

Louisiana Decentralized Arts Funding Program

Orleans, Jefferson, and Plaquemine Parishes

Activity Period: October 1, 2016 - September 30, 2017



Online Application Deadline:

Tuesday, May 17, 2016

A large, abstract sculpture made of newspaper clippings and advertisements, featuring a central figure that resembles a person's head and torso. The background is a blurred photograph of a busy street scene with people walking and storefronts.

Arts Council New Orleans

2 0 1 7 G R A N T G U I D E L I N E S

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Photo: CubaNOLA Arts Collective

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Azby Fund / Mr. and Mrs. Sydney J. Besthoff III / Chevron / The Ruth U. Fertel Foundation / Hever Foundation / IBERIABANK / Joan Mitchell Foundation / Jones Walker / Mathes Brierre Architects / Mignon Faget, Ltd. / Neal Auction Company / Ochsner Health Systems / Parkside Foundation / Patrick F. Taylor Foundation / Mr. and Mrs. Ben Rosen / Zemurray Foundation

THE ARTS 16

The Arts 16 is a corporate and community support network that helps the Arts Council continue serving the local arts and creative community.

The Arts Council New Orleans is supported by contributions from individuals, corporations, foundations, and by grants from 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.



ARTS COUNCIL NEW ORLEANS

WHO WE ARE

Arts Council New Orleans is a private, non-profit organization designated as the City's official arts agency. As a multidisciplinary arts agency, the Arts Council operates in three conceptual areas: People - Community Engagement and the Creative Citizen, Place - Civic Design and the Urban Aesthetic, and Artists - Artistic Excellence and Creative Services. Each area works to advance the Arts Council's overall mission to nurture creativity and enrich lives through inspiration, connection, transformation, and investment in the New Orleans arts and cultural community. For more information on the Arts Council New Orleans or to become a member call (504) 523-1465 or visit www.artsneworleans.org.

DECENTRALIZED GRANTS CALENDAR

March 29, 2016

Grant guidelines and webinar posted at www.artsneworleans.org. Online application available at <http://acno.cgweb.org>.

April 1, 2016

Webinar posted on the Arts Council's website at www.artsneworleans.org under Artists click on Grants and select Decentralized Webinar.

April 13 & 14, 2016

Grant workshops held, times and locations of workshops are listed on page 4 of these guidelines.

May 17, 2016

Required Online Application Deadline
Online applications forms must be submitted through the Arts Council's Online Granting System at <http://acno.cgweb.org>. Applications must be submitted before 11:00 p.m. This site will shut down at 11:00 p.m.

Late June

Applicants emailed list of grant panel dates.

July/August

Grant panels convene to review applications and make funding recommendations.

August 17, 2016

Starting August 17, 2016 applicants may phone to request preliminary funding recommendations and panel comments.

August 25, 2016

Appeals Deadline - Grant funding appeals must be received by the Arts Council by 5:00 p.m.

September 22, 2016

Decentralized grants recommendations presented to the Arts Council's Board of Directors for approval.

September 23, 2016

Grant award letters are sent to grantees.

October 2016

Compliance sessions held for grantees. First-time grantees and grant managers must participate in a compliance session before receiving a grant payment.

October/November 2016

Contracts submitted by grantees.

October 31, 2017

Final reports due from grant recipients.

Application Overview

LOUISIANA DECENTRALIZED ARTS FUNDING PROGRAM

GRANTS AVAILABLE

The Arts Council New Orleans will be considering Project Assistance requests from applicants domiciled in Orleans, Jefferson and Plaquemines Parishes. Applicants can submit only one application. The activity period is October 1, 2016 – September 30, 2017. Operating Support grants funded in the last cycle to nonprofit arts organizations domiciled in Jefferson Parish will be renewed for 2016/2017. Detailed information is on page 7.

APPLICATION DEADLINE: TUESDAY, MAY 17, 2016

- Applications must be submitted through the Arts Council New Orleans' online system at <http://acno.cgweb.org> by Tuesday, May 17, 2016 by 11:00 p.m. After completion we recommend that you save a copy of your application in its PDF version on your computer. Applications require an electronic signature. You do NOT have to submit a hard copy of the application to the Arts Council.
- Download the Online Granting System Applicant User Manual at the Arts Council's website, www.artsneworleans.org, select Artists then go to Grants and select Online User Manual. This manual gives instructions on using the online system.
- If you choose to submit an edited draft of an application for review by staff through our online system, the deadline to submit a draft is Tuesday, May 10, 2016.

GRANT WEBINAR AND WORKSHOPS

GRANT WEBINAR

Interested in learning about this grant program but don't have time to attend a workshop? Beginning on April 1 a webinar that gives an overview of grants available through this program can be accessed at the Arts Council's website at www.artsneworleans.org under Artists click on Grants and go to Decentralized Webinar. The great thing about this webinar is that you can listen at your convenience!

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 strongly recommended, especially for first-time applicants or 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.

