



DELAWARE DIVISION OF THE ARTS

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GENERAL OPERATING SUPPORT: ABBREVIATED Information and Instructions

Fiscal Year 2008

The Delaware Division of the Arts (DDOA) awards General Operating Support grants to Delaware arts organizations in support of their annual operating expenses. The General Operating Support: Abbreviated Information and Instructions may be used by eligible arts organizations seeking a streamlined application process, and must be used by arts organizations applying for General Operating Support from the DDOA for the first time.

Grant awards in the Abbreviated category are capped at \$2,500. Arts organizations applying in more than one grant category, or seeking larger grants, are required to use the General Operating Support Information and Instructions, which can be found at: www.artsdel.org/grants/artsorggrants.shtml.

Eligibility

To be eligible for General Operating Support: Abbreviated, 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.
4. Be applying only in this grant category.

Please note the following restrictions:

- DDOA will not accept applications through fiscal agents.
- 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.

Note: First-time applicants must apply in the Abbreviated category and must contact the DDOA prior to beginning the application process in order to verify your eligibility for general operating support funding. A copy of your State of Delaware Certificate of Incorporation, IRS Nonprofit Determination Letter and W-9 form must be submitted with your first application.

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.

Two-year Application Cycle **New in 2008**

The Delaware Division of the Arts introduces a two-year application cycle for General Operating Support: Abbreviated beginning in FY2008. Organizations with a history of General Operating Support grants, consistent programming, and stable financial activity provide confidence that a similar level of service or activity will be sustained over a two-year period without requiring a full application and review each year. The new biennial cycle will benefit grantees, as well as the Division, by permitting both to focus more



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attention on the delivery of programs and services and less on the preparation, processing, and review of grant applications.

All applicants in the General Operating Support: Abbreviated category will be considered for two-year funding. Two years of funding will be recommended for those organizations that clearly demonstrate:

- a. Three or more consecutive years of DDOA General Operating Support
- b. Sustained, consistent programming
- c. Stable financial operations

Organizations approved for two-year funding in FY2008 will be required to submit an Interim Report in lieu of a full application for funding in FY2009, providing an update on activities and financial information. Grant awards for the second year will be determined by applying a funding formula to updated financial information submitted with the Interim Report. Applicants should not expect the second year of funding to be exactly the same as in the first year. Updated financial figures, the number of organizations in the FY2009 applicant pool, and the Division's budget may impact all grant awards.

Applications will only be considered for the two-year funding cycle in even-numbered years. Organizations approved for only one year of funding (FY2008) or those awarded no GOS funding in FY2008 will be eligible to submit a full application again in FY2009 for one year of funding only.

Evaluation Criteria and Considerations

Grant panelists are selected based on their knowledge and experience in the arts, in business, and in the community. Panelists evaluate applications in the areas of artistic product/process/services, service to community, and management. To determine the merits of each applicant, they consider the grant application and supporting documents, and on-site evaluations conducted by independent reviewers.

Matching Funds

General Operating 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.

Grant Award Calculations and Award Limits

Organizations recommended for funding will receive a grant award, as determined by a funding allocations panel, not to exceed \$2,500.

Note: Grant requests for specific dollar amounts are not required.

Expenses Eligible for General Operating Support

Funding from General Operating Support grants may be used to support most aspects of an arts organization's annual operating expenses (not including capital expenses), such as:

- Artists' fees
- Administrative costs
- Contractual services
- Marketing or publicity of events/activities
- Personnel (salaries, benefits...)
- Supplies and materials
- Professional development (workshops, seminars, conferences, excluding credit-earning post-secondary coursework)
- Technical costs
- Travel (domestic) and other operational expenses necessary to deliver arts programs and services



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Expenses Not Eligible for General Operating Support

- Activities for which academic credit is given
- Activities outside Delaware
- Awards or cash prizes
- Bad debt
- Building, renovating, or remodeling of facilities
- Capital expenditures and non-consumables valued over \$3,000
- Circus and athletic activities
- Contingency funds
- Expenses incurred prior to the grant period
- Fundraising costs (capital/endowment campaigns)
- Investments of any type
- Meals/refreshments
- Lobbying
- Private entertainment
- Projects restricted to exclusive participation or enjoyment
- Projects which have sectarian or religious purposes
- Scholarships or research by individuals

Grant-in-Aid

The Division of the Arts was created by the Delaware General Assembly to serve as the principal mechanism for supporting the arts in Delaware. Arts organizations seeking General Operating Support from the state are expected to apply for support through DDOA.

The DDOA will notify the Delaware Controller General's Office and the General Assembly Joint Finance Committee of all organizations that apply to the DDOA for general operating support. Any arts organization receiving General Operating Support through other state mechanisms, including Grant-in-Aid may see an impact in DDOA funding.

Grant Period

Funding awarded in the FY2008 grant cycle must be spent on programs and activities that occur during DDOA's Fiscal Year 2008, which runs from September 1, 2007, through August 31, 2008.

Application Deadline and Filing

The deadline for General Operating Support – Abbreviated applications is **March 1, 2007**. The Fiscal Year 2008 Arts Organization Grant Application form may be downloaded from the DDOA web site www.artsdel.org/grants/artsorggrants.shtml in either Microsoft Word or PDF format.

