COMMUNITY ARTS GRANTS
2022 GUIDELINES

Southern Rep Theatre

Red Flame Hunters Mardi Gras
Indian Tribe

New Orleans Ballet Association

2022 GRANTS
FUNDING PROVIDED BY THE CITY OF NEW ORLEANS
APPLICATION DEADLINE: THURSDAY, MAY 20, 2021

ADMINISTERED BY THE ARTS COUNCIL NEW ORLEANS
Contact:
Anette Pérez, Grants Coordinator
Email: Anette@artsneworleans.org | Phone: 504-323-9449
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COMMUNITY ARTS GRANTS

Community Arts Grants are made possible with funding from the City of New Orleans.

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The Arts Council New Orleans is supported by contributions from individuals, corporations, foundations, and by grants from Bloomberg Philanthropies, the Louisiana State Arts Council; Louisiana Division of the Arts; the Office of Culture, Recreation and Tourism; and from the National Endowment for the Arts. Specific programs are funded through contracts with the City of New Orleans, the State of Louisiana, and other public and private agencies.
WHO WE ARE
The Arts Council envisions New Orleans as a city that integrates Art in Everything, a city where arts and culture play a pivotal role in all areas of policy, planning, and placemaking.

We believe in the power of arts and culture to actively improve the quality of life in New Orleans and that the full spectrum of benefits can be enjoyed only when they are equally accessible to all residents. Therefore, the Arts Council is dually focused on advocating for expanded investment in the arts and culture ecosystem as a whole and in providing artists and culture bearers with vital training and economic opportunities, while recognizing our commitment to equity in our sector and our city.

For more information on Arts Council New Orleans’ programs, visit our website at www.artsneworleans.org.

COMMUNITY ARTS GRANTS CALENDAR

April 2021
Grant guidelines link available: http://www.artsneworleans.org/grants/.
Applications link available: https://artsneworleans.submittable.com/submit.

April 21, 2021
Grant workshop held online, see more info on page 6.

May 20, 2021
Grant Deadline: Online applications must be submitted through the Arts Council's Online Granting System by 11:59 p.m.: https://artsneworleans.submittable.com/submit.

July/August 2021
Grant panels review applications and make funding recommendations.

August 20, 2021
Applicants may phone Arts Council for preliminary funding recommendations and panel comments.

August 30, 2021
Appeals Deadline – More info on page 15.

September 2021
Preliminary recommendation letters emailed.

November 2021
Grant recommendations presented to the Mayor, CAO, and City Council for approval as part of the city budget for 2022.

January 2022
Grant award letters emailed.

February 2022
Compliance Session held for new grantees and those with new staff responsible for grant management.

January 1 – December 31, 2022
Grant activity period for CAG awards.

January – March 2022
Grantees submit grant contracts.

January 31, 2023
Deadline to submit final report.
COMMUNITY ARTS GRANTS

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Program Goals
The Community Arts Grants Program provides support for a broad range of arts activities that take place in and have impact on the residents of Orleans Parish. All applicants must be domiciled in Orleans Parish. A priority of this program is to direct equitable distribution of these resources throughout the City of New Orleans. The Community Arts Grants (CAG) program provides operating support for nonprofit arts organizations with 501(c)(3) status that carry out quality arts programming addressed through New Orleans as Cultural Capital Grants. The CAG program also provides specific targeted funding for Grassroots Parading Traditions through the More Joy category. The More Joy category helps to support New Orleans indigenous cultural groups, for example, Black Masking Indians (also known as Mardi Gras Indians) and Social Aid and Pleasure Clubs.

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

CATEGORIES

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

Level 3 = Expenditures spent during the applicant’s last fiscal year must be $700,000 or more. Grant awards will be $12,000.

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

Level 1 = Expenditures spent during the applicant’s last fiscal year must be $199,999 or less. Grant awards will be $3,000.

More Joy
More Joy grants are available to support groups engaging the New Orleans community 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. These are activities typically done by Black Masking Indians (also known as Mardi Gras Indians) and Social Aid and Pleasure Clubs.

Applicants in the More Joy category must be a nonprofit organization incorporated with the Louisiana Secretary of State and domiciled in Orleans Parish but DO NOT need to have 501(c)(3) status from the Internal Revenue Service. More Joy grants will be $3,000.
COMMUNITY ARTS GRANTS
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ELIGIBILITY CHART

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ELIGIBILITY RULE & APPLICATION LIMIT
- Applicants must be domiciled in Orleans Parish.
- Applicants can apply for and receive funding in only one category.

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

APPLICATION DEADLINE: THURSDAY, MAY 20TH, 2021

Applications must be submitted through the Arts Council New Orleans’ NEW online system at https://artsneworleans.submittable.com/submit by May 20, 2021. This site will shut down at 11:59 p.m. After completion, we recommend that you save a copy of your application in its PDF version. Applications require an electronic signature. You do NOT have to submit a hard copy of the application to the Arts Council.

GRANT WORKSHOPS & COMMUNITY MEETINGS

GRANT WORKSHOPS
The Arts Council will hold free workshops that cover grant eligibility requirements, the application process, and tips on how to submit a competitive application. Workshop attendance is recommended for first-time applicants and for anyone who has not received a grant through this program.

