



General Guidelines for Grant Applications

Grant requests for the **Kent County Fund for the Arts** are now being accepted from schools, non-profit, and civic/community organizations for programs that help to foster growth of arts organizations in Kent County, as well as those organizations that support the arts. Organizations that qualify for the grant must be public institutions and qualified 501(c)(3) nonprofit organizations with documentation of non-profit status from the IRS. Grants typically range from \$500 to \$2,500 depending on need and success of the application.

The **Kent County Fund for the Arts** was created in 2008 through a generous contribution by Rosemary M. Twilley, in Memory of Joshua M. Twilley, Esq, as well as support of members of the greater Kent County community, the Greater Dover Committee, and arts patrons across the State. The Fund's assets are managed by the CenDel Foundation, a 501(c)3 non-profit organization, and are administered by the Kent County Fund for the Arts Advisory Board. The Kent County Fund for the Arts is interested in:

- **Enhancing** the resident's quality of life. This includes quality and impact of the program. How many will be impacted? What is the duration of the project?
- **Educating** and broadening perspectives. Will there be an educational component to the program? How many will be impacted? What will those impacted learn?
- **Economic and Community Development.** Will this project serve or create a community or special interest? Will this project generate some measurable economic impact? Will this promote Kent County as a destination, either for visitation, or relocation?

In addition to the above criteria, applications will be scored on the additional criteria:

- **Investment Leverage** – This is a measure of impact for the Fund investment. A project that serves many participants, or a project that has an ongoing impact with the audience, will rate higher. Actual past levels of participation will be helpful to gauge impact.
- **Quality of Program** – Artistic integrity will be considered. Biography of the artist or audience feedback will help show quality.
- **Clarity of Application** – Organizations who received funding in the previous cycle are now being asked to submit sample of marketing material that includes the "Kent County Fund for the Arts" logo, as required.

What is Supported

The **Kent County Fund for the Arts** supports organizations and programs that help foster growth of the arts in Kent County. We are especially interested in initiatives which:

- Encourage new acquisition of works of art
- Bring arts activities into Kent County (e.g. bringing a show or exhibit into the region)
- Sponsor single or seasonal productions
- New programming or expansion programming that otherwise may not be funded



What is not Supported

The Kent County Fund for the Arts generally does not make grants for the following:

- Capital support (e.g. bricks and mortar, new lights, projectors, etc.)
- General operating expenses
- Startup costs
- Lobbying or any other activity of a political nature
- Endowment or debt reduction
- Religious activities that limit an audience
- Fundraising

Applications must be postmarked by April 3, 2020 and mailed to:

Kent County Fund for the Arts
c/o CenDel Foundation
101 W. Lookerman St, Suite 1C
Dover, DE 19904

Any questions about the grant application form or process should be directed to Joshua Twilley at Kent.County.Fund.for.the.Arts@gmail.com (no phone calls please).

Grant Making Policy

The Kent County Fund for the Arts Advisory Board oversees all grant making for charitable purposes to public institutions and non-profit organizations having a 501(c)(3) or fiduciary responsibility with a 501(c)(3) non-profit organization. Agencies must serve residents without discrimination based on race, religion, gender, age or national origin.

Annual Grant Cycles

The Kent County Fund for the Arts conducts one annual grant making cycle in June. Only under rare circumstances would a grant be made outside of this cycle.

The Review Process

Once an application is received, it is reviewed for its conformity to the guidelines. Qualified proposals are then presented to the Advisory Board for consideration. Initial acceptance of grant applications does not guarantee funding. Organizations with accepted proposals may be contacted to schedule a site visit with a member of the Advisory Board and/or staff.

If You Receive a Kent County Arts Grant

The fund's success is your success! With this in mind, grant recipients are expected to include Kent County Fund for the Arts logo in all public material and brochures created pertaining to the grant awarded. The Kent County Fund for the Arts logo will be provided upon request. Grantees are encouraged to distribute a news release announcing the grant and describing the project or program to be carried forth with Kent County Fund for the Arts funding.



