



DELAWARE DIVISION OF THE ARTS

820 N. French Street, Wilmington, DE 19801
302-577-8278 (New Castle); 302-739-5304 (Kent and Sussex)



INDIVIDUAL ARTIST OPPORTUNITY GRANTS

Information and Instructions

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 DDOA Individual Artist Fellowship recipient

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.

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 must be received in the DDOA office no later than 4:30 p.m. on the **first Monday of February, April, June, August, October, or December.**

Projects should begin no earlier than six weeks after the application deadline. No more than two Opportunity Grant applications may be made in any calendar year without the permission of the DDOA Director.

The *Individual Artist Opportunity Grant Application* form may be downloaded from the DDOA web site (www.artsdel.org/grants/artistgrants.shtml) in either Microsoft Word or PDF format.



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Grant Review Process

DDOA staff members, in conjunction with the DDOA Director, review artists' applications for Opportunity Grants. The DDOA Director then makes final decisions on funding. For details on the grant review process, download *DDOA Grant Review Process* at www.artsdel.org/grants.

Funding decisions may be appealed only on the basis of procedural error or impropriety. Appeals of grant decisions must be submitted in writing to the DDOA Director within 30 days of notification. Appropriate appeals will be forwarded to the DSAC for consideration.

Notification of Grant Awards

Applicants will be notified in writing of the decision of the grant review committee within four weeks of the application submission. Awardees will receive full payment following notification of their selection.

Final Evaluation Report

A final evaluation report is due within 60 days following the end date of the project. Failure to submit this form may preclude future DDOA funding.

Opportunity Grant Application Procedure

Applicants must submit **one original and one copy** of the grant application, with the original signed in blue ink. Include two copies of all required attachments. Submit materials in the following order:

Complete and attach the following materials in the order shown. All information must be typed on white paper, using a 10-point font or larger. Submit two copies of information requested in numbers 1–3 below, and one copy of materials requested in numbers 4 and 5.

1. *Individual Artist Opportunity Grant Application form*

Complete the *Individual Artist Opportunity Grant Application* form. Check the appropriate box for the grant category in which you are applying. Be sure the application form is signed to indicate agreement with all legal and technical requirements as set forth in these guidelines.

2. *Opportunity Grant Narrative*

Submit a typed one-page narrative, using a 10-point font or larger. Include in your narrative:

- A description of the project
- An explanation of how you see this project impacting your career or work
- An explanation of how the project presents a unique opportunity
- An explanation of plans to attract an audience (if the project is a public presentation)

3. *Budget*

Provide a one-page budget that shows project expenses and income. Include under the heading "Income" the amount requested from DDOA and, as applicable, anticipated donations, earned income (such as admission fees), and applicant's contributions to the project

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4. Supplemental Materials

For Professional and Artistic Development for Artists

- a. Copy of published information, including fee schedule, about the workshop or conference you wish to attend or bio/résumé and letter of intent from mentor with whom you wish to work
- b. Copy of a current professional résumé
- c. Set of work samples as detailed below
- d. Stamped, self-addressed envelope for return of work samples

For Presentation Opportunities for Artists

- a. Copy of invitation from sponsoring venue/organization. Information about presentation venue and/or event
- b. Copy of current professional résumé
- c. Set of work samples as detailed below
- d. Stamped, self-addressed envelope for return of work samples

Work Samples

- **Folk Arts**—Artists whose work expresses the traditions of their ethnic, occupational, religious, family, or geographic group and whose skills have generally developed without formal instruction or institutional direction are eligible to apply. Applicants should refer to the requirements for other disciplines regarding work samples.
- **Literature**—Creative nonfiction, fiction, poetry, and playwriting: Submit 10–15 pages, typed and double-spaced, on one side of 8.5×11-inch paper, labeled with title, year written, and author. Poems may be single-spaced.
- **Performing Arts**—Music composition and performance: Submit an audio cassette or CD, 10–15 minutes long, labeled with work title(s), date(s) composed or performed, and total playing time of piece(s). Composers should include scores for each recorded work; jazz composers should include scores or lead sheets. Choreography, dance, drama, performance: Submit a DVD or VHS video cassette 10–15 minutes long, labeled with work title(s), date(s) performed, sound credits, and total length of work(s).
- **Visual Arts**—Crafts, painting, photography, sculpture, work on paper, and new forms: Submit ten digital images on a CD or ten 35mm slides of a consistent and cohesive selection of work in a 9×11-inch slide sheet with accompanying slide script, giving title, medium, dimension in inches, and date completed. Slides should represent a minimum of seven works. New forms applicants may submit alternate support material, in a format described for other disciplines, if it more properly represents their art form.