



# Community Arts Grants

# Compliance Handbook

Arts New Orleans

Activity Period: January 1 – December 31, 2023



**City of New Orleans**  
Mayor LaToya Cantrell

Arts New Orleans

Through the Community Arts Grants program, the City of New Orleans provides support to arts/cultural organizations and arts programs that have impact on residents and visitors of Orleans Parish. The Community Arts Grants program is made possible with funding from the City of New Orleans. Grant awards are contingent upon funding approved in the City's annual budget and are subject to budget changes imposed by the City. Arts New Orleans contracts with the City to do the administration for the Community Arts Grants Program.

## **FY 2023 Community Arts Grant Activity Period**

January 1, 2023 – December 31, 2023

## **Type of Grant**

- New Orleans as Cultural Capital – Operating Support to nonprofit 501(c)(3) arts organizations
- More Joy – Project grants to groups engaging the 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, activities usually done by Mardi Gras Indians and Social Aid and Pleasure Clubs.

## **Grant Program Staff**

**Ashley-Crystal Langston, Grants and Marketing Manager** – 504-232-4101, [ashley@artsneworleans.org](mailto:ashley@artsneworleans.org)

Please contact grants staff if you need assistance with your grant or activities.

## **Arts New Orleans**

P.O Box 58379

New Orleans, LA 70158

# COMPLIANCE ISSUES

## ❖ **Establish a File on your computer**

### **Include:**

- Original Application - PDF
- Grant Award Letter
- Copy of signed Grant Contract: Letter of Agreement, Revised Scope of Services, Revised Budget\*
- Financial Documentation (provider & payment documentation)
- Program Data & Documentation (e.g., attendance figures, photos)
- Current Credit Line along with Arts New Orleans and City Logos
- Community Arts Grants Guidelines (Available on Arts New Orleans website for download)

**Grant forms and other materials pertaining to your grant are available on Arts New Orleans's website, <https://www.artsneworleans.org/manage-your-grant/>.** Grant materials online include grant contract forms, final report forms and instructions, the grant credit line along with the **City of New Orleans logo**, and the **2023 CAG Compliance Handbook**. It is your responsibility as a grantee to download the forms and grant materials, read them thoroughly, and file them for reference during the grant.

Completed contracts must be uploaded in PDF format to Arts New Orleans's online grants system in Submittable at by Thursday, March 16, 2023. More info at <https://www.artsneworleans.org/manage-your-grant/>.

## ❖ The Grant Contract

There are three documents included in your grant contract:

**Letter of Agreement, Scope of Services Form, and Revised Budget Form**

**All three parts of the contract must be completed, the Letter of Agreement must be signed and uploaded to Submittable to activate your grant and initial payment.** Please include both pages of the Letter of Agreement with a signature on the second page. Electronic signature is acceptable. **The deadline to upload a signed copy of these forms (in PDF format) is Thursday, March 16, 2023.**

New Orleans as Cultural Capital (Operating Support) recipients are expected to give us a summary of their overall programs and services on the Scope of Services form.

Recipients in the More Joy categories are expected to give us a summary of the project activities to take place made possible with grant dollars.

When completing the Revised Budget form recipients in these categories must use fund in line items similar to those in their original application. Grantees are expected to comply with the terms of the Letter of Agreement and to carry out grant activities and expenditures as indicated on the approved Scope of Services and Revised Budget forms.

Find grant contract forms and upload sites at <https://www.artsneworleans.org/manage-your-grant/>.

## ❖ Grant Amendments

After submitting the grant contract, any further changes to grant activities, artists, or expenditures are to be requested in writing and approved by Arts New Orleans grants staff before they are implemented. Please email changes to [ashley@artsneworleans.org](mailto:ashley@artsneworleans.org). Changes in activities or expenditures that have not been approved may not be accepted for final grant payment.

## ❖ Grant Payments by Direct Deposit

Grant payments are made by **direct deposit** into grantees (or their fiscal agents') bank accounts through bill.com. If you are a new grant recipient or your bank account information has changed, please email us the name of your bank along with your routing number and account number or a copy of a voided check with your name and address on it to [ashley@artsneworleans.org](mailto:ashley@artsneworleans.org). Also included in this email should be the grantee's name.

- Initial Payment: 75% of grant award
- Final Payment: 25% of grant award, a **reimbursement** after approval of Final Report\*

\*As a grantee, **you must spend the full amount of the ENTIRE GRANT AWARD by December 31, 2023**, and you must provide proof that 100% of the grant award was spent before receiving the final 25% payment. For example, if your grant award is \$4,000, your initial payment will be \$3,000, but you will need to spend the entire \$4,000 awarded by December 31, 2023, and document those expenditures in order to receive the final \$1,000 payment.

Arts New Orleans anticipates receiving payment from the City of New Orleans by June 2023. If a grantee needs payment in order to implement grant activities, activities should take place in June or a later month in 2023.

## ❖ Expenditures Not Allowed with Grant Funds\*

### Some Examples:

- Food or Beverages for hospitality or entertainment functions
- Permanent Equipment (defined as costing \$1,000 or more per unit with an estimated useful life of more than one year)
- Capital improvements
- Activities not stated in Revised Scope of Services, original application, or in approved amendment
- Expenditures not identified in Revised Budget or in approved amendment

\*Please see the CAG Guidelines for a complete list of expenditures that are allowed with grant funds.

