

# Community Arts Grants

## Orleans Parish

Activity Period: January 1 - December 31, 2017

## Online Application Deadline:

Tuesday, May 10, 2016



CITY OF NEW ORLEANS



# Arts Council New Orleans

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

The Community Arts Grants Program is funded by the City of New Orleans

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Photo: Goat in the Road Productions

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## 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](http://www.artsneworleans.org).

## COMMUNITY ARTS GRANTS CALENDAR

### March 29, 2016

Grant guidelines posted at [www.ArtsNewOrleans.org](http://www.ArtsNewOrleans.org). Online application available at <http://acno.cgweb.org>

### April 1, 2016

Webinar posted at [www.ArtsNewOrleans.org](http://www.ArtsNewOrleans.org) under Grants – Webinar select Community Arts Grants Webinar.

### April 2016

Grant workshops held in Orleans Parish.

### Tuesday, May 10, 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

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 pm.

### November 2016

Grant recommendations for 2017 are presented to the Mayor, CAO, and City Council for approval.

### January 2017

After confirmation of Community Arts Grants program funding from the City of New Orleans, grant award letters sent to grantees.

### March 2017

Compliance sessions held for grantees. All grantees, first-time or not, are encouraged to either attend an in person session, or view compliance webinar.

### January 1 – December 31, 2017

Grant activity period for Community Arts Grants.

### February – April 2017

Grantees submit 2016 grant contracts.

### April 13, 2017

Deadline to submit grant contracts for 2017 grants.

### January 31, 2018

Deadline to submit final reports for 2017 Community Arts Grants. Final reports must be submitted through the Arts Council's Online Granting System at <http://acno.cgweb.org>. After this date, grantees will be subject to a loss of 10% of the final grant payment and to further losses of funds for failure to meet subsequent deadlines.

# COMMUNITY ARTS GRANTS

*The Community Arts Grants program is made possible with funding from the City of New Orleans.*

## **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. A priority of the Community Arts Grants program is to help support nonprofit arts organizations that carry out quality arts programming; this is addressed through New Orleans as Cultural Capital Grants that are available for a two-year period. Recipients of 2016 New Orleans as Cultural Capital grants **cannot** apply to the May 10, 2016 deadline since their grants will be renewed for 2017 dependent upon receipt of funding from the City of New Orleans.

The Community Arts Grants program also provides funding to meet the arts and cultural needs of the community through specific targeted funding of Organizational Development (Advancing Our Culture) and Grassroots Parading Traditions (More Joy). These categories are available in the May 10, 2016 deadline.

## **CATEGORIES AVAILABLE FOR 2017**

Applicants are invited to apply in two categories listed below. Artistic disciplines are listed on page 13.

### **Advancing Our Culture**

Advancing Our Culture grants are available to Orleans Parish based nonprofit arts organizations. Organizations applying in this category are seeking to enhance their organizational capacity and development. This is a one-year grant. All grants will be \$5,000 and at least 75% of the award must be spent on organizational development. This is a one-year grant.

### **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. Applicants in this category have to be incorporated with the Louisiana Secretary of State as a nonprofit organization 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 \$2,500-\$5,000. This is a one-year grant.

Applicants can submit only one application, either in the Advancing Our Culture or in the More Joy category.

## Eligibility Chart

	ADVANCING OUR CULTURE	MORE JOY
Nonprofit arts organizations 501c3 status from the IRS	•	•
Nonprofit organizations 501c3 (not arts focused)		•
State Incorporated organizations without 501c3 but with fiscal agent	•	•
State Incorporated organizations as non profits without 501c3		•

### ELIGIBILITY RULE/APPLICATION LIMIT

Eligible applicants can apply for and receive funding in only one category listed above.

Current recipients of grants in the New Orleans as Cultural Capital category (2016) cannot apply for these grants as their NOCC grant will be renewed for 2017 dependent upon receipt of funds from the City of New Orleans.

# COMMUNITY ARTS GRANTS

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## APPLICATION DEADLINE: TUESDAY, MAY 10, 2016

- Applications must be submitted through the Arts Council New Orleans' online system at <http://acno.cgweb.org> by Tuesday, May 10, 2016 by 11 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](http://www.artsneworleans.org), under Grants – Online User Manual. This manual gives instructions on using the online system.
- A draft of an application can only be submitted for staff review through our online system. The deadline to submit a draft is May 4, 2016.

## GRANT WORKSHOPS AND WEBINAR

### 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](http://www.artsneworleans.org) under Artists click on Grants and go to Community Arts Grants - 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 given at each workshop.

