



ARTS COUNCIL OF NEW ORLEANS

FY 2010 GRANT GUIDELINES

Community Arts Grants

Orleans Parish

Activity Period: January 1 - December 31, 2010

APPLICATION DEADLINE:

REQUIRED ONLINE SUBMISSION— APRIL 21, 2009

REQUIRED HARD COPY SUBMISSION— APRIL 22, 2009

Arts Council of New Orleans
818 Howard Avenue, Suite 300
New Orleans, LA 70113

Phone: (504) 523-1465 Fax: (504) 529-2430

Web Address: <http://www.artscouncilofneworleans.org>



CITY OF NEW ORLEANS

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

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ARTS COUNCIL OF NEW ORLEANS

WHO WE ARE

The Arts Council of New Orleans is a private, non-profit organization designated as the City's official arts agency. Now in its 34th year, the Arts Council works in partnership with local, state, and national governmental agencies; other arts organizations and funding agencies; community groups; and individual artists to meet the arts and cultural needs of the greater New Orleans area through a diversity of initiatives and services.

MISSION STATEMENT

We believe the arts are essential to the life of the community. It is the mission of the Arts Council of New Orleans to support and to expand the opportunities for diverse artistic expression and to bring the community together in celebration of our rich multi-cultural heritage.

The Arts Council provides Cultural Planning, Advocacy, Economic Development, Arts Education, Arts Marketing, Public Art, and Grant and Service Initiatives focused on its vision of New Orleans as a flourishing international center for arts and culture.

WHAT WE DO

Advocate for positive public sector, business and foundation policies and funding priorities at the local, state, and federal levels on behalf of arts and cultural interests.

Administer grant programs that benefit organizations and artists in the greater New Orleans area and provide access to city, state, and private funds as well as technical assistance. Serve as one of nine regional re-granting agencies for the Louisiana Division of the Arts. Contract with the City of New Orleans to administer Community Arts Grants.

Administer the Percent For Art Program for the City of New Orleans as well as other public art initiatives that commission and place art in the public venue to make a positive contribution to our visual landscape and to create a "sense of place" to preserve and strengthen our city's identity for residents and visitors.

Provide services through the Arts Business Program to individual artists, start-up arts businesses, and arts nonprofits through business and career planning, business development workshops, pro-bono legal assistance through the ELLA project, collaborative arts marketing projects, and group health insurance for arts businesses and nonprofits.

Showcase & Market Local Creativity through the Arts Market of New Orleans. Held the last Saturday of each month, the Arts Market features handmade artworks from many of the area's finest artists and craftsmen, live local music, arts activities for children, food, and more.

Present NOLAFunGuide.com, a comprehensive web-based events calendar of arts and cultural activities for the greater New Orleans area. A joint initiative with the New Orleans Tourism Marketing Corporation, NOLAFunGuide.com is helping to strengthen the area's cultural infrastructure by promoting local events to the world via the internet.

Conduct the Annual Community Arts Awards to honor organizations and individuals for their dedication and outstanding contributions to the arts and culture of our community.



Arts Council of New Orleans

818 Howard Avenue, Suite 300

New Orleans, LA 70113

Phone:(504) 523-1465 Fax: (504) 529-2430

Web site: <http://www.artscouncilofneworleans.org>

Arts Council of New Orleans

Board of Directors

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Denise Williams
Roger Wilson

Emeritus Members

The Honorable Lindy Boggs

Interim President & CEO

Mary Len Costa

Grants Staff

Karen Kern, Grants Manager; (504) 595-8461; kkern@artscouncilofneworleans.org
Joycelyn L. Reynolds, Grants Manager; (504) 595-8471; jreynolds@artscouncilofneworleans.org



The Arts Council of New Orleans is a private, nonprofit organization dedicated to the growth of all the arts. Arts Council activities are 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 and services are funded through contracts with the City of New Orleans, the State of Louisiana, and other public and private agencies.

COMMUNITY ARTS GRANTS CALENDAR

Applicants and grantees - please note dates and activities listed in this calendar.

February 18, 2009

Guidelines and application forms are posted at www.artscouncilofneworleans.org.

March/April 2009

Grant workshops and consultations held. Check web site for scheduled dates or call office.

April 21, 2009

Required Online Application Deadline

Online applications forms must be submitted through the Online Granting System by April 21, 2009. Online applications will be accepted from April 1, 2009 – midnight April 21, 2009.

April 22, 2009

Required Hard Copy Application Deadline

Mailed hard copies of application packets must be postmarked on or before April 22, 2009. Hand-delivered hard copies of application packets must be delivered to the Arts Council office by 4:00 p.m. April 22, 2009. Hard copies of applications will be accepted starting April 1, 2009.

Early June 2009

Receipt letters for hard copy application packets will be mailed to applicants and will include schedule of panel dates. Applicants who have not received a letter by June 15, 2009 should contact the Arts Council.

Mid-June – Mid-July 2009

Grant Review Panels meet to discuss applications and make funding recommendations. Check application receipt letters or web site for panel dates.

July 31, 2009

Starting July 31, 2009, applicants may call to request preliminary funding recommendations and panel comments.

August 14, 2009

Appeals Deadline

Grant funding appeals must be received by the Arts Council by 5:00 p.m., August 14, 2009.

August 27, 2009

Appeals Panel review meeting.

November 2009

Community Arts grant recommendations for 2010 are presented to the Mayor, CAO and City Council for approval. City Council budget hearing for 2010 Community Arts Grants program funding occurs – applicants and grantees are urged to participate.

December 2009

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

January 2010

Compliance workshop held for grantees – check grant award letter for dates. First-time grantees and first-time project directors must attend a workshop or meet with a member of the grants staff prior to the disbursement of grant funds.

January 1, 2010 – December 31, 2010

Grant activity period for Community Arts Grants.

January 1 – March 31, 2010

Grantees submit 2010 grant contracts.

March 31, 2010

Deadline to submit grant contracts for 2010

grants. Grant contracts must be received by the Arts Council by 5:00 p.m., March 31, 2010. After this date, grants with outstanding contracts will be reallocated.

January 31, 2011

Deadline to submit final reports for 2010

Community Arts grants. Final reports must be in the Arts Council office by 5:00 p.m. After this date, grantees will be subject to a loss of 10% of the final grant payment and to further loss of funds for failure to meet subsequent deadlines.

