



General Guidelines for Grant Applications 2025

Grant applications for the Kent County Fund for the Arts are now being accepted from schools, non-profit, and civic/community organizations. These grants aim to support programs that foster the growth of arts organizations in Kent County and those that contribute to the overall promotion of the arts. To be eligible for the grant, organizations must be public institutions or qualified 501(c)(3) nonprofit organizations with documentation of their non-profit status from the IRS. Grants typically range from \$500 to \$2,500, depending on the identified needs and the success of the application.

Established in 2008 through a generous contribution by Rosemary M. Twilley, in Memory of Joshua M. Twilley, Esq, the Kent County Fund for the Arts is managed by the CenDel Foundation, a 501(c)(3) non-profit organization. The fund is administered by the Kent County Fund for the Arts Advisory Board, with support from the Greater Dover Committee, arts patrons, and the wider Kent County community.

The Kent County Fund for the Arts is particularly interested in initiatives that:

Enhance the residents' quality of life, considering the quality and impact of the program, the number of people impacted, and the duration of the project.

Educate and broaden perspectives, assessing whether there is an educational component to the program, the number of people impacted, and the educational outcomes.

Contribute to Economic and Community Development, considering whether the project serves or creates a community or special interest, generates measurable economic impact, and promotes Kent County as a destination.

Additional Criteria, applications will be scored based on additional criteria, including Investment Leverage, Quality of Program, and Clarity of Application.

What is supported?

The Kent County Fund for the Arts supports initiatives that encourage new acquisition of works of art, bring arts activities into Kent County, sponsor single or seasonal productions, and support new or expanded programming that may not be funded otherwise.

What is NOT supported?

The Kent County Fund for the Arts does not make grants for capital support, general operating expenses, start-up costs, lobbying, political activities, endowment or debt reduction, religious activities that limit an audience, or fundraising.



Grant Making Policy: The Kent County Fund for the Arts Advisory Board oversees all grant-making for charitable purposes, ensuring that agencies serve residents without discrimination based on race, religion, gender, age, or national origin.

Annual Grant Cycles: The fund conducts one annual grant-making cycle in June, and the review process involves assessing proposals for conformity to guidelines before presenting qualified proposals to the Advisory Board.

The Review Process: The acceptance of grant applications does not guarantee funding, and organizations with accepted proposals may undergo a site visit with a member of the Advisory Board and/or staff.

Grant Recipients: Grant recipients are encouraged to showcase the Kent County Fund for the Arts logo in all public materials related to the awarded grant and to distribute a news release announcing the grant and describing the project or program funded by the Kent County Fund for the Arts.

Thank you for expressing interest in the Kent County Fund for the Arts (KCFA). In the previous year, KCFA proudly awarded over \$25,000 in total grants to qualified 501(c)(3) nonprofit organizations. We are currently accepting applications for the year 2025.

Organizations seeking grants from the Kent County Fund for the Arts are required to complete the provided information. Your brief responses to the outlined questions will furnish concise and standardized details, forming the basis for the evaluation process.

We appreciate your commitment to the arts and look forward to considering your application.

Completed Grant Applications must be sent to:

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

DEADLINE: Postmarked by Wednesday, April 2, 2025



General Information:

Organization/Public Institution Name:

Address:

Phone:

Project Coordinator Name:

Email:

Brief one sentence summary of the project:

Total Project Budget:

Amount Requested:

To ensure clarity and efficiency, kindly keep your responses concise, and the entire application should not exceed three pages, maintaining a font size no smaller than 10 points. If preferred, responses may be submitted on a separate form.

1. Provide a concise background of your agency, outlining its primary mission, major programs, and including the board and executive staff.
2. Describe the project, detailing its goals and objectives, along with 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 demographic served by specifying the expected number of participants.



5. Applications showing collaboration with other organizations will receive special consideration. How will your program/project showcase and foster such partnerships?

6. Provide a forecast of the project budget. Include a clear breakdown of projected income and expenses, highlighting how the grant is essential for the project's success.

7. Provide a statement detailing how the project aligns with the fund's goal of enhancing the quality of life, educating the community, and contributing to economic and community development in Kent County. Refer to the provided Statement for clarification on these criteria.

8. Specify the expected starting date and completion date of the project/program. Note that programs/projects completed before the grant is awarded are ineligible for funding; grants will be awarded before June 30, 2025.

9. Please furnish any additional relevant information in support of your grant application.

Required Attachments:

- One (1) copy 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:
(Profit & Loss Statement, Statement of Cash Flow, Budget vs. Actual & Statement of Financial Position).
- One (1) copy of the organization's Board of Directors
- Optional supporting material

I affirm that all the information presented in this grant is true and accurate to the best of my knowledge.

Signature (Executive Director or Board President):

Name: _____ Title: _____

Date: _____