COMMUNITY ARTS GRANTS
2020 GUIDELINES

Funding provided by the City of New Orleans
Application Deadline: Wednesday, May 15, 2019

Administered by the Arts Council New Orleans

Joycelyn L. Reynolds, Artist Services Director
joycelyn@artsneworleans.org | 504.621.3846
www.artsneworleans.org/grants
COMMUNITY ARTS GRANTS
Community Arts Grants are made possible with funding from the City of New Orleans.

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The Arts Council New Orleans is supported by contributions from individuals, corporations, foundations, and by grants from Bloomberg Philanthropies, the Louisiana State Arts Council; Louisiana Division of the Arts; the Office of Culture, Recreation and Tourism; and from the National Endowment for the Arts. Specific programs are funded through contracts with the City of New Orleans, the State of Louisiana, and other public and private agencies.
WHO WE ARE
The Arts Council supports arts and our work focuses on culture in New Orleans and demonstrates how art transforms communities. We work in:
1. Using art to address critical issues that transform the New Orleans community
2. Supporting local artists and youth to transform the community
3. Providing resources to local arts organizations that transform the community
4. Celebrating leaders that transform the community through the arts
5. Convening stakeholders to transform our community through the arts
For more information on Arts Council New Orleans’ programs, visit our website at www.ArtsNewOrleans.org.

COMMUNITY ARTS GRANTS CALENDAR

March 2019
Grant guidelines link available:
http://www.artsneworleans.org/grants/
Applications link available:

April 9, 10, & 17, 2019
Grant workshops held at the Arts Council’s office, see times on page 6.

May 15, 2019
Grant Deadline: Online applications must be submitted through the Arts Council’s Online Granting System by 11:59 p.m.:

June 2019
Applicants emailed list of grant panel dates.

July/August 2019
Grant panels convene to review applications and make funding recommendations.

August 20, 2019
Applicants may phone Arts Council for preliminary funding recommendations and panel comments.

August 28, 2019

September 2019
Preliminary recommendation letters mailed.

November 2019
Grant recommendations presented to the Mayor, CAO, and City Council for approval as part of the city budget for 2020.

January 2020
Grant award letters mailed.

February 2020
Compliance Session held for new grantees and those with new staff responsible for the final report.

January 1 – December 31, 2020
Grant activity period for CAG awards.

January – March 2020
Grantees submit grant contracts.

January 31, 2021
Deadline to submit final report.
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Program Goals
The Community Arts Grants Program provides support for a broad range of arts activities that take place in and have impact on the residents of Orleans Parish. All applicants must be domiciled in Orleans Parish. A priority of the Community Arts Grants (CAG) program is to help support nonprofit arts organizations with 501(c)(3) status that carry out quality arts programming addressed through New Orleans as Cultural Capital Grants. New Orleans as Cultural Capital supports general operations in accordance to budget size. The CAG program also provides specific targeted funding for Grassroots Parading Traditions through the More Joy category. The More Joy category helps to support New Orleans indigenous cultural groups, for example Mardi Gras Indians and Social Aid and Pleasure Clubs.

The Arts Council New Orleans believes that all citizens should be able to participate in a creative life and that the arts drive a vibrant and equitable community. All people, their culture, and their art contribute to the meaning and understanding of our humanity and should be honored and celebrated. We are proud of the broad range of arts and cultural activities supported by the Community Arts Grants Program made possible by the City of New Orleans.

CATEGORIES

New Orleans as Cultural Capital
The New Orleans as Cultural Capital category provides operating support grants to nonprofit 501(c)(3) arts organizations offering artistically excellent programming that impacts and advances New Orleans culture. This two-year grant will be renewed for the second year of activity. All disciplines are eligible. Proposals will be reviewed in groups according to expenditures spent during the applicant’s last fiscal year.

**Level 3** = Expenditures spent during the applicant’s last fiscal year must be $700,000 or more. Grant awards will be $15,000 for most nonprofit organizations selected, with a few grants being $10,000.

