



Delaware Division of the Arts

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PROJECT SUPPORT Application Guidelines Fiscal Year 2019

Project Support 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 accomplish one or more of the following:

- Provide experiences of artistic merit and integrity for the public
- Involve collaborations with artists, arts organizations, community and civic groups, government entities, or social service agencies
- Reach audiences and participants with limited access to the arts or to a particular art form
- Provide lifelong learning opportunities in the arts beyond the school setting
- Offer opportunities for the creation of new works of art
- Support arts programs in new or non-traditional venues
- Provide opportunities for artistic expression of a community's unique history, culture, or circumstances
- Provide opportunities for conservation, documentation, and appreciation of the artistic traditions of diverse cultures and communities

Eligibility

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

1. Be 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.

Please note the following restrictions:

- The Division will not accept applications through fiscal agents.
- No applicant may apply for more than three projects.
- 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.

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Note: First-time applicants for Project Support should contact the Division prior to beginning the application process in order 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. A [W-9 form](#) must also be on file with the State of Delaware.

Application Components

The Project Support application includes:

- An organizational profile
- A narrative describing your organization and project and addressing the project's artistic quality, availability/service to the community, management, and history
- A board list with contact information, board-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
- Project Support Budget, using this [Budget Form](#)
- Support materials (up to four PDFs, JPGs, or URL addresses)

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.

Narrative Instructions

Required Narrative Format - Narratives must:

- have 1-inch margins
- use an Arial or Times New Roman 10-point font or larger
- be double-spaced
- be no more than five (5) numbered pages long
- be attached in PDF format

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

- 1) *Brief Description of Organization* - Briefly describe your organization and the communities it serves.
- 2) *Description of the Project* - Provide a detailed description of the proposed project, including goals, activities, target population(s). If this project is a continuation of activities that took place in a previous year or last year, discuss how your project has evolved including:
 - What you have done to ensure continued growth, innovation, and/or sustained quality
 - How you have used evaluation results to continue to shape your program
 - Significant trends in participation, income and expenses, community impact, etc.
- 3) *Artistic Product/Artistic Process/Services Provided* - How will your project:
 - Ensure quality of artistic leadership, artists, and activities (What criteria do you use to select art and artists?)
 - Demonstrate ingenuity, vitality, and relevance in programming

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- Include interpretive activities to increase the audience's appreciation of the project
 - Reflect Division Project Support goals
- 4) Availability of the Arts/Service to the Community - How will your project:
- Fulfill an unmet arts-need in your community
 - Reach new and/or diverse audiences
 - Be accessible to people with disabilities
 - Be marketed to targeted audiences to maximize attendance and participation
 - Demonstrate community involvement. If the project is a collaboration, identify partner organizations and responsibilities.
- 5) Management - Describe:
- How your project aligns with your organization's mission
 - Key personnel (including project manager) who will implement the project, including their qualifications and responsibilities with the project
 - Plans to evaluate the success of the project in achieving your goals and the impact of the program on participants and/or the community

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 Quality (40% of score)

- Quality of artistic leadership, artists, and activities
- Ingenuity, vitality and relevance in planned activities
- Interpretive activities or materials to increase participants' appreciation of and engagement with the project
- Reflects Division Project Support Goals (as stated above)

Availability of the Arts (30% of score)

- Fulfills an unmet arts need in the community
- Effective outreach and services to new and diverse participants, including people with disabilities
- Collaborations and community involvement
- Effective marketing plan for the project

Management (30% of score)

- Strong connection between the planned project and the organization's mission.
- Capacity (personnel) to plan and carry out the project
- Plans for comprehensive program evaluation
- 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.

Expenses Eligible for Project Support

Only the expenses listed below which are **related to the arts project or the arts portion of an event** are eligible for Project Support.

Direct Expenses (may 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
- Contingency funds
- Expenses incurred outside the grant period
- Investments of any type
- Meals/refreshments
- Private entertainment
- Projects restricted to exclusive participation or enjoyment
- Projects which have sectarian or religious purposes
- Scholarships or research by individuals
- Products and/or services not directly related to the artistic portion of an event

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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 Project Support applications is **4:30 pm on March 1, 2018**. The Fiscal Year 2019 Project Support Grant application form may be accessed at <https://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 Substitute [W-9 form](#).

Reporting Requirements

Final Reports for FY2019 Project 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.

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 complimentary tickets for use by on-site evaluators
- Compliance with Accessibility Requirements
- Submitting required Final Report