Application Overview

COMMUNITY ARTS GRANTS

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

Overview of Grants Available in 2009 Deadline

<i>Application Deadline</i>	<i>Funding</i>	<i>Earliest Grant</i>	<i>Grant</i>
<i>April 21, 2009 Online</i>	<i>Recommendations</i>	<i>Start Date</i>	<i>End Date</i>
<i>April 22, 2009 Hard Copy</i>	<i>Made Available</i>		
<u>Operating Support*</u>	July 31, 2009	January 1, 2010	December 31, 2011*
<u>Project Assistance</u>	July 31, 2009	January 1, 2010	December 31, 2010

*Operating Support has a biannual deadline; grants awarded are two-year grants. **Operating Support applications are being accepted in this 2009 deadline** and are for grants which will run from January 1, 2010 – December 31, 2010 for the first year, with a renewable second year from January 1, 2011 – December 31, 2011. *There will be no Operating Support application deadline in 2010.*

Grant Workshops and Consultations

The Arts Council will hold free **workshops** that cover grant eligibility requirements, grant categories, the application process, and tips on how to submit a competitive application. **Workshop attendance is strongly recommended, especially for first-time applicants and for anyone who has not received a grant award through this program.** All applicants are encouraged to attend a workshop as eligibility or application requirements may change from year to year.

Arts Council grants staff is available to help applicants develop proposals and to review proposal drafts. Applicants may call to discuss a proposal or draft or to schedule a consultation with a grants staff member. Consultations can be held at the Arts Council office as needed on a first-come, first-served basis. Applicants may also schedule an appointment with a staff member on a set-aside consultation day. A schedule of the dates and locations of off-site workshops and the consultation day will be publicized and will be posted on the Arts Council's web site: www.artscouncilofneworleans.org.

If you have questions after reading these guidelines or need assistance with your application, **please contact an Arts Council grants staff member as early as possible prior to the deadline.** (See page 4 for staff contact information).

HOW TO SUBMIT AN APPLICATION

APPLICATION DEADLINE:
April 21, 2009 - REQUIRED ONLINE SUBMISSION
April 22, 2009 - REQUIRED HARD COPY SUBMISSION

Please read these guidelines for basic instructions on how to submit an application to the Community Arts Grants Program both through the **Online Granting System** and as a **complete application packet**. The Grant Guidelines are also available on our web site as are links to the Online Granting System and to the user manual for it.

GRANT APPLICATIONS MUST BE SUBMITTED ONLINE and IN HARD COPY FORM:

ONLINE: Application forms must be completed and submitted online through our Online Granting System by April 21, 2009. Go to the Arts Council's web site: www.artscouncilofneworleans.org and follow the link to the **Online Granting System** to access the application forms.

HARD COPY: Complete application packets must be submitted in hard copy form by mailing or hand-delivering them to the Arts Council office by April 22, 2009. (See page 8 for details.)

APPLICATION SUBMISSION STEPS

- Go to www.artscouncilofneworleans.org and click on **Grants/Available Grants**. Download the **Online Granting System Applicant User Manual** and follow directions on how to complete the online grant application. If this is the first time you are using the Arts Council's Online Granting System, you will need to register and create a user profile. If you have applied before through this system, you can use your former username and password to access your account or you can create a new profile. Detailed instructions about using the Online Granting System are in the Applicant User Manual, so download and print the Applicant User Manual first.
- **Complete** all sections of the appropriate **application form online** at <http://acno.cgweb.org> (Make sure the form you are using is for the grant category you want to apply in). Drafts of applications may be submitted for review through the Online Granting System from March 1, 2009 to April 20, 2009. Drafts will be reviewed as is possible, on a first-come, first-served basis.
- **By midnight April 21, 2009, SUBMIT the application through the Online Granting System.**
- **By April 22, 2009, hand-deliver or mail a complete, original application packet (hard copy) and one copy of the complete application packet.** (See page 8 for details). Both the original and the copy should be printed **single-sided** and should include a print-out of your online application, all required attachments, and any optional attachments or supplemental materials you are submitting. The "original" application packet should have the original signatures signed in ink. Please refer to the appropriate grant category section in these guidelines for details on what you are required to submit with an application and what optional attachments or supplemental materials you may submit. Also refer to the application form for instructions on how to compile the application packet.

HOW TO SUBMIT AN APPLICATION (con't.)

IMPORTANT APPLICATION DETAILS

- **If you are mailing the hard copy application packet, it must be postmarked by the post office or postal service on or before April 22, 2009.**
 - **If you are hand-delivering the hard copy application packet, it must be in the Arts Council's office by 4:00 p.m. April 22, 2009.** To hand-deliver an application to the Arts Council office, follow instructions at the front door to our building at 818 Howard Avenue or call our office to gain entry to the building (523-1465).
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- The Online Granting System and application forms will be posted on the Arts Council's web site February 18, 2009.
 - Online and hard copy applications will be accepted starting April 1, 2009.
 - Applications not submitted online by April 21, 2009 and in hard copy form by April 22, 2009 will not be considered.
 - Applications may **not be faxed or emailed.**
 - Applicants will be notified immediately by email of the Arts Council's receipt of the application through the Online Granting System and will be notified via a letter mailed in early June 2009 of the Arts Council's receipt of the hard copy application packet.
 - Hand-delivered application packets must be handed to an Arts Council staff member or placed in a designated box in the Arts Council office. **Do not leave an application on a desk or in a staff member's office.**
 - **Mail or deliver the hard copy application packet to:**

**Grants Department
Arts Council of New Orleans
818 Howard Avenue, Suite 300
New Orleans, LA 70113**

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 project?
2. Think about the needs of your community. How is your organization's program or your project meeting a particular need? Does the program or project involve community members? If so, find concrete ways to demonstrate this in your proposal.
3. Involve your community in the planning of the project. Who will benefit from this project? What are the concrete anticipated outcomes?
4. Be realistic and specific in your plans. Talk to people you want involved in your program activities or project before you begin writing. Do they want or need the services your proposal offers?
5. If you are considering applying for Operating Support, review the mission, goals and annual work plan for your organization. Would it be in the public interest for Community Arts funding to support your work?
6. Assess - realistically - the costs, personnel needs, and time requirements for your project.
7. Plan for ways to revise the project but still accomplish it if it receives partial funding.
8. Attend an Arts Council grant workshop.
9. Talk to grants staff about your organization or project; consult with grants staff if you have questions.
10. Send a draft of your proposal for staff review prior to the deadline. It's easy to submit a draft through the Online Granting System via the "Draft Review Submission" option on the last page of the online application. 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, compile and submit 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 (Operating Support or Project Assistance). Keep the criteria in front of you when you write the narrative and answer questions on the application form.
5. Formulate a realistic budget that includes all revenue and expenses for your project or operations. Make sure your grant request amount is within the allowable range for the grant category and the parish you are applying in.
6. Submit the application online and in hard copy form by the deadline, as described in these guidelines.