To be eligible for funding, applications must:

- Be typed and submitted to DDOA as hard copies on current application forms.
To reduce waste and speed processing, grant applications should be copied double-sided on white 8.5×11-inch paper; collated and stapled in the order requested; and **submitted without covers, folders, or other packaging.**
- Include all of the necessary information and attachments.
- Be signed by the organization's chief authorizing official to indicate agreement with all legal and technical requirements as set forth in these guidelines.
- Be collated per the application instructions, with one original and ten (10) collated copies of the complete application packet, including all attachments.
- Be **postmarked or hand-delivered** to the DDOA office no later than 4:30 p.m. on **March 1, 2007**. Facsimile (fax) or e-mail transmission of applications will not be accepted.



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Notification of Grant Awards

After all applications have gone through a grant review process, the Delaware State Arts Council (DSAC) will make final funding recommendations for Fiscal Year 2008 at their June 2007 funding meeting. The recommended grant awards will apply to Fiscal Year 2008 only. Applicants will be notified of final funding decisions after July 1, 2007, following the DSAC meeting and passage of the state budget. For details on the grant review process, download *DDOA Grant Review Process* at www.artsdel.org/grants

Interim Reports and 2nd Year Grant Notification

Organizations recommended for two-year funding will be required to submit an Interim Report with updated program and financial information, in lieu of a full application, for Fiscal Year 2009. Grant awards for the second year will be determined by applying the funding formula to updated financial information submitted with the Interim Report. Updated financial figures, the number of organizations in the FY2009 applicant pool, and the Division's budget may impact all grant awards. Recommended grant awards will be reviewed by the Delaware State Arts Council at their June 2008 funding meeting. Applicants will be notified of final funding decisions after July 1, 2008, following the DSAC meeting and passage of the state budget. Details for Interim Report procedures will be available with Fiscal Year 2009 grant guidelines.

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General Operating Support: Abbreviated Application Procedure

Applicants are required to submit one original and ten (10) collated application packets organized in the following order:

1. Fiscal Year 2008 Arts Organization Grant Application form

Complete the Fiscal Year 2008 Arts Organization Grant Application form. Check the box marked "General Operating Support: Abbreviated." The application form can be downloaded from the web site at: www.artsdel.org/grants/artsorggrants.shtml

2. Board List

Submit a list of your organization's board members, with the following information. Identify the officers of your board.

- | | | |
|------------|---------------------|-------------------------|
| a. Name | c. Telephone number | e. Occupation/Expertise |
| b. Address | d. Email | |

3. General Operating Support Narrative

Label your narrative as follows:

[Arts Organization Name] FY2008 General Operating Support Narrative

The narrative should be double-spaced, using a 10-point font or larger, and a maximum of **three** numbered pages, copied double-sided. **Note:** Pages that exceed the three-page limit will be extracted from the application and will not be reviewed by panelists.

Any supplemental materials included in the application packet should be referenced specifically in the narrative. Supplemental materials should clearly support what you state about your organization and/or programming.

The narrative must include all of the following letter items. Label each of the items with the indicated italicized headers:

a. Programs/Activities Description

Provide a description of the programs/activities that your organization is currently undertaking during FY2007, including information about the artists and arts leadership involved.

b. Service to Community

Provide an explanation of how your organization's programs/activities serve your community.

c. Promotional Activities

Provide a description of how you attract an audience or participants to your programs.

d. Significant Programmatic, Administrative, and/or Budgetary Changes

Provide an explanation of any significant programmatic, administrative, and/or budgetary changes that have occurred in the past two years or that you anticipate in the upcoming year. This should include an increase or decrease in the amount of programming, staff, and actual or projected income/expenses of your organization.

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4. Budget Report

Label your response as follows: ***[Arts Organization Name] Two-Year Budget Report***

Submit a budget report containing itemized information from the following two budget/reporting periods:

- Most recently completed fiscal year's **actual** expenses and income
- Current fiscal year's **budgeted** expenses and income

Budget information can be provided in your own organization's format (but with enough detail to be meaningful) and should reflect **your** organization's fiscal or calendar year. **Note:** If you include in-kind donations, report them in a separate column and be sure that they are reflected as both in-kind income **and** expenses.

Be sure to explain significant budgetary changes (more than 10%) in your narrative. Unusual or "one-time only" expenses or sources of income should be explained on the budget page.

5. Support Materials

Include up to three pieces of support material, referenced in your narrative, which will provide additional insight into your programs and services. Submit ten (10) identical and collated sets of support materials, one for each copy of the application. Include only those materials applicable to your program that have been referenced in your narrative. Examples of support materials include, but are not limited to:

- a. Schedule of events or season brochures from the current year.
- b. Sample event brochures or program books.
- c. Print materials such as newspaper reviews, organization brochures, newsletters, press releases, advertisements, flyers, or CDs or DVDs (only three copies of CD/DVDs are required).
- d. Samples of program evaluation tools.
- e. Long-range plan.

6. Checklist

Include one copy of the Fiscal Year 2008 Arts Organization Grant Application Checklist, included with the application form (www.artsdel.org/grants/artsorggrants.shtml).