Jefferson/Plaquemines Parishes

Thursday, April 14, 2016
3:30 – 4:30 p.m.
Gretna Library
102 Willow Drive
Gretna, LA 70053

Orleans Parish

Wednesday, April 13, 2016
3:30 – 4:30 p.m.
Rosa Keller Library
4300 S. Broad Ave.
New Orleans, LA 70125

PROGRAM STAFF

Questions about the Decentralized Program should be directed to the following staff members:

Joycelyn L. Reynolds, Director, Artist Services, (504) 595-8471; joycelyn@artsneworleans.org

Megan Koza Young, Associate Director and Curator, Artist Services, (504) 218-8869; megan@artsneworleans.org

Application Overview

PREPARING THE GRANT APPLICATION

PLANNING THE PROPOSAL

1. Review the intent of the Louisiana Decentralized Arts Funding Program. Is this the appropriate funding source for your project?
2. Think about the needs of your community. How is your proposed project activities meeting a particular need? Does the project involve community members? If so, find concrete ways to demonstrate this in your proposal.
3. Involve your community in the planning of the proposed activities. Who will benefit from this project? What are the concrete anticipated outcomes?
4. Be realistic and specific in your plans. Talk to people you want involved in your project before you begin writing. Do they want or need the services your proposal offers?
5. Assess - realistically - the costs, personnel needs, and time requirements for your proposed activities.
6. Plan for ways to revise the project but still accomplish it if it receives partial funding.
7. Attend an Arts Council grant workshop or listen to the Decentralized webinar for the Greater New Orleans area.
8. Talk to the Joycelyn L. Reynolds, Director, Artist Services, at 504-595-8471 or Megan Koza Young, Associate Director and Curator, Artist Services, at (504) 218-8969 if you have questions.
9. Send an edited draft of your proposal for staff review through the Online Granting System via the "Draft Review Submission" option on the last page of the online application. Be careful not to select "Final Submission" until you are ready to submit your application!

FOLLOWING INSTRUCTIONS

1. Read the guidelines, application form, and Online Granting System Applicant User Manual thoroughly for instructions on how to submit an application through our online system.
2. Start working on the application as soon as possible to become familiar with the online system. Test filling out and printing out pages of your online application well before the deadline to avoid last-minute technical problems.
3. Review the evaluation criteria and keep the criteria in front of you when you write the narrative and answer all the questions on the online application form.
4. Formulate a realistic budget that includes all revenue and expenses for your proposed project. Make sure your grant request amount is within the allowable range for the parish in which you are applying.
5. Attach all required documentation as PDF's to your online grant application.
6. You may include up to two YouTube links in the "Media Sample" question of the online grant application. Make certain your YouTube videos are set as "Public" which means anyone can view them.

WRITING

1. Assume that the reader knows nothing about your project except what is presented in the application. Be specific. Use facts. Present concrete plans and timelines, specific goals, and evidence of adequate logistical planning.
2. Avoid using jargon. Write in simple, clear language.
3. Be consistent. The budget, narrative, and provider of service forms should all relate.
4. Have people who know nothing about your 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 your intent? Does it address the evaluation criteria? Work on the writing of your draft as much as possible to refine it before submitting it for staff review. Due to the number of drafts received, staff may only be able to give feedback on one draft per application.
5. Proofread, rewrite, proofread!

LOUISIANA DECENTRALIZED ARTS FUNDING PROGRAM

For Orleans, Jefferson, and Plaquemines Parishes

The statewide Decentralized program is made possible with funding appropriated by the state legislature to the Louisiana Division of the Arts, under the Office of Cultural Development and the Department of Culture, Recreation, and Tourism.

Introduction

The Louisiana Decentralized Arts Funding Program provides a system for funding arts and cultural activities in every parish of the state. Funds are provided to each parish on a per capita basis using the most recent census figures. Funds allocated to each parish are to be used for arts activities that take place in that parish or have primary impact on the residents of the parish. Applicants must be domiciled in the parish in which they apply and compete only with other applicants in their parish. Decisions about cultural priorities are made locally as grant review panels include representatives of each parish.

The Louisiana Division of the Arts disburses the funds to Regional Development Agencies in the state which re-grant allocated funds to parishes in their region. **The Arts Council New Orleans administers the Decentralized program in Orleans, Jefferson, and Plaquemines Parishes.** Regional Development Agencies have Community Development Coordinators who administer the program.

Like other state programs funding for the Louisiana Decentralized Arts Funding Program has been reduced in recent years. The budget cuts have affected the re-grant amount allocated to each parish, the number and size of the grants that can be awarded, and the grant categories that can be offered. Funding for the FY2017 Louisiana Decentralized Arts Funding Program will be determined through the state's budget setting and legislative process during 2016. FY2017 Decentralized grants are contingent upon the program's funding appropriation and the Arts Council New Orleans' receipt of this region's Decentralized funds.

Mission

The Louisiana Decentralized Arts Funding Program (DAF), initiated in 1995, promotes the arts in all areas of the state by giving artists, nonprofit organizations, community groups, and local government agencies in each parish the opportunity to develop arts programs that meet local needs.

Policies

The Decentralized Arts Funding Program is designed to:

- Allocate and distribute the legislative funding appropriation on a per capita basis to all parishes of the state.
- Expand efforts to make the arts accessible to all parishes.
- Award grants to organizations (and individuals with fiscal agents) within each parish.

Goals

The goals of the Decentralized Arts Funding Program are to:

- Strengthen arts organizations.
- Encourage professional artists to undertake projects that have meaningful community involvement and build audiences for the arts.
- Encourage a variety of nonprofit organizations within each parish to sponsor arts and cultural activities including classical, contemporary, and traditional arts in eight artistic disciplines.
- Leverage additional local support for the arts.
- Provide arts activities for community members who have limited arts experiences.
- Provide funding for arts and cultural activities that are open to the public.
- Introduce the grants process to local constituents and help them develop grant-writing skills.

Louisiana Decentralized Arts Funding Program - Overview

GRANT CATEGORY FOR FY2017

Applicants can submit only one application.