WRITING

1. Assume that the reader knows nothing about your organization or 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 the intent of your organization? Does it address the evaluation criteria?
5. Rewrite. Proofread, proofread, proofread.

Arts Council grants staff members are available to review a draft of an application. Please be aware that you need to allow sufficient time for this prior to the application deadline. Drafts are reviewed on a first-come, first-served basis.

GUIDELINES FOR COMMUNITY ARTS GRANTS

Funding Source

Community Arts Grants are made possible with funding from the City of New Orleans. The Community Arts Grant program is administered by the Arts Council 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 sustain arts organizations that present quality arts programming. This is addressed through Operating Support grants. The Community Arts Grants program also provides funding to meet the arts and cultural needs of the community through Project Assistance grants.

Program Objectives

The objectives of Community Arts Grants are to:

- Sustain arts organizations of excellence
- Support quality arts projects that have community impact

Funding Period

Community Arts applications received in the April 2009 deadline must be for arts activities that will take place **January 1, 2010 - December 31, 2010**. Community Arts **Operating Support** grants awarded in the April 2009 deadline are two-year grants; the first grant year runs from **January 1, 2010 - December 31, 2010** and can renew for the second year, **January 1, 2011 - December 31, 2011**.

GRANT CATEGORIES

Operating Support Grants provide funds to nonprofit **arts** organizations with 501 (c) (3) tax-exempt status for administrative and overhead expenses including, but not limited to salaries, programming costs, marketing, supplies and materials, space rental, utilities and insurance. Operating Support grants are accepted on a biannual basis. An applicant may apply for 25% of what it spent during its last fiscal year.

Project Assistance Grants provide funds for a wide range of arts activities that benefit or involve the community and take place in Orleans Parish. **All Project Assistance grants awarded through the Community Arts Grants program are in the amount of \$2,500.**

COMMUNITY ARTS GRANTS - Program Overview

Who Is Eligible to Apply

	PROJECT ASSISTANCE	OPERATING SUPPORT
501(c)(3) Nonprofit Arts Organizations	X	X
Other 501(c)(3) Nonprofit Organizations	X	
Organizations and Groups lacking 501 (c)(3) Status using a Fiscal Agent	X	
Schools and School Boards	X	
Colleges and Universities	X	
Individuals using a Fiscal Agent	X	

Applicants must be domiciled in Orleans Parish and must apply for arts activities that take place in Orleans Parish. The domicile of a 501(c)(3) applicant or fiscal agent is the organization’s current address as indicated on its Certificate of Incorporation from the Louisiana Secretary of State. The domicile of an organization or group without legal status is the address where it conducts its business. An individual’s domicile is his or her fixed, permanent, and principal home for legal purposes.

The following may apply for Community Arts funding as is indicated by the eligibility grid above:

- **Nonprofit ARTS organizations** with 501(c)(3) federal tax-exempt status
- **Other nonprofit organizations** with 501(c)(3) federal tax-exempt status
- **Nonprofit organizations or groups that lack federal 501(c)(3) status:** To apply, organizations or groups lacking 501(c)(3) status must use a 501(c)(3) nonprofit organization to act as a fiscal agent. The fiscal agent assumes legal and financial responsibility for the grant and must also be domiciled in Orleans Parish.
- **Chapter organizations using the federal 501(c)(3) nonprofit status of a central organization (which may not be local)** are eligible to apply for Project Assistance. The chapter organization must be domiciled in Orleans Parish and must apply for activities that take place in Orleans Parish.
- **Schools: Public or private elementary or secondary schools and school boards.** All schools are considered separate entities; individual schools may apply for a grant. An individual school that applies must take active responsibility for a grant it is awarded. **Public or private colleges or universities** may apply for **activities that will have an impact on the public outside the university community** (not academic, credit-producing, or curriculum-oriented projects). Activities must provide access to and encourage the participation of the general public.
- **Individuals may apply for a project that benefits or involves others in the community** by using a nonprofit organization with 501(c)(3) federal tax-exempt status to act as a fiscal agent. This is not an “individual artist” grant. An individual must be domiciled in Orleans Parish and must apply for arts activities that take place in Orleans Parish. The fiscal agent assumes legal and financial responsibility for the grant and must also be domiciled in Orleans Parish.

COMMUNITY ARTS GRANTS - Program Overview

Who Is Not Eligible to Apply

- Groups or individuals not domiciled in Orleans Parish are not eligible to apply.
- City agencies, agencies receiving operating support from the City of New Orleans, and all other governmental agencies (except schools and universities) are not eligible to apply for Community Arts funding. (Government agencies may be eligible to apply for Project Assistance grants through the state-funded Louisiana Decentralized Arts Funding Program).
- Arts organizations applying for **Community Arts Operating Support** grant may not apply for a 2010 **Community Arts Project Assistance** grant. (These organizations may apply for a Project Assistance grant through the Louisiana Decentralized Arts Funding Program.)
- Past grant recipients who have been determined to be in noncompliance status with the Community Arts Grants Program are not eligible to apply.

How Many Applications May Be Submitted

Organizations that qualify may apply for (or receive in the same fiscal year) one grant under the **Community Arts** program - either one **Operating Support** grant **OR** one **Project Assistance** grant. (Eligible organizations seeking Operating Support from the Community Arts Grants Program may also apply for and receive an Operating Support grant or a Project Assistance grant through the Louisiana Decentralized Arts Funding Program. Please see the guidelines for the Louisiana Decentralized Arts Funding program).