**Level 2** = Expenditures spent during the applicant’s last fiscal year must be between $200,000 and 699,999. Grant awards will be $5,500.

**Level 1** = Expenditures spent during the applicant’s last fiscal year must be $199,999 or less. Grant awards will be $3,500.

More Joy
The More Joy category funds groups engaging their communities through parading, public performance, and other free, street-based activities that have roots in or pay homage to the street parading culture of New Orleans, activities usually done by Mardi Gras Indians and Social Aid and Pleasure Clubs.

Applicants in the More Joy category must be a nonprofit organization incorporated with the Louisiana Secretary of State and domiciled in Orleans Parish but DO NOT need to have 501(c)(3) status from the Internal Revenue Service. More Joy grants will range from $3,500 - $2,500.
COMMUNITY ARTS GRANTS
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ELIGIBILITY CHART

<table>
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<tr>
<th>TYPE OF APPLICANT</th>
<th>CULTURAL CAPITAL</th>
<th>MORE JOY</th>
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<tbody>
<tr>
<td>Nonprofit arts organizations 501c3</td>
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<tr>
<td>Nonprofit organizations 501c3 (not arts focused)</td>
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<td>●</td>
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<tr>
<td>State Incorporated nonprofit organizations without 501c3 but with fiscal agent</td>
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<tr>
<td>State Incorporated nonprofit organizations without 501c3</td>
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ELIGIBILITY RULE & APPLICATION LIMIT
- Applicants must be domiciled in Orleans Parish.
- Applicants can apply for and receive funding in only one category.

WHAT WE DO NOT FUND WITH COMMUNITY ARTS GRANTS
- Nonprofit arts organizations that have their own granting programs that award over $250,000 each year
- City agencies and all other governmental agencies
- Activities that occur outside the allowable grant activity period
- Expenses that are incurred outside the allowable grant activity period
- Non-arts oriented activities
- Activities that take place outside Orleans Parish
- Lobbying expenses
- Fiscal agent as a paid provider of service within the same project in the More Joy category (other than fiscal agent fee)
COMMUNITY ARTS GRANTS
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APPLICATION DEADLINE: WEDNESDAY, MAY 15, 2019

Applications must be submitted through the Arts Council New Orleans’ NEW online system at https://artsneworleans.submittable.com/submit by May 15, 2019. This site will shut down at 11:59 p.m. After completion, we recommend that you save a copy of your application in its PDF version. Applications require an electronic signature. You do NOT have to submit a hard copy of the application to the Arts Council.

GRANT WORKSHOPS & COMMUNITY MEETINGS

GRANT WORKSHOPS
The Arts Council will hold free workshops that cover grant eligibility requirements, the application process, and tips on how to submit a competitive application. Workshop attendance is recommended for first-time applicants and for anyone who has not received a grant through this program. Please feel free to attend any workshop. The same information will be covered at each session.

<table>
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<tr>
<th>WORKSHOP</th>
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<tr>
<td>Tuesday, April 9, 2019</td>
<td>Wednesday, April 10, 2019</td>
<td>Wednesday, April 17</td>
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<tr>
<td>3:00 p.m. – 4:00 p.m.</td>
<td>10:30 a.m. – 11:30 a.m.</td>
<td>3:30 p.m. – 4:30 p.m.</td>
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Workshops will be held at the Arts Council’s office, 1307 Oretha Castle Haley Boulevard, Suite 100. Entry is at the back of the building, next to Dryades Market. Look for Arts Council signage on our door. Parking is available in the lot in front of our office.

If your community organization is interested in inviting the Arts Council to speak about these funding opportunities, please contact Joycelyn Reynolds at 504-621-3846 or joycelyn@artsneworleans.org.

