



Fiscal Year 2008 Arts Organization Grant Application Checklist

To apply for funding in any of the following Arts Organization categories—General Operating Support, Public Impact, Technical Assistance, Arts Stabilization—applicants must:

1. Complete the following application form: Fiscal Year 2008 Arts Organization Grant Application
2. Provide narrative and supplemental materials as specified in the downloadable document appropriate to the grant category (See www.artsdel.org/grants/artsorggrants.shtml.)
3. Submit collated application packets by the deadline of **March 1, 2007**.

Be sure you have followed all instructions for the grant(s) and included all the required materials in your grant packet. **Include this checklist with the original** application packet you submit.

For all arts organization applicants, does your packet contain the following?

- Fiscal Year 2008 Arts Organization Grant Application form
- Board List and required information
- Financial Report: IRS 990
- Financial Report: Audit, financial review, or treasurer's report (not required for Abbreviated application)

For General Operating Support, have you added the following?

- Staff List and required information (not required for Abbreviated application)
- General Operating Support Narrative
- Budget Report
- Support Materials referenced in the narrative

For Public Impact, have you compiled?

- Public Impact Narrative
- Support Materials referenced in the narrative

For Technical Assistance, have you added the following?

- Staff Coordinator Information
- Technical Assistance Narrative
- Technical Assistance Budget Report

For Arts Stabilization, have you added the following?

- Arts Stabilization Narrative
- Arts Stabilization Budget Report
- Two (2) competitive bids/estimates
- Support Materials referenced in the narrative

Have you compiled?

- An original collated packet and fifteen (15) identical packets of applications (for General Operating Support and Arts Stabilization and three (3) copies of financial reports)
- An original collated packet and ten (10) identical packets of applications (for General Operating Support: Abbreviated, Technical Assistance, and Public Impact)

Mail or hand-deliver to:

Delaware Division of the Arts
Carvel State Office Building, 4th Floor
820 N. French Street
Wilmington, DE 19801

Hand-deliver by appointment to:

Delaware Division of the Arts Office
DE Division of Libraries Building
Edgehill Shopping Center, Rte. 13
Dover, DE

Remember: All grant materials must be mailed (postmarked) or hand-delivered by March 1, 2007.



ARTS ORGANIZATION FY2008 Grant Application



Application # _____ (for official use only)

Fiscal Year 2008 Arts Organization Grant Application

Read the *Information and Instructions* that are applicable to the grant category(ies) in which you are applying—General Operating Support, Technical Assistance, Arts Stabilization, Public Impact—before completing this application form. (See www.artsdel.org/grants/artsorggrants.shtml.) All supplemental information requested in the instructions related to each grant category must be included for the application packet to be complete.

Grant Categories: Check the grant(s) for which you are applying:

- General Operating Support
- Arts Stabilization Technical Assistance Public Impact
- General Operating Support: Abbreviated

Organization Information

1. Organization _____

Address 1 _____
(Street) (City) (State) (Zip Code)

Address 2 _____
(If different from above)

Organization phone _____ Organization fax _____

Organization email _____

Organization web _____

2. Organization director and title _____
(All correspondence will be sent to this person)

Director phone _____ Director fax _____

Director e-mail _____

3. Preparer of the application and title (if different from director) _____

Preparer phone _____ Preparer fax _____

Preparer e-mail _____



ARTS ORGANIZATION FY2008 Grant Application



4. Report tax and legislative district information (for the applicant organization):

Federal Employer Identification #: _____
 Incorporation date: _____ Date of last fiscal year financial report: (month/year) _____
 County: _____ Legislative district: State House _____ State Senate _____

5. If applying for Technical Assistance or Arts Stabilization, please include your grant request below. Be sure to include this figure in your enclosed budget as projected income.

Grant Category	Grant request for FY2008
Technical Assistance	\$
Arts Stabilization	\$

6. In the space below, include the mission statement of your organization.

7. In the space below, provide a description of your organization in a format suitable for publication.

8. Estimate the number of participants who have or will participate in your programs.

	Last year's programs	This year's programs	Next year's programs
Artists (paid and unpaid)			
Audience/Participants (excluding employees)			



ARTS ORGANIZATION FY2008 Grant Application



Authorization: (Two different signatures are required.)

I do hereby certify that the board of directors of this organization has given formal approval for submission of this application and that all figures, facts, and representations made in this application are true and correct to the best of my knowledge. Submission of the application signifies intention of compliance with all guidelines and restrictions imposed by the Delaware Division of the Arts, a state agency, and the National Endowment for the Arts (NEA), a federal agency. I acknowledge that I have reviewed a copy of the *Delaware Division of the Arts Grantee Responsibilities* and the *National Endowment for the Arts Requirements for Subgrant Recipients* (www.artsdel.org/grants). This organization will comply with Title VI of the 1964 Civil Rights Act; the Drug Free Workplace Act of 1988, Title IX of the Education Amendment of 1972, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973. I also certify that any funds received with this application will not be used for lobbying and will be expended for the project described, and I understand that the organization may be precluded from future DDOA funding if I fail to submit a final report at the conclusion of the grant period.

Signature of board president

Print name

Title

Date

Second organization signatory

Print name

Title

Date