



DELAWARE DIVISION OF THE ARTS

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COMMUNITY-BASED ORGANIZATION OPPORTUNITY GRANT Information and Instructions

Sponsorship of Performances, Workshops, Exhibits

The Delaware Division of the Arts (DDOA) awards grants of up to \$750 on a bi-monthly basis to support the presentation of performing, visual, literary, media, or folk arts in communities throughout the state.

Opportunity Grant Goals

Opportunity 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.

Eligibility

To be eligible to apply for a Community-Based Organization Opportunity Grant, applicants must:

1. Be a Delaware-based nonprofit organization whose primary purpose is not the arts. This includes libraries, civic groups, community/senior centers, festivals, parks/recreation programs, units of government, and university/college non-credit programs intended to serve the community.

Note: Public, private, and parochial schools are eligible only if the proposed arts project is taking place after school hours and is open and promoted to the public.

Opportunity Grants are intended, principally, to assist organizations that are new to presenting the arts and/or new to the DDOA grants program. For organizations with an established history of arts programming and DDOA grants, only very unique and unanticipated opportunities will be considered. After receiving Opportunity Grants for two years, organizations with ongoing programs or annual events are expected to apply for funds through the Project Support category.

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/cbogrannts.shtml.

Evaluation Criteria for Opportunity Grants

Applications for Opportunity Grants are evaluated on the following criteria:

- Increased access to diverse and quality arts programs, particularly in underserved communities
- Financial feasibility and need as demonstrated in the budget submitted
- Ability to attract the target audience or participants
- Immediacy and uniqueness of the opportunity

Matching Funds and Grant Award Limits

Applicants may request up to 80 percent of the cost of artist fees and travel expenses or exhibit-related costs, with requests not to exceed \$750. Sponsors are responsible for all other project-related expenses, such as facility rental, promotion, technical support, and additional artistic fees.



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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 *Community-Based Organization Opportunity Grant Application* form may be downloaded from the DDOA web site (www.artsdel.org/grants/cbogrants.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 DDOA 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.



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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. Materials should be submitted in the following order:

1. **Community-Based Organization Opportunity Grant Application form**

Complete the *Community-Based Organization Opportunity Grant Application* form. Be sure the application form is signed by the organization's chief authorizing official (original copy with blue ink) 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 and the community it will serve
- An explanation of how this project reflects the organization's mission and how it will increase the community's access to quality arts programs
- An explanation of why this project presents a unique opportunity
- A description of plans to attract the targeted participants or audience

3. **Budget**

Outline the project's expenses, income, and in-kind contributions. "Expenses" should include all costs associated with the art project. 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.

4. **Supplemental Materials**

Submit the following materials:

- 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 a partnership with another organization
- **For first-time applicants only:** Submit a copy of your organization's State of Delaware Certificate of Incorporation and IRS Nonprofit Determination Letter. Organizations without incorporation or designated IRS status should contact DDOA about eligibility.