Project Assistance Grants provide funds for a wide range of arts activities that benefit or involve the community. Applicants must be domiciled in Orleans, Jefferson or Plaquemines Parishes. Applicants may be nonprofit organizations, governmental agencies, schools or school boards, colleges or universities, and individuals or groups without legal status using a nonprofit organization as a "fiscal agent". Applicants may apply for up to 100% of the project cost up to the maximum request level for each parish. The grant activity period for Projects is October 1, 2016 – September 30, 2017. Maximum allowable grant requests in this category vary per parish - see below. Please note that applicants can submit only one application.

Project Assistance Request Level

Parish	Minimum	Maximum
	Request	Request
Orleans	\$2,500	\$2,500
Jefferson	\$2,500	\$5,000
Plaquemines	\$1,500	\$3,545

Operating Support Grants awarded for 2015/2016 in Jefferson Parish will be renewed for 2016/2017 dependent upon what is received from the State of Louisiana through the Louisiana Division of the Arts. Art organizations that have current (2015/2016) Decentralized Operating Support grants **CANNOT** apply in the Project Assistance category for 2016/2017 grants.

Louisiana Decentralized Arts Funding Program - Overview

OVERVIEW OF WHO IS ELIGIBLE

Applicants must apply in the parish in which they are domiciled for arts activities that take place in or have primary impact on the residents of that parish. The domicile of a 501(c)(3) applicant or fiscal agent is the organization's current address as indicated in its detailed record in the Louisiana Secretary of State's online corporations database. The domicile of an organization or group without legal status is the address where it conducts its business. An individual's domicile is his or her fixed, permanent, and principal home for legal purposes.

The following may apply for Decentralized funding:

- **Nonprofit ARTS organizations** with 501(c)(3) federal tax-exempt status
- **Other nonprofit organizations** with 501(c)(3) federal tax-exempt status
- **Nonprofit organizations or groups that lack federal 501(c)(3) status: To apply, organizations or groups lacking 501(c)(3) status must use a 501(c)(3) nonprofit organization to act as a fiscal agent.** The fiscal agent assumes legal and financial responsibility for the grant and must be domiciled in the same parish as the applicant.
- **Chapter organizations** using the federal 501(c)(3) nonprofit status of a central organization (which may not be local) are eligible to apply for Project Assistance grants. The chapter organization must be domiciled in the parish in which it applies and must apply for activities that take place in that parish.
- **Local, parish, or state governmental entities** such as libraries or municipalities
- **Schools: Public or private elementary or secondary schools and school boards.** All schools are considered separate entities; individual schools may apply for a grant. An individual school that applies must take active responsibility for a grant it is awarded. **Public or private colleges or universities may apply for activities that will have an impact on the public outside the university community** (not academic, credit-producing, or curriculum-oriented projects). These activities must provide access to and encourage the participation of the general public.
- **Individuals may apply for a project that benefits or involves the community** by using a nonprofit organization with 501(c)(3) federal tax-exempt status to act as a fiscal agent. This is not an "individual artist" grant. An individual must apply in the parish in which he or she is domiciled and must apply for arts activities that take place in that parish. The fiscal agent assumes legal and financial responsibility for the grant and must be domiciled in the same parish as the applicant.

Grant Match Policy

No cash or in-kind match is required in the Decentralized Arts Funding Program; however, evidence of other support demonstrates a commitment to the program or project and may contribute to the success of the application. Due to the number of worthy applications and the limited funding, it is unlikely that an applicant will receive full funding. Therefore, it is important for applicants to consider additional sources of funding.

Funding Period

Decentralized applications received in the May 17, 2016 deadline must be for arts activities that will take place October 1, 2016 - September 30, 2017.

Louisiana Decentralized Arts Funding Program - Overview

Funds Available To Be Determined

Decentralized funding for activities taking place between October 1, 2015 – September 30, 2016 follows:

Parish	Amount
Orleans	\$52,901
Jefferson	\$66,551
Plaquemines	\$3,545

Funds available for activities to take place between October 1, 2017 – September 30, 2017 **are yet to be determined** and are contingent upon the level of funding appropriated to the Louisiana Division of the Arts by the state legislature.

How Many Applications May Be Submitted

Applicants may submit **ONE application** to the Decentralized program. This one-application rule applies to all applicants, including large institutions such as universities.

Fiscal Agent Policies

Individuals and organizations lacking 501(c)(3) federal tax-exempt status must arrange for a nonprofit organization with 501(c)(3) status to serve as a **fiscal agent** for the grant. Organizations serving as fiscal agents must be domiciled in the same parish as the applicant. Fiscal agents may not serve as a provider of service for the applicant's project or program. Though not required to provide support for the proposed project, a fiscal agent assumes legal and financial responsibility for the applicant's grant. For this reason, it's recommended that individuals or 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. **A nonprofit organization with 501(c)(3) federal tax-exempt status may serve as a fiscal agent for as many individuals and organizations as it is able to manage if funded.** Fees requested or paid to a fiscal agent may not exceed \$150 of Decentralized grant funds from each grantee.

PROGRAM GRANTING RESTRICTIONS

Please see below for program funding restrictions and other restrictions.

- Organizations **receiving "line item" support through the state legislature** may not receive state-funded Decentralized grants for arts programming related to those line items.
- **Past grant recipients who have been determined to be in noncompliance status** with the Decentralized Arts Funding Program will not be considered for Decentralized funding.
- The Arts Council New Orleans is not eligible to apply for Decentralized funding and may not be a paid provider of services on a grant.