PROGRAM STAFF
Direct questions about this program to Joycelyn L. Reynolds, Artist Services Director
Cell: 504-621-3846 Email: joycelyn@artsneworleans.org
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PREPARING THE GRANT APPLICATION

PLANNING THE PROPOSAL
1. Review the intent of the Community Arts Grants Program. Is this the appropriate funding source for your organization or activity?
2. Applicants can apply in only one category.
3. If new to this program, attend an Arts Council grant workshop.
4. Talk to the Joycelyn Reynolds (504-621-3846) about your proposal if you need assistance.

FOLLOWING INSTRUCTIONS
1. Read the guidelines prior to calling Joycelyn Reynolds with questions.
2. Review the application prior to working on it. Start working on the application as soon as possible to become familiar with the online system. Test filling out pages of your online application well before the deadline to avoid last-minute technical problems. **Answers are required for questions with asterisks.** DO NOT WAIT UNTIL THE LAST MINUTE OR THE FINAL DAY TO COMPLETE AND SUBMIT YOUR APPLICATION. Plan to submit your application a few days before the deadline. APPLICATIONS CANNOT BE SUBMITTED AFTER OUR ONLINE PORTAL CLOSES!
3. Answer all of the questions on the application form.
4. Review the evaluation criteria in the guidelines for the grant category to which you are applying. Keep the criteria in front of you when you write the narrative and answer questions on the application form.
5. Attachments are required with your online application. You are also strongly encouraged to provide media samples.

WRITING
1. Assume that the reader knows nothing about your organization’s operations or your project outside what is stated in the application. Answer questions asked. Be specific. Use facts.
2. Avoid using jargon. Write in simple, clear language.
3. Be consistent. In the More Joy category, the budget, narrative, and provider of service forms should all relate.
4. It takes time to develop a strong and clear proposal. Proofread, rewrite, proofread!
5. Have people who know nothing about your operations or project read your draft. Does it make sense to them? Then have people who were involved in the planning read it. Does the description reflect the intent of your project or your operations? Does it address the evaluation criteria?
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NEW ORLEANS AS CULTURAL CAPITAL CATEGORY
New Orleans as Cultural Capital grants provide operating support to nonprofit arts organizations working in the following arts disciplines (listed on page 13) dance, design arts, folklife, literature, film and media, music, theater, and visual arts and crafts. Specific emphasis in this program is placed on Artistic Excellence. Funds may be used for administrative or overhead expenses, including but not limited to salaries, programming costs, marketing, supplies and materials, space rental, utilities and insurance. An eligible arts organization may apply for $15,000, $5,500, or $3,500 in accordance with funds it spent during its last fiscal years.

AMOUNT OF GRANT REQUEST IN NEW ORLEANS AS CULTURAL CAPITAL CATEGORY
Applicants’ expenditures for their most recently completed fiscal year must be used to determine their request amount,

- **Level 3** = In order to be considered at this level expenditures spent during the applicant’s last fiscal year must be $700,000 or more. Grant awards will be $15,000 for most nonprofit organizations selected with a few grants being $10,000. **Level 3 requests must be $15,000.**
- **Level 2** = In order to be considered at this level expenditures spent during the applicant’s last fiscal year must be between $200,000 and $699,999. Grant awards will be $5,500. **Level 2 requests must be $5,500.**
- **Level 1** = In order to be considered at this level expenditures spent during the applicant’s last fiscal year must be $199,999 or less. Grant awards will be $3,500. **Level 1 requests must be $3,500.**

Evidence of other financial support in the New Orleans as Cultural Capital grant application is required as it demonstrates a level of organizational stability.