Organizations or **individuals** seeking **Project Assistance** may submit only one application to the **Community Arts Project Assistance** category. This includes large institutions such as universities. (Those seeking Project Assistance may also apply for and receive a Project Assistance grant through the Louisiana Decentralized Arts Funding program. An application to the Decentralized program may be for the same project as the Community Arts application or it may be for a different project. Please see the guidelines for the Louisiana Decentralized Arts Funding Program).

No Match Required

No cash or in-kind match is required in the Community Arts Grants program. However, additional support demonstrates community involvement in and commitment to the program or project and may contribute to the success of the application.

COMMUNITY ARTS GRANTS - Operating Support

Operating Support Grants

Operating Support grants 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.

Eligibility Requirements for Operating Support

An organization applying for Operating Support must meet all of the eligibility requirements below:

- Primary purpose of organization is the provision of arts programs and services
- Have nonprofit tax-exempt status under Section 501(c)(3) of the IRS
- Be governed by a board of directors empowered to formulate policies and programs
- Have paid or volunteer administrative staff
- Have programs and services that are open to the public
- Have a financial statement or audit for last fiscal year or previous fiscal year
- Have an annual, strategic or long-term plan
- Have a record of providing programs and services and have documentation to demonstrate that

Activity Period

Operating Support grants are awarded for two years and applications are accepted biannually. Community Arts Operating Support applications accepted in this 2009 deadline are for grants running from **January 1, 2010 – December 31, 2010 for the first year**, with a **renewable second year from January 1, 2011 – December 31, 2011** upon receipt and approval of a FY2010 Final Report. Operating Support applications will not be accepted again until 2011.

Amount of Grant Request and Match for Operating Support

An applicant may apply for up to 25% of what it spent during its last fiscal year. Although no cash or in-kind match is required in the Community Arts Grants Program, evidence of strong additional support in this grant category demonstrates a level of program stability and community support important for a successful application. Operating Support grants must be used for organizational expenses that occur between January 1 – December 31 of each grant year. **The minimum grant in the Operating category is \$2,000.**

Evaluation Criteria for Operating Support

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

Quality (50%)

- artistic merit 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)

Need and Impact (30%)

- need for the organization's programs and services
- involvement of diverse (social, geographic, economic) populations reflective of the community, including those with limited access to the arts
- use of grant funds to further the mission of the organization
- efforts for increased access, participation, and exposure to the arts

Administration and Budget (20%)

- sound fiscal history as shown in financial statement
- diverse funding sources and community support
- quality of organizational planning
- compliance with past grant contracts, if applicable

COMMUNITY ARTS GRANTS - Operating Support

What We Do Not Fund in the Operating Support Category

- ❑ Organizations whose primary mission is not focused on providing arts programs and services
- ❑ Nonprofit organizations without 501(c)(3) status
- ❑ Governmental entities
- ❑ Colleges, universities, schools
- ❑ Capital campaigns
- ❑ Capital improvements, including restoration of buildings

For a complete list of unallowable expenditures of Community Arts funds, see page 19.

WHAT TO SUBMIT WITH AN OPERATING APPLICATION

Please refer to the application form for further information on submitting attachments and compiling the application packet.

REQUIRED ATTACHMENTS – OPERATING SUPPORT Applicants must submit the following:

- **Proof of federal nonprofit tax-exempt status and parish domicile for the organization:** Attach the letter from the IRS determining the organization's 501(c)(3) nonprofit tax-exempt status **and** attach the Certificate of Incorporation from the Louisiana Secretary of State indicating the organization's current address.
- **Board of Directors list** including names and addresses of organization's board members identifying officers, ethnic make-up, and professional affiliation.
- **Financial Statement OR Form 990 submitted to the IRS OR Audit for last or previous fiscal year.**
- **An annual, strategic or long-term plan.**
- **Supplemental material – one or two sets must be submitted with an Operating Support application.** Supplemental material is additional information about the organization and its activities and must include samples of promotional material or publicity documenting the organization's past programs or projects. Supplemental material will be disseminated during the panel review meeting. **Supplemental material can include:** 1) printed information; 2) printed B & W or color photos no larger than 8 ½ x 11"; and 3) audio or video cassettes, CD's or DVD's. Only hard copies of images and data will be accepted. **Supplemental material should be labeled and contained in an envelope, file folder, two-pocket folder, or bound together with a small clip.** We cannot accept binder notebooks, posters, photo albums, or other bulky items that can't be easily stored in a grant file folder. Supplemental material can be returned to applicants who arrange for pick-up from October 1 through December 31, 2009. (Supplemental material must be postmarked or hand-delivered by the **April 22, 2009** hard copy deadline).

OPTIONAL ATTACHMENTS (Any optional attachments submitted must be postmarked or hand-delivered by the **April 22, 2009** hard copy deadline.)

- **An additional budget breakdown or other budget information of up to two (2) pages** (8 ½ x 11) and up to five (5) **letters of support** will be copied and included with an application for panelists' review prior to the panel meeting. Any additional pages of either will be disseminated with supplemental material during the panel review meeting.

COMMUNITY ARTS GRANTS - Project Assistance

Project Assistance Grants

Project Assistance grants provide funds for a wide range of arts activities that have impact on residents of Orleans Parish and take place in Orleans Parish. Funding supports activities in the following disciplines:

Dance - Dance project grants assist artists and organizations to make quality dance programs accessible to the public and to encourage innovation in dance as an art form. Projects can focus on ballet, modern, jazz or ethnic dance.

Design Arts - Design Arts projects 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. Design arts do not include purchase of plantings, seeds, gardening equipment, construction equipment or building supplies.

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). *See definition of folk artists in the glossary.*

Folk traditions are created within specific cultural contexts that need to be understood to be appreciated. Most folklife projects are greatly enhanced with the service of a professional folklorist or other trained cultural specialists such as those with academic training in folklore, cultural anthropology, ethnomusicology or other related fields. Cultural specialists should be involved in planning and implementation phases of a project. Folklife does not include historical re-enacting or living-history.

Folklife projects are evaluated for the cultural significance of the art form and the involvement of trained cultural specialists (folklorists, anthropologists, ethnomusicologists).

Literature- Literature project grants are intended to support projects 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 project grants provide support for arts activities involving more than one discipline.