Louisiana Decentralized Arts Funding Program - Project Assistance

PROJECT ASSISTANCE GRANTS

Project Assistance grants provide funds for a wide range of arts activities that meet community needs and take place in or have primary impact on the residents of the parish in which the application is made. Funding supports arts activities in the disciplines listed below.

Dance - Dance project grants assist artists and organizations to make quality dance programs accessible to the public and to encourage innovation in dance as an art form. Projects can focus on ballet, modern, jazz or ethnic dance.

Design Arts - Design Arts projects 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. Projects may include publications, audiovisual presentations, or conferences. Design arts do not include purchase of plantings, seeds, gardening equipment, construction equipment or building supplies.

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). See definition of folk artists in the glossary.

Folk traditions are created within specific cultural contexts that need to be understood to be appreciated. Most folklife projects are greatly enhanced with the service of a professional folklorist or other trained cultural specialists such as those with academic training in folklore, cultural anthropology, ethnomusicology or other related fields.

Cultural specialists should be involved in planning and implementation phases of a project. Folklife does not include historical re-enacting or living-history.

Folklife projects are evaluated for the cultural significance of the art form and the involvement of trained cultural specialists (folklorists, anthropologists, ethnomusicologists).

Literature - Literature project grants are intended to support projects that present the literary arts to the public and to promote works of poetry, fiction, and creative non-fiction. In addition, this category supports not-for-profit small presses and magazines that publish fiction, poetry, creative prose, and literary criticism for production and distribution projects. Such magazines must have been published at least once.

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

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

Music - Music project grants assist artists or 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 project 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 project grants are intended to support projects or services of museums, art galleries, art centers, museums, schools and other organizations or individuals doing visual arts and crafts programming. Project activities may focus on areas such as drawing, painting, printmaking, sculpture, photography, glass, ceramics, fiber, metal, mixed media, and art in public places.

Louisiana Decentralized Arts Funding Program - Project Assistance

Examples of Projects: (Projects are not limited to these examples)

- Artist-led workshops to teach an art form to the public or in schools
- Arts components of festivals
- Audience development
- Competitions
- Conferences and panels
- Creation of new works
- Art exhibitions
- Performances
- Promotion of arts activities
- Residencies by guest artists
- Series of related events
- Visiting artist series
- Publications on artists or art forms
- Exhibition catalogues Projects that encourage the development of emerging artists
- Projects that encourage the development of emerging artists
- Projects that present, document or interpret folklife activities and/or folklife artists

Amount of Request and Match

Applicants in Orleans Parish may request grants of \$2,500; applicants in Jefferson Parish may request grants ranging from \$2,500 - \$5,000; and applicants in Plaquemines Parish may request grants ranging from \$1,500 - \$3,545. No cash or in-kind match is required. However, evidence of other financial or in-kind contributions demonstrates community or other support for the project. Please do not make a grant request that is less than the minimum award or more than the maximum allowed for the parish you are applying in.

Evaluation Criteria for Project Assistance

The grant review panel will use the following criteria to evaluate the applications within the given weighted percentage points for each criterion:

Artistic Merit (35%)

- artistic merit of proposed project
- expertise of artists involved as providers of service
- contribution to the art form(s) or the understanding and appreciation of the arts form(s)

Need and Impact (30%)

- need for the project
- merit of the project's purpose and objectives according to community standards
- efforts for increased access, participation, and exposure to the arts
- involvement of diverse (social, geographic, economic) populations reflective of the community, including those with limited access to the arts
- level of community collaboration or involvement

Folklife Projects Only:

- cultural significance of the arts form and the involvement of trained cultural specialists (folklorists, anthropologists, ethnomusicologists).

Planning and Design (20%)

- well-planned and designed project
- adequate personnel (paid or volunteer) and resources are specified
- realistic timeframe is proposed
- involvement of targeted populations in the planning process

Administration and Budget (15%)

- ability of applicant to administer and carry out activities proposed
- appropriate request level and use of grant funds
- clarity and completeness of financial information
- compliance with past grant contracts, if applicable

Louisiana Decentralized Arts Funding Program - Project Assistance

WHAT TO SUBMIT WITH YOUR APPLICATION

The following documents must be submitted with grant applications. Required documents must be submitted in **PDF FORM** and attached to the online application in the order listed below.

- All applicants are required to submit a PDF of supplemental materials. Applicants may choose to submit two sets of supplemental materials up to 4 MB each – one mostly narratives and one of mostly photos. Supplemental materials may include samples of work, letters of support, brochures, reviews, or programs, detailed budgets about your project or operations and photos. PDFs should be called “Supplemental Material” or “Supplemental Material - Photos”.
- Proof of Louisiana nonprofit or federal nonprofit tax-exempt status: Attach a PDF of an IRS letter determining nonprofit tax exemption under Section 501(c)(3) of the Federal Tax Code or a letter from the Louisiana Secretary of State’s office if the organization does not have tax-exempt status. This PDF should be called “Nonprofit Status”. Public schools, parish libraries, municipal governmental agencies and state universities do not have to submit proof of nonprofit status.
- Proof of parish domicile: Certificate of Incorporation from the Secretary of State’s office indicating the city in which the registered office of the applicant is located. Must be the most recent address as indicated on the Annual Report filed with the Secretary of State. This PDF should be called “Certificate of Incorporation”. Public schools, parish libraries, municipal governmental agencies and state universities do not have to submit proof of domicile.
- Chapter organizations must attach the IRS nonprofit tax-exempt designation letter for the central organization and documentation from the IRS indicating chapter is under the central organization. A letter of support from the central organization must be submitted with the application. This PDF should be called “Chapter Organization”.
- Schools and projects working with schools must submit a letter of support from the local school board and/or principal(s) of the school(s) serviced. This PDF should be called “School Support Letter”.
- Board of Directors list including names, mailing addresses and email addresses. Identify officers, ethnic make-up and professional affiliation. This PDF should be called “Board List”.