ELIGIBILITY REQUIREMENTS FOR NEW ORLEANS AS CULTURAL CAPITAL
An organization applying for New Orleans as Cultural Capital must meet all of the eligibility requirements below:

- Primary purpose of the organization must be to provide arts programs and services
- Must be domiciled in Orleans Parish
- Must have nonprofit tax-exempt status under Section 501(c)(3) of the IRS
- Must be governed by an independent board of directors
- Must have paid or volunteer administrative staff
- Must have a prior record of providing programs and services and submit documentation that demonstrates such
- Must have programs or services that are open to the public
- Must submit a year-end financial statement or audit for last completed fiscal year or the most current IRS Form 990
- Must have previous fiscal year revenue and expenditures
- Must be in good standing with the Internal Revenue Service and the Louisiana Secretary of State
- Must have been incorporated for at least two years at time of application

Activity Period
New Orleans as Cultural Capital grants are awarded for two years: Grantees selected will receive awards for calendar years 2020 and 2021. This grant will renew for the second year after receipt and approval of the organization’s Final Report for the first year.
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NEW ORLEANS AS CULTURAL CAPITAL

Evaluation Criteria for New Orleans as Cultural Capital
The grant review panel will use the following criteria to evaluate New Orleans as Cultural Capital applications within the given weighted percentage points for each criterion:

Quality (60%)
- artistic excellence of organization’s programs
- value of the organization’s programs and services to the community
- contribution to the understanding or appreciation of the art form(s)

Need and Impact (25%)
- need for the organization’s programs and services
- involvement of diverse (social, geographic, economic) populations reflective of the community, including those with limited access to the arts
- use of grant funds to further the mission of the organization
- efforts for increased access, participation, and exposure to the arts

Administration and Budget (15%)
- sound fiscal history as shown in financial statement
- diverse funding sources and community support
- quality of organizational planning

What We Do Not Fund in the New Orleans as Cultural Capital Category - a Partial List
- Nonprofit arts organizations that have their own granting programs that awards over $250,000 each year
- Organizations whose primary mission is not focused on providing arts programs and services
- Organizations applying with a fiscal agent
- Nonprofit organizations without 501(c)(3) status
- Governmental entities
- Colleges and universities
- Support organizations for schools whose primary mission isn’t teaching artistic disciplines
- Capital campaigns
- Capital improvements, including restoration of buildings
- City agencies and other governmental agencies

For a complete list of what we do not support with Community Arts Grants, see page 5.
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MORE JOY CATEGORY
The More Joy category supports incorporated nonprofit organizations producing or celebrating the New Orleans’ Street Parading traditions usually created by New Orleans indigenous cultural groups, for example Mardi Gras Indians and Social Aid and Pleasure Clubs. These funds seek to promote the continued success of street parades, examine the cultural traditions behind this local tradition, educate children under age 18 in specific traditions, and generally bring More Joy to the neighborhoods of New Orleans via the street parade. Exhibitions, workshops, and other presentations dedicated to the street parading traditions of New Orleans are also eligible for funding. Grants from $3,500 - $2,500 will fund activities taking place January 1 - December 31, 2020. PLEASE NOTE: While the grant activity period is the 2020 calendar year, grant funds are usually not available prior to June. If funds are essential in order to do activities, events should be scheduled between July and December.

WHAT TYPE OF ACTIVITIES ARE ELIGIBLE?
- Mardi Gras Indians who parade in the public right of way, in Orleans Parish, on Mardi Gras Day, St Joseph’s Night, Super Sunday, and/or another specific date
- Social Aid and Pleasure Club parades that take place in Orleans Parish
- Non-motorized parades in the public right of way based around a specific holiday, tradition or event that take place in Orleans Parish
- Exhibits, workshops, and presentations dedicated to the street parading traditions of New Orleans

WHAT TYPE OF ACTIVITIES ARE INELIGIBLE?
- Mardi Gras-style parades featuring motorized floats/trackers
- Parades created for the purpose of promoting a specific product or brand
- Parades not licensed and/or permitted by the City of New Orleans

WHAT CAN MORE JOY FUNDS BE USED FOR?
- Artist/Musician Fees
- Materials
- Permitting Fees
- Marketing and Publicity
- Teachers, instructors, or educators versed in the parading traditions or building Mardi Gras Indian suits

ELIGIBILITY
Applicants MUST BE either:
- Nonprofit organizations with 501(c)(3) status from the Internal Revenue Service domiciled in Orleans Parish
- An organization incorporated by the State of Louisiana as a nonprofit organization and domiciled in Orleans Parish
- A nonprofit organization using a fiscal agent (not required). Fiscal agents must be domiciled in Orleans Parish.