Thank you for your interest in the **Kent County Fund for the Arts (KCFA)**. Last year, the KCFA awarded over \$20,000 in total grants to qualified 501 (c) (3) nonprofit organizations. Applications are now being accepted for 2020.

Organizations applying for grants from **Kent County Fund for the Arts** must complete the information requested. Your brief replies to the questions contained within will provide concise, standardized information from which to make comparisons of organizations and programs.

Please see General Guidelines for Grant Applications for more information.

Please be concise and answer all questions. Application should not be more than three pages (no smaller than 10 point font).

Questions need not be completed in this form, but a separate form may be used.

Deadline: Friday, April 3, 2020



Applications must be postmarked or delivered by Friday, April 3, 2020

2020 Grant Application Form

Organization Information:

Organization Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Web site: _____

Project Coordinator: _____ E-mail: _____

Brief one sentence summary of the project:

Total Program/Project Budget: _____ **Amount Requested:** _____

1. Brief background of your agency, its primary mission and major programs, including the board and executive staff.

2. Describe the project with goals and objectives, and an implementation timetable.



3. Describe the marketing plan for the project. If your organization received funding in the previous grant cycle, please include samples of marketing material used that includes the KCFA logo.

4. Define the people who will be served, including the expected number of participants.

5. Special consideration will be given to applications that demonstrate collaboration with other organizations. How will your program/project demonstrate such partnerships?

6. Include a forecast of the **project** budget. ***Please include a clear budget outlining the projected income and expenses of the project.*** Budget should clearly indicate how the grant is necessary for the project.



7. Statement on how the project meets the goal of the fund: to enhance the quality of life, educate the community, and contribute to economic and community development in Kent County. See Statement for clarification of these criteria.

8. What is the expected starting date and completion date of the project/program? (Please note that programs/projects completed before the grant is awarded are ineligible for funding; Grants will be awarded before June 19, 2020).

9. Please provide other pertinent information in support of your grant.

Required Attachments

- ✓ Six (6) copies of the completed grant application, and budget attachment
- ✓ One (1) copy of the 501 (c) (3) determination letter or equivalent documentation of non-profit status from the IRS
- ✓ One (1) copy of the organization's most recent financial statement
- ✓ One (1) copy of the organization's Board of Directors
- ✓ Optional supporting material

Signatures:

Executive Director: _____/Date: _____

Board President/Chair: _____/Date: _____



**Completed Grant Applications must be sent to:
(FAXES WILL NOT BE ACCEPTED)**

**Kent County Fund for the Arts c/o
CenDel Foundation
101 W. Loockerman St, Suite 1C Dover,
DE 19904**

DEADLINE: Postmarked by April 3, 2020

Disclosure Statement

The Kent County Fund for the Arts seeks to conduct its business in accordance with the highest ethical and community standards. Of particular importance is the avoidance of actual, potential or perceived conflicts of interest in the submission, evaluation and disposition of Grant Application forms. Accordingly, as part of the application process, we require that you review the list of current Kent County Fund for the Arts officers attached to this statement and disclose any affiliation or relationship which now exists or has existed within the last two (2) years between your organization and any individual or their families. If no such affiliation or relationship has existed or now exists, please indicate so below.

PLEASE COMPLETE AND RETURN THIS DISCLOSURE STATEMENT WITH YOUR GRANT APPLICATION FORM. ITS CONTENTS WILL BE KEPT CONFIDENTIAL.

Name

Affiliation or Relationship

To my knowledge, no such affiliations or relationships exist.

Name (Please Print): _____

Current and Recent Past Officers and Advisors of the Kent County Fund for the Arts

- Rosemary M. Twilley
- Joshua M. Twilley
- Kathleen Hawkins
- Rocky Bushweller
- Terri Brown