All applicants are encouraged to submit media samples as YouTube videos. Applications requesting creation of a new work (performing arts/art in public places/design) or media production (film, video or radio) must submit a sample of work, no longer than 3 minutes in length that illustrates artistic merit of artists involved. **Two media samples may be submitted. Please save work on YouTube and place link(s) in the “Media Sample” question of the online application.** To ensure media samples are viewed by the entire panel, they must be submitted as YouTube (not Vimeo, etc.) and the link pasted in the Media Sample section, not in the narrative. **PLEASE MAKE CERTAIN THE PERMISSIONS TO YOUR YOUTUBE VIDEOS ARE SET AS “PUBLIC”, WHICH MEANS ANYBODY CAN VIEW IT. (When you upload a video to YouTube, by default it is set as a “Public” video.)**

Louisiana Decentralized Arts Funding Program - Project Assistance

WHAT WE DO NOT FUND

- Activities that occur outside the allowable grant activity period
- Expenses that are incurred outside the allowable grant activity period
- Projects and tours that take place outside the parish the applicant applies in or are designed to benefit residents outside that parish
- Activities not open to the general public, except in projects involving populations such as K-12 schools or school systems, detained youth, and other special populations
- Activities intended to serve only an organization's membership
- Projects that primarily serve social or religious purposes
- Exhibits or activities that primarily focus on historical topics rather than arts, crafts, or current folklife traditions
- Re-grant by the applicant to other organizations for programming activities
- Activities intended primarily for fund-raising purposes
- Accumulated deficits or debt retirement
- Contingency funds
- Acquisition of entire collections of works of art
- Capital improvements including restoration of buildings
- Restoration of historic buildings and sites
- Conservation of non-arts related collections
- Projects used for academic degrees
- Tuition for academic study
- Creation of textbooks or costs associated with recurring curriculum
- Normal, traditional school activities
- Payment of administrative or teaching staff for any school or school system, unless the service to be provided occurs outside of normal school hours
- Artists filling teacher vacancies
- Operational costs to universities
- Food or beverages for hospitality or entertainment purposes
- Scholarships for high school and college students to attend universities, colleges or other institutions of higher learning, purchase awards or cash prizes
- Exhibitions or productions by children without the involvement of professional artists
- Fees to children under the age of 18
- Fines, penalties, interest on loans or costs of litigation
- Lobbying expenses
- Purchase of permanent equipment (permanent equipment is defined as costing \$1,000 or more per unit with an estimated useful life of more than one year).
- Fiscal agent as a paid provider of service within the same project (other than fiscal agent fee)

Louisiana Decentralized Arts Funding Program

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 areas served, 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, i.e. 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 (organization or individual) which may be viewed as a conflict of interest cannot participate in the review of that application; and 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.

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 17, 2016**.

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 which 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 5:00 p.m., August 25, 2016** and should be sent to Joycelyn Reynolds, Director, Artist Services, at Joycelyn@ArtsNewOrleans.org. **A signed appeal may be scanned and emailed** to joycelyn@artsneworleans.org. An appeals panel will consider and recommend appeal awards.

Louisiana Decentralized Arts Funding Program

COMPLIANCE AND REPORTING

Use of Grant Credit Line & Logos

Grant recipients are required to acknowledge the grant in public presentations; in printed, electronic, and broadcast promotion and advertising; and in printed programs pertaining to grant-funded activities by using the following credit line and logos:



Supported by a grant from the Louisiana Division of the Arts, Office of Cultural Development, Department of Culture, Recreation and Tourism, in cooperation with the Louisiana State Arts Council as administered by the Arts Council New Orleans.



Grant Contract and Payment Schedule

Grant award letters will be mailed to grant recipients at the end of September 2016 and 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 through a direct deposit into the grantee's or their fiscal agent's bank account. The Letter of Agreement, Scope of Services and Revised Budget Form approved by the Arts Council comprise the grant contract. **Contracts for Decentralized grants must be received by the Arts Council by Thursday, November 17, 2016.** If the grantee or fiscal agent has never received payment by direct deposit from the Arts Council or their bank information has changed, please submit a copy of voided check to joycelyn@artsneworleans.org. First-time grantees, project directors, and grant managers are required to participate in a compliance workshop or listen to a compliance webinar in order for grant funds to be disbursed.

All grant funds must be used exclusively for expenses that occur within the grant period specified in the contract. Grant funds must be used to pay for services or activities as described on the Scope of Services form and for expenses indicated on the Revised Budget form.

Amendments to grant-sponsored activities including event dates, artists/providers hired, or expenditures as stated in the grant contract (Scope of Services and Revised Budget) **are to be requested in writing and approved before they are implemented.** Grantees should call program staff first to discuss any changes regarding grant activities or expenditures. Grant expenditures or activities that have not been approved will not be accepted for final grant payment.

All grant expenditures must be made within the allowable grant activity period, October 1, 2016 through September 30, 2017. No extensions will be granted. **Funds not expended by the end of the activity period must be returned to the Arts Council New Orleans.**

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 Louisiana Division of the Arts and after receipt and approval of the grantee's contract. Initial grant payments will be made as soon as possible after the grant contract is received and approved, but no earlier than December 1, 2017. The second and final payment of 25% will be made no earlier than June 1, 2017, after receipt and approval of a grant recipient's final report and after the Arts Council's receipt of funds from the Louisiana Division of the Arts. Payments will be made by direct deposits. **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.