## ❖ Grant Acknowledgement

Grantees are required to acknowledge the Community Art Grant at public presentations; in printed, electronic, and broadcast promotion; and in printed programs pertaining to grant-funded activities by using the following credit line and the City and Arts New Orleans logos:



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

# Final Report

- **Final reports must be uploaded to your original application on Arts New Orleans's online grants system at Submittable. A link will be forwarded to you later.** Final report can be uploaded after Arts New Orleans's receipt and approval of your contract material.
- To receive final payment, grantees must submit a Final Report. The final report will be available in April. Once available, download and read the Final Report form to know what data and documentation you need to collect during the grant activity period.
- Required attachments vary for each category. See the Final Report form for the category in which funding was received for the required attachments for your grant.
- Final Reports may be submitted when grant-sponsored activities are completed, and documentation is ready.

## Information/Data Requested in most Final Report:

- Description of grant activities (including when and where activities took place, artists involved)
- Expenditure Form & attached financial documentation of grant expenditures
- Evaluation of success of project or activities
- Constituents served (number & type of participants/audience; i.e. children, minorities, elderly)
- Budget of grant expenditures & total project cost
- Promotion of activities & notification of City officials
- Photos of grant-sponsored activities.

## ❖ Financial Documentation

Grantees must provide proof that grant funds were spent appropriately.

### **New Orleans as Cultural Capital Grants**

New Orleans as Cultural Capital grantees **may submit an audited financial statement** covering at least a portion of the grant activity period in lieu of the financial documentation described above. If the organization's audit is not available by the Final Report due date, a letter stating when the audit will be forwarded to the Arts New Orleans must be submitted with the Final Report. *New Orleans as Cultural Capital grant recipients that do not have an independent financial audit must submit the Expenditure Form and financial documentation described above.*

### **More Joy Grants**

**For each grant-funded expenditure, you must obtain and submit with the final report:**

**1) A provider document** (invoice, contract or receipt for service or purchase)

AND

**2) Payment documentation** (copy of cancelled check or bank statement showing cancelled check, or credit card statement.)

**Please refer to the Final Report Instructions and the Expenditure Form Instructions for directions on how to present and compile the financial documentation for the Final Report.** Grant expenditures must be listed on the Expenditure Form.

Documentation of payments to artists and other providers of service should include a cancelled check AND either a contract OR an invoice identifying the service provided, dates of service and rate or fee.

Grant recipients are encouraged to write checks for expenditures covered by grant funds (as opposed to making cash payments). If any cash payments are made to service providers, documentation should include an invoice/receipt which is signed and marked "paid in cash" by the service provider.



## ❖ **Planning & Administration**

**To help manage your grant successfully, ask yourself the following questions:**

- Are grant-sponsored activities & expenditures happening within the allowable activity period? (January 1 – December 31, 2023)
- What costs will be covered with grant dollars - are they the same line items & amounts as approved in the grant contract?
- Have I read the final report form & instructions before starting my grant activities, so I know what data and financial documentation is needed?
- Am I getting invoices or receipts from artists and other providers during the grant activities?
- Do I have contracts with artists/service providers? (Not required but a good idea and can stand in for invoices.)
- Am I collecting cancelled checks?
- Do I have cash flow to cover the expenditure of 25% of the grant award that I will not receive until the final report is submitted and reviewed and the final payment is made?
- Have I prepared promotional materials and press releases that include the current grant credit line and city logo?
- Have I informed city official of my grant-funded activities, thanked them, or invited them to attend?
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- Have I notified Arts New Orleans grants staff of any changes in grant management personnel or grantee contact information?
- Have I contacted Arts New Orleans grants staff about amending the grant contract if artists, activities, or expenditures need to change and have I submitted a written request to amend?
- Have I notified grants staff in advance of activities (at least a few weeks) & provided tickets for them to attend the event?
- Have I arranged for someone to take photos to document the grant activities?
- Am I collecting the needed activity and audience data for the final report?

## ❖ Fiscal Agents

A fiscal agent is a nonprofit organization with 501(c)(3) federal tax-exempt status that acts as a sponsor for a grant recipient lacking that status. In doing so, the fiscal agent organization assumes legal and fiscal responsibility for the grant.

### **Fiscal Agents Are Ultimately Responsible For:**

- Receiving Grant Funds and Making Them Available to Grantee
- Proper Expenditure of Grant Funds & Performance of Grant Activities
- Reviewing (and Signing) Grant Contract & Final Report

Grantee/fiscal agent relationships vary. However, for all grants involving a fiscal agent organization, grant payments will be mailed to the fiscal agent and the checks will be made out to the fiscal agent. Grantees with a fiscal agent should work out an agreement with the fiscal agent, preferably in writing, regarding the disbursement of the grant funds to the grantee and the management of the grant funds. You are welcome to contact Arts New Orleans grants staff for guidance. Organizations may not be paid more than \$150 of grant funds to serve as a fiscal agent for a CAG grant.

## ❖ Noncompliance Penalties

If Arts New Orleans determines that a grantee has not complied with the terms and deadlines set forth in the grant award and grant guidelines, the grantee may be subject to a partial or total loss of grant funds. Should this happen, funds will be reallocated to other grantees. **Grant contracts for 2023 grants must be uploaded by March 16, 2023. Final Reports for grants must be uploaded by January 31, 2024.** Failure to meet the final report deadline will initially result in a 10% loss of the final payment, followed by additional penalty losses for subsequent deadlines missed. Failure to meet subsequent deadlines may result in loss of the final grant payment or the return of the initial payment. Grantees deemed to be in “noncompliance status” will be ineligible to receive new grants for the year following the noncompliance determination. Failure to comply with grant requirements (such as the completion of a Final Report) may also result in legal action, and the grantee may become ineligible to receive future Community Arts Grants.