

# Community Arts Grants Compliance Handbook

Arts New Orleans

Activity Period: January 1 – December 31, 2025



**City of New Orleans**  
Mayor LaToya Cantrell



Arts New Orleans

## **Overview**

Through the Community Arts Grants program, the City of New Orleans provides support to arts/cultural organizations and arts programs that have an impact on the 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 administer the Community Arts Grants Program.

## **FY2025 Community Arts Grant Activity Period**

January 1, 2025 – December 31, 2025

## **Grant Categories**

- **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**

Please contact grant program staff if you need assistance with your grant or activities:

Grace Rennie, Grantmaking and Administrative Specialist

[grace@artsneworleans.org](mailto:grace@artsneworleans.org) 504-374-1147

## **Grant Management**

We suggest that you establish a folder in your files to track all grant materials, including;

- Original Application – [Instructions on how to download a pdf from Submittable](#)
- Grant Award Letter
- Grant Contract
- Program Data & Documentation (e.g., attendance figures, photos)
- Current Credit Line along with Arts New Orleans and City Logos
- Community Arts Grants Guidelines and Compliance Handbook (Available on Arts New Orleans [website](#) for download)

**Materials pertaining to your grant are available on Arts New Orleans's website,**

<https://www.artsneworleans.org/manage-your-grant/>. This includes grant guidelines, compliance handbook, credit line, and **City of New Orleans and Arts New Orleans logos.**

It is your responsibility as a grantee to download all grant materials, read them thoroughly, and file them for reference during the grant period.

## **Submittable Account Management**

You will need to maintain access to the Submittable account you originally used to submit your grant application. Grant contracts and final reports will be sent via Submittable as additional forms linked to your original submission. If there are staffing changes at your organization and you do not have access to your original submission, contact Grace Rennie at [grace@artsneworleans.org](mailto:grace@artsneworleans.org) and she can transfer ownership of the original submission for you.

## **Grant Contracts**

This year, the grant contract has been streamlined to easily indicate your acceptance of the grant and update us on any changes in scope and budget that have occurred since your original submission. **The deadline to complete your contract in Submittable is Friday, January 31, 2025.** Once completed, please download a copy of the contract for your files from Submittable.

If a Revised Budget is necessary, recipients must use line items similar to those in their original application. Grantees are expected to comply with the terms of the contract and to carry out grant activities and expenditures as indicated in the original application materials.

## **Grant Amendments**

After submitting the grant contract, major changes to grant activities and/or grants management staff should be communicated to Grace Rennie by email at [grace@artsneworleans.org](mailto:grace@artsneworleans.org).

## **Grant Payments**

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 information has changed, complete our [ACH Authorization Form](#) and email it to [grace@artsneworleans.org](mailto:grace@artsneworleans.org).

- Initial Payment: 75% of award, upon receipt of funds from the city with completed contract
- Final Payment: 25% of award, as a **reimbursement** after approval of Final Report\*

\*As a grantee, **you must spend the full amount of the ENTIRE GRANT AWARD by December 31, 2025**, in order to receive 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, 2025 in order to receive the final \$1,000 payment.

Arts New Orleans anticipates receiving payment from the City of New Orleans by May 2025. If a grantee requires payment in order to implement grant activities, activities should take place in May or a later month in 2025.

## **Grant Acknowledgement**

Grantees are required to acknowledge the Community Arts 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 will be sent as an additional form in Submittable.**
- To receive final payment, grantees must submit a Final Report. The final report will be available mid-year.
- Questions and attachments vary for each category. You can view last year's final reports as PDF's here: [MORE JOY FINAL REPORT](#) [NOCC FINAL REPORT](#) Note: *This is for reference only, changes may be made to the final report before you receive it for this grant.*
- Final Reports may be submitted when grant-sponsored activities are completed and documentation is ready.

## **Information/Data Requested in Final Report:**

- Description of grant activities (including when and where activities took place, artists involved)
- Evaluation of success of project or activities
- Constituents served (number & type of participants/audience; i.e. children, minorities, elderly)
- More Joy: Total project costs
- New Orleans as Cultural Capital: Total operating revenues and expenses
- Promotion of activities & notification of City officials, including proper grant acknowledgment
- Photos of grant-sponsored activities

## **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 the grantee
- Proper expenditure of grant funds and performance of grant activities
- Reviewing (and signing) grant contract and final report

Grantee/fiscal agent relationships vary. However, for all grants involving a fiscal agent organization, grant payments will be distributed 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 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, grant guidelines, and grant compliance handbook, 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 2025 grants must be completed by January 31, 2025. Final Reports for 2025 grants must be completed by January 31, 2026.** Failure to meet the final report deadline may result in a penalty reduction of the final

grant payment. Failure to meet subsequent deadlines may result in the loss of the final grant payment and/or the return of the initial payment. Grantees deemed to be in noncompliance 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.

### **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)
- 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 of New Orleans and Arts New Orleans logos?
- Have I informed city officials of my grant-funded activities, thanked them, or invited them to attend?
- Have I notified Arts New Orleans grants staff of any changes in grant management personnel or grantee contact information?
- Have I notified Arts New Orleans 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?

**If you have questions at any time, please contact Grace Rennie, Grantmaking and Administrative Specialist, at [grace@artsneworleans.org](mailto:grace@artsneworleans.org) or 504-374-1147**