



DELAWARE DIVISION OF THE ARTS

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ARTS ORGANIZATION OPPORTUNITY GRANT Information and Instructions

The Delaware Division of the Arts (DDOA) awards grants of up to \$750 (up to \$2,500 for Cultural Access) on a bi-monthly basis to support special opportunities for Delaware-based, nonprofit arts organizations.

Opportunity Grant Goals

Opportunity grants are available to enhance the management and artistic capacity of developing and established arts organizations and to extend their reach into new communities and to new and diverse audiences.

Eligibility

To be eligible to apply for an Arts Organization Opportunity Grant, applicants must:

1. Have the promotion, presentation, production, and/or teaching of the arts as their primary purpose as outlined in their charter, incorporation papers, bylaws, and IRS nonprofit determination letter.
2. Have a stable, functioning board of directors that meets at least quarterly.
3. 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.

Note: Arts organizations that have not received their State of Delaware Certificate of Incorporation and IRS Nonprofit Determination Letter are permitted to apply for Opportunity Grants as an Emerging Arts Organization.

Please note the following restrictions:

- 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 (DSAC) or DDOA staff.

Receipt of state and federal grants carries with it certain obligations and responsibilities. Before beginning the grant application process, review the information contained in the following documents: *Delaware Division of the Arts Grantee Responsibilities*, and *National Endowment for the Arts Requirements for Subgrant Recipients*. These documents explain the obligations of DDOA grantees. Both reports can be downloaded at www.artsdel.org/grants/artsorggrants.shtml.

Grant Categories

1. Professional and Artistic Development

Arts organizations may apply for funding for staff and/or board members to attend conferences, workshops, or mentoring sessions that will enable the organization to further develop administrative and/or artistic skills.

Funding preference will be given to those organizations that:

- Have new professional staff and/or board members that need training in a specific area.
- Demonstrate a compelling need for funding.
- Can clearly explain why funds for attending the chosen conference could not have been incorporated into the General Operating Support application (if applicable).

Opportunity Grant Categories

1. Professional and Artistic Development
2. Sponsorship of Performances, Workshops, and Exhibits
3. Presentation Opportunities
4. Development of Emerging Arts Organizations
5. Cultural Access Program Development



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Conferences that are considered a part of the organization's membership requirement or obligation and annual conferences in the organization's discipline or (in some cases) other specific areas of arts administration are not eligible for funding.

Applicants may request up to 80 percent of the cost of the project with requests not to exceed \$750. Travel costs are not covered but may be used as match. Selected conferences, workshops, or mentoring sessions must be a unique opportunity to advance skills.

2. Sponsorship of Performances, Workshops, and Exhibits

Arts organizations with **unique and unanticipated** opportunities to present the literary, performing, visual, media, or folk arts in ways that will reach new audiences may apply for funding. These grants are intended to increase opportunities, particularly in underserved communities, for residents who do not routinely have access to diverse types of arts activities. Projects in this category typically involve artists from outside the immediate community. Projects planned and sponsored in partnership with community-based organizations are given priority.

Note: Projects proposed by an organization eligible for, or receiving, General Operating Support will not be considered unless they clearly go beyond the scope of the organization's normal programming and could not reasonably have been anticipated and included in the regular budget/grant cycle.

Applicants may request up to 50 percent of the cost of artist fees and travel expenses, with requests not to exceed \$750.

3. Presentation Opportunities

Arts organizations may apply for funding to enable them to take advantage of unique opportunities to present their programs at events of regional, national, or international significance outside Delaware. To qualify, the opportunity must be by invitation or the result of a competition.

Applicants may request up to 80 percent of the cost of the project with requests not to exceed \$750.

4. Development of Emerging Arts Organizations

New arts organizations, including those who have not yet received their IRS nonprofit status, may apply for funding to support their early programming and organizational development efforts.