#### **Rosa F. Keller Library**

Date: Wednesday April 13, 2016  
Time: 3:30 - 4:30 p.m.  
Address: 4300 S. Broad  
New Orleans, LA 70125

#### **Norman Mayer Library**

Date: Friday April 15, 2016  
Time: 3:30 - 4:30 p.m.  
Address: 3001 Gentilly Blvd.  
New Orleans, LA 70122

## PROGRAM STAFF

Questions about this program should be directed to the following staff member:

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

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

# COMMUNITY ARTS GRANTS

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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 activity?
2. Applicants can apply in only one category.
3. Assess - realistically - the costs, personnel needs, and time requirements for your proposed activities.
4. Attend an Arts Council grant workshop or listen to the webinar for the Community Arts Grants program.
5. Talk to the Artist Services staff about your proposal if you need assistance.
6. You have the option to 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 until May 4, 2016. 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 complete an application.
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. Answer all of the questions on the application form.
4. Review the evaluation criteria in the guidelines for the grant category you are applying in. Keep the criteria in front of you when you write the narrative and answer questions on the application form.
5. Submit the application through the online system. Data from your online application will be exported directly into a grants database system.
6. Attach required PDF's to the online application and up to two media samples through links to YouTube. 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 writing 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!

# COMMUNITY ARTS GRANTS— *Advancing Our Culture*

## ADVANCING OUR CULTURE

Advancing Our Culture is an organizational development grant to support a capacity building opportunity that will improve a nonprofit arts organization's management, develop audiences, strengthen fundraising, and/or achieve operating efficiencies. Applicants should be prepared to discuss in their application how the proposed opportunity falls outside of routine annual planning/budgeting and is a one-time strategic opportunity. These grants are for one year with an activity period of January 1-December 31, 2017 and are opened to nonprofit arts organizations with 501(c)(3) status from the IRS and nonprofit arts organizations using a fiscal agent. Eligible disciplines include dance, design arts, folk life, literature, film and media, music, theater, and visual arts and crafts. Grant requests must be \$5,000 at least 75% of the award must be spent on organizational development, and/or technical assistance. Grant decisions are made on the organization's potential for increased effectiveness in the areas of board development and relations, human resources, data collection, and overall organizational professional development.

### Eligibility Requirements for Advancing Our Culture

- Nonprofit organizations with arts as their primary focus and 501(c)(3) status from the Internal Revenue Service domiciled in Orleans Parish.
- Using a fiscal agent (see policy below), an Orleans Parish based incorporated organization with arts as their primary focus.
- At least two years of grants programs and/or services to the New Orleans community.

### Eligible Activities

- Short-term consultations on particular artistic or organizational problems, with the staff of the applicant organization carrying out the resulting plan of action. Consultants may assist in staff training, board development, strategic planning, development of fundraising and marketing strategies, technology improvements and skills training, and accessibility training.
- Sending administrators, board members, and other authorized representatives to conferences or seminars which will increase job effectiveness.

### Who is NOT eligible to apply for Advancing Our Culture?

- Schools: Private, Parochial, Public or Charter are not eligible to apply
- Colleges and Universities are not eligible to apply.
- Nonart Organizations

### What ARE NOT eligible expenses for the 75% technical assistance/organizational development?

- Acquisition of equipment.
- Marketing expenses.



# COMMUNITY ARTS GRANTS— *Advancing Our Culture*

## **Evaluation Criteria for Advancing Our Culture**

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

### **Need and Impact (60%)**

- critical need facing the organization
- plan for implementation
- impact on the long term health of the organization
- qualification of consultant(s)

### **Artistic Excellence (25%)**

- 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)

### **History of Delivery**

- as shown in list of activities done in the last two years (15%)

### **Fiscal Agent Policies**

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 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's recommended that 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 individuals and organizations as it is able to manage if funded.

# COMMUNITY ARTS GRANTS— *More Joy*

## MORE JOY

The More Joy category is dedicated to incorporated nonprofit organizations producing or celebrating the traditions of New Orleans' Street Parading traditions. 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 \$2,500-\$5,000 will fund activities taking place January 1-December 31, 2017. PLEASE NOTE: City funds are usually not available prior to July 1. If funds are essential in order to do activities, events should be scheduled between July and December, 2017.