Music - Music project 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 project 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 project grants are intended to support projects or services of museums, art galleries, art centers, museums, schools and other organizations or individuals doing visual arts and crafts programming. 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 - Project Assistance

Examples of Types of Projects: (Projects are not limited to these examples)

- Artist-led workshops to teach an art form to the public or in schools
- Arts components of festivals
- Audience development
- Competitions
- Conferences and workshops
- Creation of new works
- Presentation of exhibitions and performing arts projects
- Projects that encourage the development of emerging artists
- Promotion of arts activities
- Residencies by guest artists
- Series of related events
- Visiting artist series
- Publications on artists or art forms
- Projects that present, document or interpret folklife activities and/or folklife artists

Eligibility Requirements for Project Assistance

All applicants must be domiciled in Orleans Parish and apply for arts activities that take place in and have impact on the residents of Orleans Parish. **(Please also see page 11)**. The following may apply for Project Assistance:

- ❑ Nonprofit organizations with 501(c)(3) federal tax-exempt status.
- ❑ Nonprofit organizations or groups that lack 501(c)(3) status and use an eligible 501(c)(3) nonprofit organization to act as a fiscal agent. The fiscal agent must be domiciled in Orleans Parish and assumes legal and financial responsibility for the grant.
- ❑ Public or private schools and school boards with arts activities that supplement regular curricula and are not carried out by regular school staff. An individual school that applies must take active responsibility for a grant it is awarded.
- ❑ Public or private colleges or universities with activities that will have an impact on the public outside the university community (not academic, credit-producing, or curriculum-oriented projects). Activities must provide access to and encourage the participation of the general public. *Colleges and universities may submit one Project Assistance application.*
- ❑ Individuals who have a project that benefits or involves others in the community and an eligible nonprofit organization to act as a fiscal agent. The fiscal agent assumes the legal and financial responsibility for the grant. This is not an “individual artist” grant. An individual must be domiciled in Orleans Parish and must apply for arts activities that take place in Orleans Parish. The fiscal agent must also be domiciled in Orleans Parish.
- ❑ Chapter organizations using the 501(c)(3) tax-exempt status of a central organization (which may not be local) are eligible to apply for Project Assistance but must be domiciled in Orleans Parish and apply for activities that take place in Orleans Parish.

Amount of Grant Request and Match for Project Assistance

Applicants may **request \$2,500** - all Project Assistance grants through the Community Arts Grants program are **\$2,500 awards**. No cash or in-kind match is required, however, evidence of additional support demonstrates community support of and involvement in the project.

Fiscal Agent Policies

Individuals and 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. Though not required to provide 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 individuals or organizations applying with a fiscal agent draft an agreement outlining the terms of their relationship. A nonprofit organization with 501(c)(3) federal tax-exempt status may serve as a fiscal agent for up to two applicants in addition to its own application(s). Fees paid to fiscal agents may not exceed \$150 of Community Arts grant funds.

COMMUNITY ARTS GRANTS - Project Assistance

What We Do Not Fund in the Project Assistance Category

- ❑ Project or program activities that occur before January 1, 2010 or after December 31, 2010
- ❑ Expenses that are incurred before January 1, 2010 or after December 31, 2010
- ❑ Projects that appear to mainly benefit an individual artist or commercial interest
- ❑ Activities of: City agencies, agencies receiving operating support from the City of New Orleans, and all other governmental agencies (except schools and universities)
- ❑ Operating costs not directly associated with the proposed project
- ❑ Non-arts oriented projects or exhibitions
- ❑ Capital improvements or purchases
- ❑ Food or beverages for hospitality or entertainment purposes
- ❑ Benefits or projects planned primarily for fundraising
- ❑ Purchase of permanent equipment (equipment is defined as costing \$1,000 or more per unit with an estimated useful life of more than one year)

For a complete list of unallowable expenditures of Community Arts funds, see page 19.

Evaluation Criteria for Project Assistance

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

Artistic Merit (35%)

- ❑ Artistic merit of proposed project
- ❑ expertise of artists involved as providers of service
- ❑ contribution to the art form(s) or the understanding and appreciation of the arts form(s)

Need and Impact (30%)

- ❑ need for the project
- ❑ merit of the project's purpose and objectives according to community standards
- ❑ efforts for increased access, participation, and exposure to the arts
- ❑ involvement of diverse (social, geographic, economic) populations reflective of the community, including those with limited access to the arts
- ❑ level of community collaboration or involvement

Folklife Projects Only:

- ❑ Cultural significance of the arts form and the involvement of trained cultural specialists (folklorists, anthropologists, ethnomusicologists).
- ❑ realistic timeframe is proposed
- ❑ involvement of targeted populations in the planning process

Planning and Design (20%)

- ❑ well-planned and designed project
- ❑ adequate personnel (paid or volunteer) and resources are specified

Administration and Budget (15%)

- ❑ ability of applicant to administer and carry out activities proposed
- ❑ appropriate request level and use of grant funds
- ❑ clarity and completeness of financial information
- ❑ compliance with past grant contracts, if applicable

WHAT TO SUBMIT WITH A PROJECT APPLICATION

Please refer to the application form for further information on submitting attachments and compiling the application packet.

REQUIRED ATTACHMENTS - PROJECT ASSISTANCE Applicants must submit the following:

- **Proof of nonprofit tax-exempt status and parish domicile for applicant or fiscal agent:** **For applicant organizations with 501(c)(3) status:** Attach the letter from the IRS determining the organization's 501(c)(3) nonprofit tax-exempt status **and** attach the Certificate of Incorporation from the Louisiana Secretary of State indicating the organization's current address. **For nonprofit organizations or groups without 501(c)(3) status applying with a fiscal agent:** Attach the fiscal agent's letter from the IRS determining its 501(c)(3) nonprofit tax-exempt status **and** attach the fiscal agent's Certificate of Incorporation from the Louisiana Secretary of State indicating its current address. **For individuals applying with a fiscal agent:** Attach the fiscal agent's letter from the IRS determining its 501(c)(3) nonprofit tax-exempt status **and** attach the fiscal agent's Certificate of Incorporation from the Louisiana Secretary of State indicating its current address. **Public schools and state universities are not required to submit proof of nonprofit status.**
- **Board of Directors list** for applicant or for fiscal agent including names and addresses of board members identifying officers, ethnic make-up, and professional affiliation. (Organization or group applicants lacking federal 501(c)(3) tax-exempt status may also provide a governing board list, but it is not required.)
- **Financial Statement OR Form 990 submitted to the IRS OR Audit for last (or recent) fiscal year.** (One of these is required of a 501(c)(3) applicant organization or the organization serving as fiscal agent). **Universities and other institutions with lengthy audits need to submit only the Auditor's Report portion of their audit.**
- **Elementary and secondary schools and projects involving these schools must submit a letter of support** from the principal or school board.
- **Chapter organizations must attach a 501(c)(3) IRS nonprofit designation letter from the IRS for the central organization, a letter of support from the central organization, and documentation indicating that the chapter is under the central organization and is domiciled in Orleans Parish.**
- **Applications involving the creation of a new work** must include a **sample of work** that illustrates artistic merit of artists involved.