GRANT AMOUNTS
Grant requests can range from $2,500 to $3,500. The lowest grant award in this category will be $2,500.
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MORE JOY

EVALUATION CRITERIA FOR MORE JOY

Quality (65%)
- Creativity
- Artistic excellence
- Proven track record of success

Impact (35%)
- Neighborhood(s) served
- Traditions highlighted

FISCAL AGENT POLICY FOR THE MORE JOY CATEGORY
For More Joy, organizations lacking 501(c) (3) federal tax-exempt status may choose to use a nonprofit organization with 501(c)(3) status to serve as a fiscal agent for the grant. Organizations serving as fiscal agents must also be domiciled in Orleans Parish. Fiscal agents may not serve as a provider of service for the applicant’s proposed activities. Though not required to provide financial support for the proposed project, a fiscal agent assumes legal and financial responsibility for the applicant’s grant. For this reason, it is recommended groups applying with a fiscal agent draft an agreement outlining the terms of the grantee/fiscal agent relationship. An organization serving as a fiscal agent for a grant must comply with generally accepted accounting procedures. The accounting system should clearly separate these grant funds from other revenues and records should identify them as funds to be used by the sponsored grantee’s activities. Fees requested or paid to a fiscal agent may not exceed $150 of Community Arts Grant funds. A nonprofit organization with 501(c)(3) federal tax-exempt status may serve as a fiscal agent for as many nonprofit organizations as it is able to manage if funded.
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WHAT TO SUBMIT WITH YOUR APPLICATION

The following documents must be ATTACHED to your grant application in either category:

- All applicants are required to provide samples of supplemental materials with their applications. These may include brochures, programs, reviews, samples of work, letters of support, etc. Choose documents that would strengthen your application. Up to five documents may be uploaded.

- All applications are required to provide photos. Up to five photos may be provided.

- Proof of federal nonprofit tax-exempt status under code 501(c)(3) or State of Louisiana Secretary of State certificate listing applicant as a nonprofit corporation. See the requirements for the category in which you are applying. Attach a PDF of an IRS letter determining nonprofit tax exemption under Section 501(c)(3) of the Federal Tax Code for the applicant or for your fiscal agent OR print out from the Louisiana Secretary of State listing your organization as a nonprofit corporation.

- Proof of parish domicile and that organization (or fiscal agent) is in good standing. Certificate of Incorporation from the Louisiana Secretary of State’s office indicating that New Orleans is the registered office of the applicant (or your fiscal agent) and that the applicant (or fiscal agent) is in good standing. (This document is free by selecting Print Detailed Document after locating your organization on the Louisiana Secretary of State website).

- Board of Directors list including names, mailing addresses and email addresses. Identify officers. Applicants with fiscal agents must provide their fiscal agent’s board list.

**Arts organizations applying in the New Orleans as Cultural Capital category must also attach:**

- Year-end financial statement or audit for 2017 and 2018, and a budget for 2019. If a 990 Form is submitted as a financial statement, it must contain a year-end revenue and expenditure budget breakdown.

Arts organizations applying in the New Orleans as Cultural Capital category may also chose to submit an Organizational Chart. If your organization does not have an organizational chart, please DO NOT create one of this grant application.

**MEDIA SAMPLES**
Applicants are **encouraged** to provide media samples. Applicants can provide two media links such as YouTube and Vimeo OR upload two media files in mp3 or mp4 format. PLEASE MAKE CERTAIN YOUR SAMPLES ARE ACCESSIBLE AND ARE NOT PASSWORD PROTECTED.
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Artistic Disciplines Definitions

Dance - Dance grants assist nonprofit organizations to make quality dance programs accessible to the public and to encourage innovation in dance as an art form.