Louisiana Decentralized Arts Funding Program

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 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.

Final Report

Grant recipients are required to complete a final report on forms provided by the Arts Council New Orleans. Project Assistance recipients may submit final reports following the completion of grant-sponsored activities. Financial documentation of the grant-supported activities must be submitted as part of the final report. Copies of cancelled checks/bank statement showing cancelled checks and receipts/invoices/contracts for all grant-funding expenditures will be required. Financial documentation must be dated within the allowable grant activity period.

Photographs of grant-sponsored activities (digital images submitted on a labeled disk) and samples of publicity showing that the appropriate grant crediting was used are also required with the final report.

The deadline to submit final reports for Decentralized grants is October 31, 2017. Grants with reports not received by that deadline will be subject to a loss of 10% of the 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. Subsequent failure to comply with Arts Council requirements may result in legal action and the grantee may become ineligible to receive future grants.

Grant Monitoring

Arts Council staff makes every effort to attend grant-supported programs. Grant recipients are required to provide to Arts Council Grants staff two complimentary tickets to sponsored programs for which admission is charged. Notification of grant-sponsored events is requested at least two weeks in advance. An email publicizing the event and/or offering complimentary tickets should be sent to Joycelyn Reynolds, Associate Director, Artist Services, at joycelyn@artsneworleans.org and to Megan Koza Young, Associate Director and Curator, Artist Services, at megan@artsneworleans.org.

GLOSSARY OF TERMS

Activity period – dates of programming activities must fall between October 1, 2016 - September 30, 2017.

Administrative Personnel - employees of the applicant organization receiving payments for salaries, wages, fees, and benefits as executive and supervisory administrative staff, program directors, managing directors or business managers.

Admissions - revenue from the sale of admission, tickets, subscriptions, memberships, etc., for events attributable or prorated to the project. If an admission is charged for this project, applicants are encouraged to include price of admission in the budget section of the application.

Appeals process - a means by which applicants may petition a re evaluation of the preliminary funding decision regarding their applications. Funding decisions based on insufficient or incorrect information resulting from something other than the fault of the applicant are legitimate grounds for an appeal. The applicant must submit justification for appeal.

Applicant cash - funds from applicant's present or anticipated accumulated resources that will be used on the proposed project.

Artistic Personnel - employees of the applicant organization receiving payments for salaries, wages, fees, and benefits as artistic directors, directors, conductors, curators, dance masters, composers, choreographers, designers, video artists, film makers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, or puppeteers.

Artists benefiting – the number of artists who will directly benefit from programs or services offered by the applicant. This includes the number of artists involved with the project or programming on a volunteer basis and the number of individuals who will gain knowledge or expertise as a result of the project or programming.

Artists paid - the number of artists providing art or artistic services specifically identified with the project for a fee; including the number of individual artists of a company, troupe or touring group; including living artists whose work is represented in an exhibition, regardless of whether the work was provided by the artist or by an institution.

Artists Participating - the number of artists directly involved in providing artistic services specifically identified with the project, including living artists whose work is represented in an exhibition regardless of whether the work was provided by the artist or by an institution.

Arts organization - an organization whose mission statement makes clear that the organization's primary purpose is to develop, promote, encourage and/or present the arts (not history) to the public, insuring community accessibility and targeting diverse populations. Only organizations with 501(c)(3) tax-exempt status from the Internal Revenue Service are eligible to apply for Operating Support.

Authorizing official - the person with authority to legally obligate an organization, usually the president of the board of directors or the executive director.

Capital outlay – money earned or contributed for the specific purpose of building facilities or structures.

Chief Fiscal Officer - person with immediate responsibility for an applicant organization's financial management and fiscal control.

Community Arts Grant – a grant awarded with municipal funds from the City of New Orleans.

Community Arts Project – one to multiple arts activities that are participatory and emphasize collaborations between artists and other members of the public.

Community Support - the amount of money or services contributed from the community toward this project either through money, time, or planning (organizations, agencies, or individuals). Also includes the degree to which the community needs or wants the project or programming being proposed. In other contexts, may refer to letters of support encouraging and contributing in some way to the success of this project.

Contact person - the person to contact about an application or grant and the person to whom official grant correspondence will be sent.

Contracted services revenue - revenue derived from fees earned through sales of services (for example, sale of workshops to other community organizations, contracts for specific services, performance or residency fees, tuition, etc.).

Corporate support - cash support from businesses, corporations or corporate foundations allocated to this project or programming.

Current fiscal year - the organization's present, active fiscal year at the time of application. Current year financial figures are estimated amounts based on active budgets.

Dates of project activities - the dates of project activities for which grant assistance is requested. Activities supported by a FY 2017 Decentralized grant must fall between October 1, 2016 and September 30, 2017.

Decentralized Arts Funding Program (DAF) - program of the Louisiana Division of the Arts, administered by Regional Development Agencies and Local Regranting Agencies. Provides grant funds to every parish in the state based on a per capita formula.

Domicile - 1) a 501(c)(3) nonprofit organization's current address as indicated on its record in the Louisiana Secretary of State's corporations database; 2) the address where a group without legal status conducts business; 3) an individual's fixed, permanent, and principal home for legal purposes.