Applicants may request up to 50 percent of the cost of artist fees, technical support, and travel expenses, not to exceed \$750, for arts programs. Additional grants may be available to support needs assessments, feasibility studies, organizational planning and development, and other activities related to organizational start-up. (Costs associated with filing incorporation and tax-exemption papers are not eligible for funding). Emerging arts organizations should contact the DDOA Community Arts Development Coordinator before submitting an application for a specific project.

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5. Cultural Access Program Development

Arts organizations may apply for funding to help make their programs more accessible to people with disabilities. Cultural Access grants will fund equipment rental costs and contractual services that will address the needs of people with visual, hearing and physical challenges. Examples of services can include, but are not limited to: hiring a sign language interpreter, renting audio captioning equipment, renting hearing assistive devices, hiring a cultural access consultant to design an exhibition that considers the needs of all individuals, printing an exhibition catalog in Braille, printing large-type, non-italic, sans serif font signage to support visual arts exhibits, and renting wheelchairs or other devices to assist people with limited physical mobility.

Note: Organizations will be eligible to receive only one grant award in this category per calendar year.

Applicants may request up to \$2,500 to fund costs related to this project. Additional grants are available in the technical assistance and arts stabilization grant categories to support cultural access feasibility studies, capital upgrades, and improvements to existing buildings.

Evaluation Criteria for Opportunity Grants

Applications for Opportunity Grants are evaluated on the following criteria as applicable to the category selected:

- Anticipated impact on staff or board to carry out the mission of their arts organization
- Increased access to diverse and quality arts programs, particularly in underserved communities
- Financial feasibility and need as demonstrated in the submitted budget
- Ability to attract targeted audience or participants
- Immediacy and uniqueness of the opportunity
- Organization's history of administrative competence and successful programming

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

Grant Review Process

DDOA staff members, in conjunction with the DDOA Director, review Opportunity Grant applications. The 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.



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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. Be sure that the application contains the required signatures and that you include two copies of all required attachments. Submit materials in the following order:

1. *Arts Organization Opportunity Grant Application form*

Complete the *Arts Organization Opportunity Grant Application form*. Check the appropriate box for the grant category in which you are applying. Be sure the application form is signed by the organization's chief authorizing official to indicate agreement with all legal and technical requirements as set forth in these guidelines.

2. **Opportunity Grant Narrative**

Submit a typed 1–2 page narrative, using a 10-point font or larger. Include in your narrative:

- A description of the project
- An explanation of how this project will affect the organization's ability to carry out its mission and/or the community's access to quality arts programs
- An explanation of why this project presents a unique opportunity
- A description of plans to attract participants or audience (if applicable)

3. **Budget**

Outline the project's expenses, income, and in-kind contributions. Include under the "Income" heading the amount requested from DDOA and, if applicable, any anticipated donations, earned income (such as admission fees), and/or contributions from the applicant organization's operating budget. In-kind contributions represent the donation of goods or services to the project and should also be included, although they are not considered part of the required cash match. Budgets should be balanced with anticipated cash income equaling anticipated cash expenses.

Note: Projects that are intended to be fundraisers (where anticipated income exceeds anticipated expenses) are not eligible for Opportunity Grants.

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4. Supplemental Materials

Submit only those materials applicable to your selected grant category.

For Professional and Artistic Development

- A copy of published information, including fee schedule, about the workshop or conference you wish to attend; **or**
- A biography or résumé and letter of intent from the mentor or consultant with whom you wish to work

Sponsorship of Performances, Workshops, and Exhibits

- Descriptive information about the artist(s), such as a résumé, promotional materials, or a paragraph outlining the artist's background and experience
- Letter of intent or a contract from the artist verifying availability, program length, fees, and technical requirements
- Letter(s) of support from partner(s), if project involves partnering with another organization

Presentation Opportunities

- A copy of an invitation from the sponsoring venue or organization
- Information about the presentation venue and/or event

Emerging Arts Organizations

- New organizations should contact the Community Arts Coordinator to discuss their specific project and determine appropriate supplementary materials to submit

Cultural Access Program Development

- A letter of intent or contract from the service provider verifying availability and fees
- Descriptive information about the service provider, such as a résumé, promotional materials, or a paragraph outlining background and experience