Design Arts - Design Arts promote excellence in the design fields of architecture; landscape architecture; urban design; historic preservation and planning; interior design; industrial design; graphic design; and fashion design. This program area provides an opportunity for visual arts and design professional to collaborate on projects involving design practice, media, theory, research, and education about design.

Folklife - Folklife refers to traditions currently practiced within a community that have been passed down informally over time and not learned through workshops, classes, or magazines. Folklife includes performing traditions (music, dance, storytelling) and traditional arts and crafts (occupational, festive and food ways traditions).

Literature - Literature grants are intended to support activities that present the literary arts to the public and to promote works of poetry, fiction, and creative non-fiction.

Media - Grants in this discipline provide financial assistance to the development of film, video, radio, or other new media activities.

Multidisciplinary - Multidisciplinary grants provide support for arts activities involving more than one discipline.

Music - Music grants assist organizations sponsoring music programming or the presentation and development of musicians, composers, and/or music ensembles and orchestras in all genres, including band, chamber, choral, ethnic, jazz, new, opera, orchestral, popular, and solo/recital.

Theater - Theater grants are intended to help make high quality dramatic and musical theater available to the public or to support the development of nonprofit professional and community theater, puppetry, mime, and storytelling.

Visual Art and Crafts - Visual Arts and Crafts grants are intended to support creation or programming activities. Project activities may focus on areas such as drawing, painting, printmaking, sculpture, photography, glass, ceramics, fiber, metal, mixed media, and art in public places.
COMMUNITY ARTS GRANTS
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How Funding Decisions Are Made

Grant review panels make the funding recommendations. Comprised of community volunteers who are representative of the ethnic, demographic, and geographic diversity of the city, panels also embody the artistic, community, and administrative expertise needed for application review. Policies are in place to avoid a conflict of interest in the panel review process.

- An employee of an applicant organization is not allowed to serve on a review panel for a grant category the organization has made an application in.
- A panelist who has a close affiliation with an applicant that may be viewed as a conflict of interest cannot participate in the review of that application.
- A panelist who is a board member of an applicant organization (or whose spouse is a board member) cannot participate in the review of that application.

Nonvoting representatives may also participate on Community Arts Grants review panels as appointed by members of the New Orleans City Council, the Mayor’s Office, and the Chief Administrative Office.

Applicants will be notified by email of the grant review panel dates. The schedule of grant review panels will also be posted on the Arts Council’s website.

Grant review panel meetings are open to the public. Applicants may attend panel review meetings to hear comments made about their proposal but they may not make remarks. Applicants may call Arts Council Grants staff to find out whether they have been recommended for funding and to hear panel comments beginning August 20, 2019.

Applicants may appeal the panel funding recommendation by submitting a letter to the Arts Council stating the grounds for appeal. Appeal letters must contain a justification for the appeal that indicates that the panel’s recommendation was based on insufficient or incorrect panel review due to something other than a lack of information in the application. Incomplete applications or those lacking sufficient information are not grounds for appeal. The appeal letter must be received by the Arts Council office by August 28, 2019 and should be addressed and emailed to the Arts Council’s Artist Services Director, Joycelyn L. Reynolds at joycelyn@artsneworleans.org. An appeals panel will consider and recommend appeal awards.

Panel funding recommendations for Community Arts Grants will be presented to the Mayor, Chief Administrative Office, and the City Council for final approval.

Community Arts Grants are contingent upon the Arts Council New Orleans’ receipt of anticipated funds from the City of New Orleans.
COMMUNITY ARTS GRANTS
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Compliance and Reporting

Use of Grant Credit Line & Logo
Grant recipients are required to acknowledge the grant at public presentations; in printed, electronic, and broadcast promotion and advertising; and in printed programs that accompany events by including the following credit line and logos:

This program is supported by the City of New Orleans through a Community Arts Grant.