Discipline - the primary focus of an arts activity as defined among the following eight fields: dance; design arts; folklife; literature; media; music; theater; visual arts and crafts. See also Multi-disciplinary and Inter-disciplinary.

Division - the Louisiana Division of the Arts, Office of Cultural Development, Department of Culture, Recreation and Tourism, Office of the Lt. Governor, State of Louisiana.

Earned Income (Revenue) - revenue derived from sources other than grants and contributions, including catalog sales advertising in programs, gift shop income, concessions, investment income, etc.

Emerging artist - an individual with a career commitment to an art form, but lacking an extensive resume or body of work.

Endowment funds - restricted or unrestricted funds invested by the organization and secured for purposes that extend beyond the organization's annual operating cycle. Interest income or dividends from investments may be used by the organization for its annual operations and should be classified as other applicant cash.

Engagement - a set of services with at least one public performance provided by an artist for a presenter and which may include additional performances and residency activities such as student performances, workshops, master classes, and lecture-demonstrations.

Equipment - see Permanent Equipment.

Evaluation criteria - standards by which an application will be evaluated or the measurement of a project or other activity. Evaluation criteria are used to evaluate the total application, including the narrative, provider of services form, budget, and required attachments.

Evaluation methods – a tool to monitor the effects of the goals, purpose or intent of a project or programming.

Expenses (expenditures) - costs required to implement a project or programming.

Federal Employee Identification Number - an account number identifying an applicant for purposes of reporting wages and taxes to the Internal Revenue Service.

Fiscal agent – a nonprofit organization with 501 (c) 3 tax-exempt status, acting on behalf of an applicant, which assumes responsibility for the legal and fiscal management of funds granted for use by a grantee.

Fiscal agent fee - a charge for administrative services by the organization acting as the fiscal agent. Fiscal agent fees are intended to offset the cost of personnel, time and supplies used in the administration of the sub applicant's grant only. Fiscal agent fees may not exceed \$150 of grant funds for any project.

Fiscal year - any 12 month period used for financial record keeping and reporting suited to the organization's operating cycle or programming season.

Folk Artist - an individual maintaining a traditional art form learned informally (orally or by example) within the artist's own traditional culture and not learned through books or classes within the performing arts (music, dance, storytelling), traditional arts and crafts, or ritual, festive, occupational and foodways traditions.

Foundation support - cash support derived from grants given for this project by private foundations.

Genre - specific sub categories within each discipline (for example, literature poetry, fiction and creative non fiction).

Government support/federal - cash support derived from grants or appropriations given for this project by agencies of the federal government, such as the National Endowment for the Arts, US Department of Education, etc.

Government support/local - grants or appropriations from city, parish or other government agencies given for a project.

Government support/regional - cash support derived from grants or appropriations given for a project by agencies of state government or multi state consortia of state agencies.

Grants Review Panel - a committee composed of community volunteers that make funding recommendations to the body responsible for final approval of grant awards.

Income - present or anticipated funds and resources required to accomplish the proposed activities (for example, revenues which are earned income, support which is unearned income, such as cash contributions and grants).

Individuals to benefit - the number of persons expected to benefit – passive involvement such as watching or listening - directly from a project or other activity, for example, the audience. Large public events will require an applicant to estimate the number of persons to benefit.

Individuals to participate - the number persons expected to be involved directly with a project or other activity. Activities include master classes, workshops, in school residencies (not presentations).

In kind Contributions – the monetary value of time, materials and other tangible goods or services contributed free of charge by businesses and individuals. In kind contributions may be provided by an applicant or any other organization or individual, but they must be expended only for the proposed activities and under the direct supervision of the applicant. An applicant must be prepared to substantiate in kind contributions (for example, time records for volunteers).

Inter-disciplinary - pertaining to art works that integrate more than one arts genre or discipline to form a single work (for example, collaboration between the performing and visual arts). Excluded from this category or genre is Musical Theater, which is a genre included under Theater.

Letter of Intent - a signed document indicating intent to contract with individuals or organizations to provide services, usually in cases where a formal contract is contingent upon availability of funds. A letter of intent should include terms that will become a part of the contract (for example, specific services to be performed, fees for each of those services, dates of said services, locations, persons or organizations to perform the services) and should be signed by the persons authorized to sign the anticipated contract for both the contractor and applicant.

Letter of Support - a letter, usually on letterhead, endorsing the project, programs of the organization, or the individual seeking a grant award. Letters of support (except those required of principals for projects involving schools) should not be from the applicant (or applicant's board member) and should not be written on the applicant's letterhead.

Local Regranting Agency (LRA) - local arts agency that administers Decentralized arts funds for a given parish within a region.

Marketing Costs - costs for publicity or promotion specifically identified with the project. Include costs of newspaper, radio, and television advertising, printing, and mailing of brochures, flyers, and posters, space rental directly related to promotion, publicity, or advertising.

Match - amount of money--hard cash--estimated to fund the portion of a project not covered by grant funds.

Multi-disciplinary - pertaining to engagements that include activities in more than one discipline, for example, a summer arts camp that will sponsor activities in dance, theater, and visual arts.

Noncompliance - 1. If the Arts Council determines that a grantee has failed to comply with the terms and conditions set forth in the Letter of Agreement, that grantee shall become ineligible to receive any remaining payments as stipulated in the grant guidelines. For one year following a determination of noncompliance, that grantee will be ineligible to receive any new grants. 2. Grantees ruled ineligible may reapply one year after receipt of an acceptable final report. Subsequent failure to comply with the Arts Council requirements may result in legal action and the grantee may become ineligible to receive future grants.