OPTIONAL ATTACHMENTS (Any being submitted must be postmarked or hand-delivered by the **April 22, 2009** hard copy deadline.)

- **An additional budget breakdown or other budget information of up to two (2) pages** (8 ½ x 11) and up to five (5) **letters of support** will be copied and included with an application for panelists' review prior to the panel meeting. Any additional pages of either will be disseminated with supplemental material during the panel review meeting.
- **UP to TWO sets of supplemental material** (additional information about the proposal, the applicant's recent programs or projects, or project personnel) **may be submitted** to be disseminated during the panel review meeting. **Supplemental material can include:** 1) printed information; 2) printed B & W or color photos no larger than 8 ½ x 11"; and 3) audio or video cassettes, CD's or DVD's. Only hard copies of images and data will be accepted. **Supplemental material should be labeled and contained in an envelope, file folder, two-pocket folder, or bound together with a small clip.** We cannot accept binder notebooks, posters, photo albums, or other bulky items that can't be easily stored in a grant file folder. Supplemental material can be returned to applicants who arrange for pick-up from October 1 through December 31, 2009.

COMMUNITY ARTS GRANTS

WHAT WE DO NOT FUND IN COMMUNITY ARTS GRANTS

- Activities that occur outside the allowable grant activity period
- Expenses that are incurred outside the allowable grant activity period
- 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
- Projects that primarily serve social or religious purposes. Religious organizations are advised to contact the Arts Council staff prior to submitting an application.
- Exhibits or activities that primarily focus on historical topics rather than arts, crafts, or current folklife traditions
- Re-grant by the applicant to other organizations for programming activities
- Activities intended primarily for fundraising purposes
- Accumulated deficits or debt retirement
- Contingency funds
- Acquisition of entire collections of works of art
- 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
- Creation of textbooks or costs associated with recurring curriculum
- Normal, traditional school activities
- Payment of administrative or teaching staff for any school or school system, unless the service to be provided occurs outside of normal school hours
- Artists filling teacher vacancies
- Operational costs to universities
- Food or beverages for hospitality or entertainment functions
- 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
- Purchase of permanent equipment (permanent equipment is defined as costing \$1,000 or more per unit with an estimated useful life of more than one year).
- 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

After the deadline, applications will be screened by Arts Council grants staff for eligibility and will be copied for grant review panelists. Copies for panelists will include the required attachments and optional, additional budget pages or letters of support but will not include “supplemental material”.

Grant review panels make the funding recommendations. Comprised of community volunteers who are representative of the ethnic and demographic 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.

In early June of 2009, the Arts Council will mail letters to applicants to confirm receipt of application packets and to provide panel review dates. The schedule of grant review panels will also be posted on the Arts Council’s web site.

Grant review panel meetings are open to the public. Applicants are encouraged to attend panel review meetings to hear comments made about their proposals. Applicants may call Arts Council grants staff to find out whether they have been recommended for funding and to hear panel comments beginning **July 31, 2009**.

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 5:00 p.m., August 14, 2009.** Appeals may be faxed, but the applicant must verify the Arts Council’s receipt of the fax prior to 5:00 p.m. on the appeal deadline. An appeals panel, comprised of selected members of the initial grant review panels and other volunteers, if needed, 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 grant awards are contingent upon the Arts Council of New Orleans’ receipt of Community Arts Grants program funds from the City of New Orleans.

COMMUNITY ARTS GRANTS

Compliance and Reporting

Use of Grant Credit Line & Logos

Grant recipients are required to give credit for grant-supported activities in 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 in part by
Community Arts Grant funding made possible by
the City of New Orleans
and administered by
the Arts Council of New Orleans.



Grant Contract and Payment Schedule

Grant award letters will be mailed to grant recipients in December 2009 after confirmation of funding from the City of New Orleans and grant contract materials will be posted on the Arts Council web site. 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 approved by the Arts Council comprise the grant contract. **Contracts for 2010 Community Arts grants must be received by the Arts Council by March 31, 2010.** After March 31, 2010, grants with outstanding contracts will be reallocated.

First-time grantees and first-time Project Directors or grant managers must attend a compliance workshop or meet with the grants staff 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 expenses as indicated on the Revised Budget form.

Amendments to grant-sponsored activities including event dates, artists/providers hired, or expenditures 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 proposed changes. Grant expenditures or activities that have not been approved may not be accepted for final grant payment.

All **grant expenditures** must be made within the allowable grant activity period, January 1, 2010 through December 31, 2010. No extensions will be granted. Funds not expended by the end of the activity period must be returned to the Arts Council of New Orleans. Current Operating Support grants are renewable for a second year. If renewed, activities for the second grant year must occur January 1, 2011 through December 31, 2011.

Grants will be made in two payments. The first payment is 75% of the grant award and will be made after the Arts Council's receipt of funds from the City of New Orleans and after receipt and approval of grantee's contract. The second and final payment of 25% will be made within 30 days after receipt and approval of a grant recipient's final report. **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.

Standards for Financial Management

A grantee 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 grants-supported activities.

Expenditures authorized under the grant must be documented with verifiable provider documentation (invoice, contract, or receipt) and payment documentation (copy of canceled check, credit card statement, or evidence of 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 grant award letter.

A grantee 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.

