



Arts New Orleans

## **ARTS NEW ORLEANS**

**Community Arts Grants**

**Guidelines for June 18, 2024 Deadline**

**For 2025 More Joy Grant**

*Activity Period: January 1 – December 31, 2025*

### **STAFF CONTACT**

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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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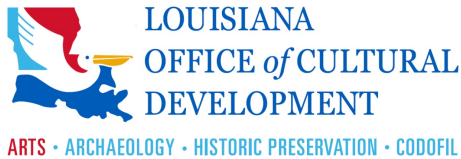
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Contributions from individuals, corporations, foundations, and grants from the Louisiana State Arts Council, the Louisiana Division of the Arts, the Office of Culture, Recreation, and Tourism, and the National Endowment for the Arts support Arts New Orleans. 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 of New Orleans, dba Arts New Orleans, 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, Arts New Orleans 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 New Orleans' programs, visit our website at [www.artsneworleans.org](http://www.artsneworleans.org).

## GRANTS CALENDAR

### Grant activity period: January 1 – December 31, 2025

May 2024

Grant guidelines link available:

<https://www.artsneworleans.org/grantmaking/community-arts-grants/>

Applications link available:

<https://artsneworleans.submittable.com/submit>.

May 21, 2024

Grant workshop held online at 12pm, more info on page 5. Register here:

<https://tinyurl.com/MoreJoyInfo2024>

June 18, 2024

Grant Deadline: Online applications must be submitted through the Arts New Orleans's Online Granting System by 11:59 p.m.:

<https://artsneworleans.submittable.com/submit>.

July 2024

Grant panels review applications and make funding recommendations.

August 1 – 15, 2024

Applicants may contact Arts New Orleans for preliminary funding recommendations and panel comments.

September 2024

Preliminary recommendation letters emailed.

November 2024

Grant recommendations presented to the Mayor, CAO, and City Council for approval as part of the city budget for 2025.

January 2025

Grant award letters emailed.

January – February 2025

Grantees submit grant contracts.

January 2025

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

January 1 – December 31, 2025

Grant activity period for CAG awards.

January 31, 2026

Deadline to submit final report.

# COMMUNITY ARTS GRANTS

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## PROGRAM GOALS

The Community Arts Grants Program supports a broad range of arts activities that take place in and impact 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 specific targeted funding for Grassroots Parading Traditions through the More Joy category. The More Joy category helps to support projects usually done by New Orleans indigenous cultural groups, for example, Black Masking Indians (also known as Mardi Gras Indians) and Social Aid and Pleasure Clubs. The CAG program also provides two-year operating support grants to nonprofit arts organizations with 501(c)(3) status that carry out quality arts programming addressed through New Orleans as Cultural Capital Grants. **This year, applications are open only in the More Joy category.**

Arts 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.

## 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.**

## ELIGIBILITY CHART

TYPE OF APPLICANT - <b>Must be domiciled in Orleans Parish</b>	MORE JOY CATEGORY
Nonprofit arts organizations 501c3 status from the IRS	<input type="checkbox"/>
Nonprofit organizations 501c3 (not arts focused) from the IRS	<input type="checkbox"/>
State Incorporated nonprofit organizations without 501c3 but with fiscal agent	<input type="checkbox"/>
State Incorporated nonprofit organizations without 501c3 and without fiscal agent	<input type="checkbox"/>

**More Joy grant requests must be \$3,500. Grant awards will be \$3,500.**

## WHAT WE DO NOT FUND WITH COMMUNITY ARTS GRANTS

- ❑ 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

## APPLICATION DEADLINE: FRIDAY, JUNE 18, 2024

Applications must be submitted through Arts New Orleans' online system at <https://artsneworleans.submittable.com/submit> by **June 18, 2024**. This site will shut down at 11:59 p.m. After completion, we recommend saving a copy of your application in its PDF version. Applications can be submitted early, as soon as the application opens in mid-May.

## GRANT WORKSHOP

Arts New Orleans will host a free online workshop on **Tuesday, May 21, 12pm – 1pm** covering grant eligibility requirements, the application process, and tips on submitting a competitive application. Workshop attendance is recommended for first-time applicants and anyone without a grant through this program. Please register here: <https://tinyurl.com/MoreJoyInfo2024> The workshop will be recorded and made available on our website for those who can't attend.

## 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. If new to this program, attend the Arts New Orleans grant workshop on May 21. You can register for the workshop at <https://tinyurl.com/MoreJoyInfo2024>
3. Talk to Arts New Orleans' Grantmaking staff about your proposal if you need assistance.