WORKSHOP
Wednesday, April 21, 2021
3:00 p.m. – 4:00 p.m.

Workshops will be held online, please register at http://bit.ly/2022cagworkshop. The workshop will be recorded and made available on our website for those who can’t attend.

If your community organization is interested in inviting the Arts Council to speak about these funding opportunities, please contact ACNO’s Grantmaking staff at the contact info below.

PROGRAM STAFF
Anette Pérez, Grants Coordinator
anette@artsneworleans.org, 504-323-9449

Ashley-Crystal Firstley, Grants + Marketing Manager
ashley@artsneworleans.org, 504-232-4101
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 organization or activity?
2. Applicants can apply in only one category.
4. Talk to ACNO’s Grantmaking staff about your proposal if you need assistance. If you would like to receive support from our mentoring program, reach out to our staff. More info about the mentoring program on page 13.

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

WRITING
1. Assume that the reader knows nothing about your organization’s operations or your project outside what is stated in the application. Answer questions asked. Be specific. Use facts.
2. Avoid using jargon. Write in simple, clear language.
3. Be consistent. In the More Joy category, the budget, narrative, and provider of service forms should all relate.
4. It takes time to develop a strong and clear proposal. Proofread, rewrite, proofread!
5. Have people who know nothing about your operations or project read your draft. Does it make sense to them? Then have people who were involved in the planning read it. Does the description reflect the intent of your project or your operations? Does it address the evaluation criteria?
COMMUNITY ARTS GRANTS
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NEW ORLEANS AS CULTURAL CAPITAL CATEGORY
New Orleans as Cultural Capital grants provide operating support to nonprofit arts organizations working in the following arts disciplines (listed on page 13) dance, design arts, folklife, literature, film and media, music, theater, and visual arts and crafts. Specific emphasis in this program is placed on artistic excellence and equitable practices. Funds may be used for administrative or overhead expenses, including but not limited to salaries, programming costs, marketing, supplies and materials, space rental, utilities and insurance. An eligible arts organization may apply for $12,000, $5,000, or $3,000 in accordance with funds it spent during its last fiscal years.

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

- **Level 3** = In order to be considered at this level expenditures spent during the applicant’s last fiscal year must be $700,000 or more. Grant awards will be $12,000. **Level 3 requests must be $12,000.**
- **Level 2** = In order to be considered at this level expenditures spent during the applicant’s last fiscal year must be between $200,000 and $699,999. Grant awards will be $5,000. **Level 2 requests must be $5,000.**
- **Level 1** = In order to be considered at this level expenditures spent during the applicant’s last fiscal year must be $199,999 or less. Grant awards will be $3,000. **Level 1 requests must be $3,000.**

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

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

Activity Period
New Orleans as Cultural Capital grants are awarded for two years: Grantees selected will receive awards for calendar years 2022 and 2023. This grant will renew for the second year after receipt and approval of the organization’s final report for the first year.
COMMUNITY ARTS GRANTS
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NEW ORLEANS AS CULTURAL CAPITAL

Evaluation Criteria for New Orleans as Cultural Capital
The grant review panel will use the following criteria to evaluate New Orleans as Cultural Capital applications

We guide our decisions based on the following principles:

- 30% - Artistic quality – The artistic excellence and value of the programs/services that the organization offers to its community, contribution to the understanding or appreciation of the art form(s)
- 30% - Equity and accessibility – In what ways is the organization advancing equity and how is it making its programs/services accessible to its community, involvement of diverse populations reflective of the community
- 25% - Need and Impact – Is the organization’s program/service fulfilling a need for its community and how impactful are they
- 15% - Financial sustainability – Quality of organizational planning, sound fiscal history reflected in financial statement, and diversity of funding sources and community support

What We Do Not Fund in the New Orleans as Cultural Capital Category - a Partial List

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

For a complete list of what we do not support with Community Arts Grants, see page 5.
COMMUNITY ARTS GRANTS
Community Arts Grants are made possible with funding from the City of New Orleans.

MORE JOY CATEGORY
The More Joy category supports incorporated nonprofit organizations producing or celebrating the New Orleans’ Street Parading traditions usually created by New Orleans indigenous cultural groups, for example Black Masking Indians (also known as Mardi Gras Indians) and Social Aid and Pleasure Clubs. These funds seek to promote the continued success of street parades, examine the cultural traditions behind this local tradition, educate children under age 18 in specific traditions, and generally bring More Joy to the neighborhoods of New Orleans via the street parade. Exhibitions, workshops, and other presentations dedicated to the street parading traditions of New Orleans are also eligible for funding. Grants of $3,000 will fund activities taking place January 1 - December 31, 2022. PLEASE NOTE: While the grant activity period is the 2022 calendar year, grant funds are usually not available prior to June. If funds are essential in order to do activities, events should be scheduled between July and December.

WHAT TYPE OF ACTIVITIES ARE ELIGIBLE?
- Black Masking/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 Black Masking/Mardi Gras Indian suits

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

GRANT AMOUNTS
Grants will be $3,000.
COMMUNITY ARTS GRANTS

Community Arts Grants are made possible with funding from the City of New Orleans.