### 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 as a nonprofit organization with the State of Louisiana and domiciled in Orleans Parish
- An organization using a fiscal agent (not required)

### Evaluation Criteria for More Joy

#### Quality (65%)

- Creativity
- Artistic excellence
- Proven track record of success

#### Impact (35%)

- Neighborhood(s) served
- Traditions highlighted

# COMMUNITY ARTS GRANTS— *More Joy*

## MORE JOY

### **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 organizations as it is able to manage if funded.

# COMMUNITY ARTS GRANTS

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## 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 PDFs of supplemental materials. These may include samples of work, letters of support, brochures, reviews, or programs and detailed budgets about your activities. These documents should be scanned as one document. This PDF should be called "Supplemental Material".
- Proof of federal nonprofit tax-exempt status under code 501(c)(3) (**EXCEPT FOR MORE JOY APPLICANTS**): 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. This PDF should be called "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 (or your fiscal agent) 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".
- Board of Directors list including names, mailing addresses and email addresses. Identify officers, ethnic make-up and professional affiliation. Applicants with fiscal agents must provide their fiscal agent's board list. This PDF should be called "Board List".

**All applicants are encouraged to submit media samples as YouTube videos. One or two media samples may be submitted, again as YouTube samples. Please save work on YouTube and place link(s) in the "Media Sample" question of the online application.** To ensure the 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 "Public" video.)

**Arts organizations applying in the Advancing Our Culture category must also submit:**

- A list of arts activities done in the last two years.

# Artistic Disciplines Definitions

**Dance** – Dance grants assist artists and 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. Projects may include publications, audiovisual presentations, or conferences.

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

**Music** - Music 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 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.

# WHAT WE DO NOT FUND IN THE COMMUNITY ARTS GRANTS PROGRAM

- Activities that occur outside the allowable grant activity period
- Expenses that are incurred outside the allowable grant activity period
- Activities of City agencies, and all other governmental agencies
- Non-arts oriented projects or exhibitions
- Benefits or projects planned primarily for fundraising
- Projects or activities that take place outside Orleans Parish
- Activities not open to the general public, except in projects involving populations such as K-12 schools, detained youth, and other special populations
- Activities intended to serve only an organization's membership
- Activities that primarily serve social or religious purposes. Religious organizations are advised to contact the Arts Council staff prior to submitting an application.
- Re-grant by the applicant to other organizations for programming activities
- Accumulated deficits or debt retirement
- Contingency funds
- 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
- Normal, traditional school activities
- Artists filling teacher vacancies
- 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
- Fiscal agent as a paid provider of service within the same project (other than fiscal agent fee)

# COMMUNITY ARTS GRANTS

## 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, 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. 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 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 pm, August 25, 2016** and should be addressed to Joycelyn L. Reynolds, Director, Artist Services, at Joycelyn@ArtsNewOrleans.org. **A signed appeal may be scanned and emailed.** 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

## 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:



This program is supported in part by a Community Arts Grant made possible by the City of New Orleans as administered by the Arts Council New Orleans.



### Grant Contract and Payment Schedule

Grant award letters will be mailed to grant recipients after confirmation of funding from the City of New Orleans (usually by mid-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 2016 Community Arts grants must be uploaded to the Arts Council's Online Grant System by April 13, 2017.**

**First-time grantees, project directors, and grant managers must attend 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 revenue 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 Grants staff first to discuss any changes regarding grant activities or revenue. Grant revenue or activities that have not been approved may not be accepted for final grant payment.

All grant revenue must be made within the allowable grant activity period, January 1-December 31, 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.**

**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 provide a copy of a voided check to [joycelyn@artsneworleans.org](mailto: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.



# COMMUNITY ARTS GRANTS

## 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 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 as described in the Final Report instructions and other grant materials provided. **New Orleans as Cultural Capital grants:** Organizations 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 and in grant materials provided. Documentation supporting expenditures of grant funds must be compiled as instructed. Copies of cancelled checks/bank statement showing cancelled checks and receipts/invoices/contracts for all grant-funding expenditures or an audit (an option for New Orleans as Cultural Capital grants only) will be required. Financial documentation must be dated within the allowable grant activity period.

**The deadline to submit final reports for 2017 Community Arts Grants is January 31, 2018. 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.

Photographs in the form of digital images on a labeled disk of grant-sponsored events and samples of publicity with grant crediting are required as part of final reports.

### 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 two weeks in advance. Please send an email to [joycelyn@artsneworleans.org](mailto:joycelyn@artsneworleans.org) and [megan@artsneworleans.org](mailto:megan@artsneworleans.org) informing and inviting Arts Council staff to supported events.