COMMUNITY ARTS GRANTS

Final Report

Grant recipients are required to complete a final report on forms provided by the Arts Council of New Orleans. Project Assistance recipients may submit final reports following the completion of grant-sponsored activities. **The deadline to submit final reports for 2010 Community Arts grants is January 31, 2011.** After the final report deadline of January 31, 2011, **grantees with outstanding reports** will be subject to a loss of 10% of their final grant payment. Further payment penalties will be assessed as determined by the Arts Council 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. Specific penalties are described in the grant contract. **Final Reports for Operating Support grants** are due by January 31, 2011 for the first year (2010) and will be renewed for the second year (2011) upon receipt and approval of the 2010 Final Report. Final Reports for the second year of Operating Support grants are due by January 31, 2012.

Grantees must follow standard acceptable accounting procedures. Financial documentation of the grant-supported activities must be submitted as part of final reports as described in the grant award packet. Copies of provider documentation and payment documentation supporting all expenditures of grant funds must be submitted with the Final Report. Copies of cancelled checks/bank statement showing cancelled checks and receipts/invoices/contracts for all grant-funding expenditures or an audit showing how funds were spent will be required. Financial documentation must be dated within the allowable grant activity period (see Standards of Financial Management section of these guidelines for more details.) Financial documentation must be kept by organizations for three years following the grant period.

Photographs of grant-sponsored events (either prints on photographic paper or digital images submitted on a labeled disk) and samples of publicity with grant crediting are required as part of final reports.

Grant Monitoring

Arts Council grants staff makes efforts to attend grant-supported programs. Grant recipients are required to provide to grants staff two complimentary tickets to sponsored programs for which admission is charged. Notification of all grant-sponsored events is requested at least two weeks in advance. An email publicizing the event should be sent to Joycelyn Reynolds, Grants Manager, at jreynolds@artscouncilofneworleans.org and to Karen Kern, Grants Manager, at kkern@artscouncilofneworleans.org.

GLOSSARY OF TERMS

Activity period – actual dates of programming activities. FY 2010 Community Arts activities must occur between January 1, 2010 and December 31, 2010.

Administrative Personnel - employees of the applicant organization receiving payments for salaries, wages, fees, and benefits as executive and supervisory administrative staff, program directors, managing directors or business managers.

Admissions - revenue from the sale of admission, tickets, subscriptions, memberships, etc., for events attributable or prorated to the project. If an admission is charged for this project, applicants are encouraged to include price of admission in the budget section of the application.

Appeals process - a means by which applicants may petition a re-evaluation of the preliminary funding decision regarding their applications. Funding decisions based on insufficient or incorrect information resulting from something other than the fault of the applicant are legitimate grounds for an appeal. The applicant must submit justification for appeal.

Applicant cash - funds from applicant's present or anticipated accumulated resources that will be used on the proposed project.

Artistic Personnel - employees of the applicant organization receiving payments for salaries, wages, fees, and benefits as artistic directors, directors, conductors, curators, dance masters, composers, choreographers, designers, video artists, film makers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, or puppeteers.

Artists benefiting – the number of artists who will directly benefit from programs or services offered by the applicant. This includes the number of artists involved with the project or programming on a volunteer basis and the number of individuals who will gain knowledge or expertise as a result of the project or programming.

Artists paid - the number of artists providing art or artistic services specifically identified with the project for a fee; including the number of individual artists of a company, troupe or touring group; including living artists whose work is represented in an exhibition, regardless of whether the work was provided by the artist or by an institution.

Artists Participating - the number of artists directly involved in providing artistic services specifically identified with the project, including living artists whose work is represented in an exhibition regardless of whether the work was provided by the artist or by an institution.

Arts organization - an organization whose mission statement makes clear that the organization's primary purpose is to develop, promote, encourage and/or present the arts (not history) to the public, insuring community accessibility and targeting diverse populations. Only organizations with 501(c)(3) tax-exempt status from the Internal Revenue Service are eligible to apply for Operating Support.

Authorizing official - the person with authority to legally obligate an organization, usually the president of the board of directors or the executive director.

Capital outlay – money earned or contributed for the specific purpose of building facilities or structures.

Chief Fiscal Officer - person with immediate responsibility for an applicant organization's financial management and fiscal control.

Community Arts Grant – a grant awarded with municipal funds from the City of New Orleans.

Community Arts Project – one to multiple arts activities that are participatory and emphasize collaborations between artists and other members of the public.

Community Support - the amount of money or services contributed from the community toward this project either through money, time, or planning (organizations, agencies, or individuals). Also includes the degree to which the community needs or wants the project or programming being proposed. In other contexts, may refer to letters of support encouraging and contributing in some way to the success of this project.

Contact person - the person to contact about an application or grant and the person to whom official grant correspondence will be sent.

Contracted services revenue - revenue derived from fees earned through sales of services (for example, sale of workshops to other community organizations, contracts for specific services, performance or residency fees, tuition, etc.).

Corporate support - cash support from businesses, corporations or corporate foundations allocated to this project or programming.

Current fiscal year - the organization's present, active fiscal year at the time of application. Current year financial figures are estimated amounts based on active budgets.

Dates of project activities - the dates of project activities for which grant assistance is requested. Activities supported by a 2010 Community Arts project grant must occur between January 1, 2010 and December 31, 2010.

Decentralized Arts Funding Program (DAF) - program of the Louisiana Division of the Arts, administered by Regional Distributing Agencies and Local Regranting Agencies. Provides grant funds to every parish in the state based on a per capita formula.

Domicile - 1) a 501(c)(3) nonprofit organization's current address as indicated on its Certificate of Incorporation from the Louisiana Secretary of State; 2) the address where a group without legal status conducts business; 3) an individual's fixed, permanent, and principal home for legal purposes.

Discipline - the primary focus of an arts activity as defined among the following eight fields: dance; design arts; folklife; literature; media; music; theater; visual arts and crafts. See also Multi-disciplinary and Inter-disciplinary.

Division - the Louisiana Division of the Arts, Office of Cultural Development, Department of Culture, Recreation and Tourism, Office of the Lt. Governor, State of Louisiana.

Earned Income (Revenue) - revenue derived from sources other than grants and contributions, including catalog sales advertising in programs, gift shop income, concessions, investment income, etc.

Emerging artist - an individual with a career commitment to an art form, but lacking an extensive resume or body of work.

