts Council will make funding recommendations for Fiscal Year 2027 to the Division Director at the June 2026 Council meeting. The recommended grant awards will apply to Fiscal Year 2027 only. Applicants will be notified of final funding decisions after July 1, 2026, 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. Electronic funds transfers and paper check payments are always free. However, electronic fund transfers are faster than mailing a check.

Reporting Requirements

Final Reports for FY2027 Project Support grants must be submitted through smARTDE by September 30, 2027. Failure to submit a final report on time may result in forfeiture of the final payment 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 up to four complimentary tickets for use by on-site evaluators per grant period
- Compliance with Accessibility Requirements
- Submitting required Final Report