Nonprofit tax-exempt – organizations eligible to apply with IRS nonprofit tax-exemption under section 501(c)(3).

Number of People to Benefit - the number of individuals that will see the project or presentation(s) or will be directly affected by the project. This does not include the entire population of the surrounding area.

Objectives - statements defining the desired outcome of proposed activities and identifying the persons to be served. Objectives should be attainable, measurable and limited to a specific time period.

Operating funds - all funds budgeted for an organization's operations, activities, programs, and services during a fiscal year. Operating funds do not include capital funds, endowment funds, reserve funds or any other funds not allocated to the annual operating cycle of the organization.

Operating Support – an application category that awards grants to 501(c)(3) arts organizations for operational support including staff, supplies and materials, or facility operations.

Other revenue - cash revenue derived from sources other than those specifically listed in the budget, including catalog sales, advertising in programs, gift shop income, concessions, parking, investment income, etc.

Outside professional services artistic - payments to artists or arts organizations not considered full- or part-time employees of an applicant. Examples include, artistic directors, curators, dance masters, composers, choreographers, designers, video artists, sculptors, film makers, painters, poets, authors, graphic artists, actors, dancers, singers, musicians, teachers, puppeteers, etc.

Outside professional services other - payments for non artistic services to firms or persons not considered full- or part-time employees of an applicant (for example, consultants or employees of other organizations). Examples include project directors, managing directors, business managers, clerical staff, bookkeepers, etc.

Performance Indicator – numbers and statistics reported to the Louisiana State Legislature and Division of Administration to evaluate the effective use of State of Louisiana tax funds.

Permanent Equipment - equipment costing \$1,000 or more per unit with an estimated useful life of more than one year. Grant funds may not be used to purchase permanent equipment.

Personnel artistic – employees of the applicant organization receiving payments for salaries, wages, fees and benefits specifically identified with the project. Examples include, artistic directors, curators, dance masters, composers, choreographers, designers, video artists, sculptors, film makers, painters, poets, authors, graphic artists, actors, dancers, singers, musicians, teachers, puppeteers, etc.

Personnel full time - employees of the applicant organization or volunteers who work at least 35 hours per week for at least 48 weeks per year.

Personnel part time - employees of the applicant organization or volunteers who work fewer than 35 hours per week.

Personnel administrative – employees of the applicant organization receiving payments for salaries, wages, fees and benefits specifically identified with the project. Examples include executive and supervisory administrative staff, program directors, managing directors, business managers, clerical staff, bookkeepers, etc.

Personnel technical/production - employees of the applicant organization receiving payments for salaries, wages, fees or benefits specifically identified with the project for technical management and staff services. Examples include, technical directors, wardrobe, lighting and sound crew, stage managers, exhibit preparers, video and film technicians, etc.

Presenter - an organization that presents for public performance artists/companies in programs that have been produced elsewhere. A presenter "buys" a packaged tour from artists/companies or professional managers of those artists. The presenter provides the space and technical support, promotes the event to the community and pays the artist a fee.

Prior year - an organization's most recently completed fiscal year at the time of application. Prior year financial figures are actual amounts based on complete financial records.

Private support - cash support derived from cash donations or a proportionate share of general donations allocated to a project. Does not include corporate, foundation or government contributions or grants.

Professional artist - an individual with a serious career commitment, degree of peer acceptance and a substantial and developed body of work.

Project Assistance - an application category that awards grants for support of a specific arts project.

Project director - person with immediate responsibility for implementing project activities.

Projected year - an organization's next fiscal year. Next year's financial figures are projected amounts based on budgets which have been approved by an organization's board of directors or governing authority at the time of application.

Provider of Services Form - that page of the application form which seeks information on the 1) project director, and 2) artistic and other person(s) being hired or engaged to implement the grant, the services to be provided, the fee for those services and the qualifications of the individual/group.

Regional Development Agency (RDA) - a local arts agency that administers the Louisiana Decentralized Arts Funding Program for a multi-parish region of the state.

Regrant - grant money received from other funding sources and specifically designated to be regranted.

Revenue (Income) - present or anticipated funds and resources required to accomplish the proposed activities (e.g., revenues which are earned income, support which is unearned income, such as cash contributions and grants).

Rural - parish with 100,000 or fewer residents or a city with 25,000 or fewer residents.

Series of related events - a project composed of two or more exhibitions or performances which, taken as a whole, are necessary to achieve the project's goals and objectives. Events that occur simultaneously, consecutively or within the same venue are not "related" UNLESS individually they provide a necessary component toward the realization of the project's goals and objectives.

Site - the actual location of proposed activities.

Space rental - payments for rental of space specifically identified with a project (for example, offices, rehearsal halls, theaters, galleries).

Special Constituencies - Ethnically-specific communities and under-served populations (e.g. the economically deprived, children, the elderly, and individuals with disabilities).

Supplies – supplies and materials include consumable supplies, raw material for the fabrication of project items.

Tour - two or more engagements at different sites, in different communities, contracted through any number of presenters included in one trip away from the artist's home base. Engagements within the artist's home base do not constitute a tour.

Travel - costs directly related to travel specifically identified with a project (for example, fares, lodging, food, tolls, auto rental, mileage allowance for private vehicles, tips and per diems).

Underserved population - people who genuinely lack access to arts programs, services, or resources for geographic, economic, cultural, social, physical, or other demonstrable reasons. The term "population" can refer to a group of people with common heritage, regardless of whether they live in the same area.

Urban - a parish with more than 100,000 residents or a city with more than 25,000 residents.