MORE JOY

Evaluation Criteria for More Joy
The grant review panel will use the following criteria to evaluate More Joy applications

We guide our decisions based on the following principles:

- 30% - Artistic quality – The artistic excellence and value of the programs/services that the organization offers to its community, contribution to the understanding or appreciation of the traditions
- 40% - Cultural relevance – Recognition, education, and celebration of indigenous cultures and local traditions reflected through a track record of successful programming/services
- 30% - Need and Impact – Is the organization’s program/service fulfilling a need for its community and how impactful are they

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

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

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

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

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

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

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

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

- Year-end financial statement or audit for 2019 and 2020, and a budget for 2021. If a 990 Form is submitted as a financial statement, it must contain a year-end revenue and expenditure budget breakdown.

MEDIA SAMPLES
Applicants are encouraged to provide media samples. Applicants can provide two media links such as YouTube and Vimeo OR upload two media files in mp3 or mp4 format. PLEASE MAKE CERTAIN YOUR SAMPLES ARE ACCESSIBLE AND ARE NOT PASSWORD PROTECTED.
COMMUNITY ARTS GRANTS
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MENTORSHIP PROGRAM
This program is designed to provide support to new applicants or applicants who want to improve their grant-writing for their CAG application. Applicants who opt into the program will be paired with an experienced community member who will guide them and provide feedback on their CAG application.

Applicants can opt in by emailing or calling Arts Council staff (contact info in cover page).

Who can be a mentee?
All Community Arts Grants applicants can participate in this program.

Mentoring process

Mentor and mentee meet to discuss and review application (1-2 hrs)

• Initial meeting to talk about the mentee, their programs, successes and needs, etc., and about how to present the mentee in the application. They should review the application form together and talk about what panelists will be looking at.

Mentor and mentee follow up to review application progress (1-2 hrs)

• Mentee should bring a draft of their application and any questions or concerns they have. Mentor will review and provide critique.

Mentor and mentee follow up as needed

• Mentor and mentee will schedule follow-up meetings as needed for feedback/revisions. Feedback/revisions can also be communicated via email/phone.

Disclaimer
Being part of the mentorship process does not guarantee that you will be awarded a grant. It is simply a system of support for your application process. Your mentor is not responsible for the final outcome of the grant selection process.
COMMUNITY ARTS GRANTS
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Artistic Disciplines Definitions

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

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

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

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

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

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

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

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

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

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

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

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

In a usual year, panels would take place in person. Due to COVID-19 restrictions, this year’s panel process will be held entirely online.

Applicants may call Arts Council Grants staff to find out whether they have been recommended for funding and to hear panel comments beginning August 20, 2021.

Applicants may appeal the panel funding recommendation by submitting a letter to the Arts Council stating the grounds for appeal. Appeal letters must contain a justification for the appeal that indicates that the panel’s recommendation was based on insufficient or incorrect panel review due to something other than a lack of information in the application. Incomplete applications or those lacking sufficient information are not grounds for appeal. The appeal letter must be received by Arts Council staff by August 30, 2021 (contact info on cover page). An appeals panel will consider and recommend appeal awards.

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

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

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

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

Grant Notification, Contract and Payment Schedule
Applicants will be notified of panel funding recommendations in September. Applicants recommended for funding will receive preliminary recommendation letters. Awards are not official until Community Arts Grant recommendations are approved as part of the 2022 City’s budget and the Mayor signs the official budget. Grant award letters will be emailed to grant recipients after confirmation of funding from the City of New Orleans (usually in January of the grant year).

Grant contract materials will be posted on the Arts Council website. The Arts Council must receive a signed and completed contract before any funds are disbursed. The Letter of Agreement, Scope of Services and Revised Budget Form comprise the grant contract. Contracts for grants must be uploaded to the Arts Council’s Online Grant System by deadline given in the award letter.

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

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

All grant revenue must be made within the allowable grant activity period, January 1-December 31, 2022. 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 or if your bank info has changed, please email a copy of a check to Arts Council staff (contact info on cover page).

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

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Compliance and Reporting

Standards for Financial Management

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

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

Final Report

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

The deadline to submit final reports for 2022 Community Arts Grants is January 31, 2023. After that deadline, grantees with outstanding reports will be subject to a loss of 10% of their final grant payment. Further payment penalties will be assessed according to a penalty schedule until the final report is received. Recipients in noncompliance status may also be required to return all or some of their initial grant payment. For a year following a determination of noncompliance, the grantee will be ineligible to receive any new grants. Subsequent failure to comply with Arts Council requirements may result in legal action and the grantee may become ineligible to receive future grants.

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

Grant Monitoring

Arts Council staff makes efforts to attend grant-supported programs, virtual or in-person. Grant recipients are required to provide two complimentary tickets to Arts Council Staff for sponsored programs for which admission is charged. Notification of grant-sponsored events is requested at least a few weeks prior to the activity. Please send an email informing and inviting Arts Council staff to supported events. Please also inform City officials about grant-sponsored events and progress in programs.