Grant Notification, Contract and Payment Schedule
Applicants will be notified of panel funding recommendations in September. Applicants recommended for funding will receive preliminary recommendation letters. Awards are not actual until Community Arts Grant recommendations are approved as part of the 2020 City’s budget and the Mayor signs the official budget. Grant award letters will be mailed to grant recipients after confirmation of funding from the City of New Orleans (usually in January of the grant year). Grant contract materials will be posted on the Arts Council website. The Arts Council must receive a signed and completed contract before any funds are disbursed. The Letter of Agreement, Scope of Services and Revised Budget Form comprise the grant contract. Contracts for grants must be uploaded to the Arts Council’s Online Grant System by deadline given in the award letter.

First-time grantees, project directors, and grant managers are encouraged to attend the compliance workshop. Grantees must also be In Good Standing with the Louisiana Secretary of State for payments to be disbursed.

New Orleans as Cultural Capital funds can be used for general operating expenses. More Joy funds must be used exclusively for expenses that occur within the grant period as specified in the contract.

All grant revenue must be made within the allowable grant activity period, January 1-December 31, 2020. No extensions will be granted. Funds not expended by the end of the activity period must be returned to the Arts Council New Orleans.

Grant payments will be made by direct deposit into the grantees (or fiscal agents) account. If you have never received a grant award from the Arts Council, please email a copy of a check to joycelyn@artsneworleans.org. Grants will be made in two payments. The first payment is 75% of the grant award will be made after the Arts Council’s receipt of funds from the City of New Orleans and after receipt and approval of the grantee’s contract. City funding may not be received until June of the grant year and initial payments may not be made until July. Please plan accordingly. Grantees must plan for appropriate cash flow as they must spend the entire grant award amount by the end of the activity period, including the 25% of the grant not yet received. The final 25% grant payment is made as a reimbursement. The final report must indicate that 100% of the grant was spent.
MMUNITY ARTS GRANTS
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Compliance and Reporting

Standards for Financial Management
Grantees and organizations serving as a fiscal agent for a grant must comply with generally accepted accounting procedures. The accounting system should clearly separate grant funds from other revenues and records should identify use of funds for grant-supported activities. Grantees must retain grant records for three years from the date of the final report or until all audit findings involving the records have been resolved, whichever is longer.

Proof that grant funds were spent: Expenditures authorized under the grant must be documented with verifiable provider documentation (invoice, contract, or receipt) and payment documentation (copy of canceled check, or bank statement with image of cleared check, credit card statement, or signed receipt for a cash payment). Copies of provider documentation and payment documentation supporting all expenditures of grant funds must be submitted with the Final Report. Grantees in the New Orleans as Cultural Capital category with an audited financial statement that covers at least part of the grant year have the option of submitting the audit in lieu of expenditure documentation.

Final Report
Grant recipients are required to complete a final report on forms provided online by the Arts Council New Orleans. Financial documentation of the grant-supported activities must be submitted as part of the final report as described above. Financial documentation must be dated within the allowable grant activity period.

The deadline to submit final reports for 2020 Community Arts Grants is January 31, 2021. After that deadline, grantees with outstanding reports will be subject to a loss of 10% of their final grant payment. Further payment penalties will be assessed according to a penalty schedule until the final report is received. Recipients in noncompliance status may also be required to return all or some of their initial grant payment. For a year following a determination of noncompliance, the grantee will be ineligible to receive any new grants. Subsequent failure to comply with Arts Council requirements may result in legal action and the grantee may become ineligible to receive future grants.

As part of final reports, grantees must upload a few high-quality photographs of grant-sponsored activities into the online system.

Grant Monitoring
Arts Council staff makes efforts to attend grant-supported programs. Grant recipients are required to provide two complimentary tickets to sponsored programs for which admission is charged. Notification of grant-sponsored events is requested at least a few weeks prior to the activity. Please send an email to joycelyn@artsneworleans.org informing and inviting Arts Council staff to supported events.