### FOLLOWING INSTRUCTIONS

1. Read the [guidelines](#) before contacting staff with questions.
2. **Please review the application before 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 a few days before the deadline.
3. Review the evaluation criteria in the guidelines for the grant category you are applying for. Keep the published criteria in front of you when you write the narrative and answer questions on the application form.
4. Answer all questions on the application form. **Answers are required for questions with asterisks.**
5. Attachments are required. 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. The budget, narrative, and provider of service forms should all relate.
4. It takes time to develop a strong and clear proposal. Proofread, rewrite, proofread!
5. Have people who know nothing about your operations or project read your draft. Does it make sense to them? Then have people who were involved in the planning read it. Does the description reflect the intent of your project or your operations? Does it address the evaluation criteria?

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## THE 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 practices behind these local traditions, 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 \$3,500 will fund activities from January 1 - December 31, 2025.** PLEASE NOTE: While the grant activity period is the 2025 calendar year, grant funds are usually available in May. If funds are essential for activities, events should be scheduled between June 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 to promote 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 parading traditions or building Black Masking/Mardi Gras Indian suits.

### ELIGIBILITY

Applicants MUST BE either:

- Nonprofit organizations with 501(c)(3) status from the IRS 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. Fiscal agents must be domiciled in Orleans Parish.
- ALL organizations must have an organizational bank account to receive grant payments or have a fiscal agent.

### GRANT AMOUNTS

Grant requests must be for \$3,500. All grant awards will be \$3,500.

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## EVALUATION CRITERIA FOR MORE JOY

The grant review panel will use the following criteria to evaluate More Joy applications:

- Artistic quality (30%)** – The artistic excellence and value of the programs/services that the organization offers to its community and its contribution to the understanding or appreciation of the traditions
- Cultural relevance (40%)** – Recognition, education, and celebration of indigenous cultures and local traditions reflected through a track record of successful programming/services
- Need and Impact (30%)** – 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 service provider 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, groups applying with a fiscal agent should 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 separate these grant funds from other revenues, and records should identify them as funds to be used for 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 can manage if funded.

### WHAT TO SUBMIT WITH YOUR APPLICATION

The following documents must be ATTACHED to your grant application:

- All applicants are required to provide supplemental materials with their applications. These may include brochures, programs, reviews, work samples, 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 the 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).

### 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.

## HOW FUNDING DECISIONS ARE MADE

Grant review panels make the funding recommendations. Comprised of community volunteers who represent the city's ethnic, demographic, and geographic diversity, panels also embody the artistic, community, and administrative expertise needed for application review. Policies are in place to avoid conflicts 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 to which the organization has applied.
- ❑ A panelist with a close affiliation with an applicant that may be viewed as a conflict of interest cannot participate in reviewing 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.

Our panel review process is held online. Applicants may email [grace@artsneworleans.org](mailto:grace@artsneworleans.org) to find out whether they have been recommended for funding and to hear panel comments beginning August 1, 2024.

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 Arts New Orleans receiving anticipated funds from the City of New Orleans.



## 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:



**City of New Orleans**  
Mayor LaToya Cantrell



Arts New Orleans

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

### GRANT NOTIFICATION, CONTRACT, AND PAYMENT SCHEDULE

Applicants will be notified of panel funding recommendations in August. Applicants recommended for funding will receive preliminary recommendation letters. Awards are not official until Community Arts Grant recommendations are approved as part of the 2025 city budget and the Mayor signs the official budget. Grant award letters will be emailed to grant recipients after funding confirmation from the City of New Orleans (usually in January of the grant year).

Grant contract materials will be posted on Arts New Orleans website. Arts New Orleans 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 Arts New Orleans' Online Grant System by the deadline given in the award letter.

First-time grantees, project directors, and grant managers are encouraged to attend the grant compliance workshop, which will be held in January 2025. Grantees must also be In Good Standing with the Louisiana Secretary of State for payments to be disbursed.

More Joy funds must be used exclusively for expenses that occur within the grant period as specified in the contract.

All grant expenses must be made within the allowable grant activity period, January 1-December 31, 2025

Grant payments will be made by direct deposit into the grantee's (or fiscal agent's) account. If you have never received a grant award from Arts New Orleans or if your bank info has changed, please email your bank account information (name of bank, routing number and account number) and the organization's name to [grace@artsneworleans.org](mailto:grace@artsneworleans.org)

Grants will be made in two payments. The first payment is 75% of the grant award and will be made after Arts New Orleans' 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 after the final report is submitted. **The final report must indicate that 100% of the grant was spent.**

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## **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.

## **FINAL REPORT**

Grant recipients are required to complete a final report on forms provided online by Arts New Orleans. The deadline to submit final reports for 2025 Community Arts Grants is January 31, 2026. Recipients found to be in noncompliance may be required to return all or some of their initial grant payment. Following a determination of noncompliance, the grantee will be ineligible to receive any new 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 New Orleans staff makes efforts to attend grant-supported programs, virtual or in-person. Grant recipients are required to provide two complimentary tickets to [grace@artsneworleans.org](mailto:grace@artsneworleans.org) 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 [grace@artsneworleans.org](mailto:grace@artsneworleans.org) to supported events. Please also inform City officials about grant-sponsored events and progress in programs.