Endowment funds - restricted or unrestricted funds invested by the organization and secured for purposes that extend beyond the organization's annual operating cycle. Interest income or dividends from investments may be used by the organization for its annual operations and should be classified as other applicant cash.

Engagement - a set of services with at least one public performance provided by an artist for a presenter and which may include additional performances and residency activities such as student performances, workshops, master classes, and lecture-demonstrations.

Equipment - see Permanent Equipment.

Evaluation criteria - standards by which an application will be evaluated or the measurement of a project or other activity. Evaluation criteria are used to evaluate the total application, including the narrative, provider of services form, budget, and required attachments.

Evaluation methods – a tool to monitor the effects of the goals, purpose or intent of a project or programming.

Expenses (expenditures) - costs required to implement a project or programming.

Federal Employee Identification Number - an account number identifying an applicant for purposes of reporting wages and taxes to the Internal Revenue Service.

Fiscal agent – a nonprofit organization with 501 (c) 3 tax-exempt status acting on behalf of an applicant to assume responsibility for the legal and fiscal management of funds granted for use by a grantee.

Fiscal agent fee - a charge for administrative services by the organization acting as the fiscal agent. Fiscal agent fees are intended to offset the cost of personnel, time and supplies used in the administration of the sub-applicant's grant only. Fiscal agent fees may not exceed \$150 of grant funds for any project.

Fiscal year - any 12-month period used for financial record-keeping and reporting suited to the organization's operating cycle or programming season.

Folk Artist - an individual maintaining a traditional art form learned informally (orally or by example) within the artist's own traditional culture and not learned through books or classes within the performing arts (music, dance, storytelling), traditional arts and crafts, or ritual, festive, occupational and foodways traditions.

Foundation support - cash support derived from grants given for this project by private foundations.

Genre - specific sub-categories within each discipline (for example, literature - poetry, fiction and creative non-fiction).

Government support/federal - cash support derived from grants or appropriations given for this project by agencies of the federal government, such as the National Endowment for the Arts, US Department of Education, etc.

Government support/local - grants or appropriations from city, parish or other government agencies given for a project.

Government support/regional - cash support derived from grants or appropriations given for a project by agencies of state government or multi-state consortia of state agencies.

Grants Review Panel - a committee composed of community volunteers that make funding recommendations to the body responsible for final approval of grant awards.

Income - present or anticipated funds and resources required to accomplish the proposed activities (for example, revenues which are earned income, support which is unearned income, such as cash contributions and grants).

Individuals to benefit - the number of persons expected to benefit – passive involvement such as watching or listening - directly from a project or other activity, for example, the audience. Large public events will require an applicant to estimate the number of persons to benefit.

Individuals to participate - the number persons expected to be involved directly with a project or other activity. Activities include master classes, workshops, in school residencies (not presentations).

In-kind Contributions – the monetary value of time, materials and other tangible goods or services contributed free of charge by businesses and individuals. In-kind contributions may be provided by an applicant or any other organization or individual, but they must be expended only for the proposed activities and under the direct supervision of the applicant. An applicant must be prepared to substantiate in-kind contributions (for example, time records for volunteers).

Inter-disciplinary - pertaining to art works that integrate more than one arts genre or discipline to form a single work (for example, collaboration between the performing and visual arts). Excluded from this category or genre is Musical Theater, which is a genre included under Theater.

Letter of Intent - a signed document indicating intent to contract with individuals or organizations to provide services, usually in cases where a formal contract is contingent upon availability of funds. A letter of intent should include terms that will become a part of the contract (for example, specific services to be performed, fees for each of those services, dates of said services, locations, persons or organizations to perform the services) and should be signed by the persons authorized to sign the anticipated contract for both the contractor and applicant.

Letter of Support - a letter, usually on letterhead, endorsing the project, programs of the organization, or the individual seeking a grant award.

Marketing Costs - costs for publicity or promotion specifically identified with the project. Include costs of newspaper, radio, and television advertising, printing, and mailing of brochures, flyers, and posters, space rental directly related to promotion, publicity, or advertising.

Match - amount of money--hard cash--estimated to fund the portion of a project not covered by grant funds.

Multi-disciplinary - pertaining to engagements that include activities in more than one discipline, for example, a summer arts camp that will sponsor activities in dance, theater, and visual arts.

Noncompliance - 1. If the Arts Council determines that a grantee has failed to comply with the terms and conditions set forth in the Letter of Agreement, that grantee shall become ineligible to receive any remaining payments as stipulated in the grant guidelines. For one year following a determination of noncompliance, that grantee will be ineligible to receive any new grants. 2. Grantees ruled ineligible may reapply one year after receipt of an acceptable final report. Subsequent failure to comply with the Arts Council requirements may result in legal action and the grantee may become ineligible to receive future grants.

Nonprofit tax-exempt – organizations eligible to apply with IRS nonprofit tax-exemption under section 501(c)(3).

Number of People to Benefit - the number of individuals that will see the project or presentation(s) or will be directly affected by the project. This does not include the entire population of the surrounding area.

Objectives - statements defining the desired outcome of proposed activities and identifying the persons to be served. Objectives should be attainable, measurable and limited to a specific time period.

Operating funds - all funds budgeted for an organization's operations, activities, programs, and services during a fiscal year. Operating funds do not include capital funds, endowment funds, reserve funds or any other funds not allocated to the annual operating cycle of the organization.

Operating Support – an application category that awards grants to 501(c)(3) arts organizations for operational support including staff, supplies and materials, or facility operations.

Other revenue - cash revenue derived from sources other than those specifically listed in the budget, including catalog sales, advertising in programs, gift shop income, concessions, parking, investment income, etc.

Outside professional services-artistic - payments to artists or arts organizations not considered full- or part-time employees of an applicant. Examples include, artistic directors, curators, dance masters, composers, choreographers, designers, video artists, sculptors, film makers, painters, poets, authors, graphic artists, actors, dancers, singers, musicians, teachers, puppeteers, etc.

Outside professional services-other - payments for non-artistic services to firms or persons not considered full- or part-time employees of an applicant (for example, consultants or employees of other organizations). Examples include project directors, managing directors, business managers, clerical staff, bookkeepers, etc.

Performance Indicator – numbers and statistics reported to the Louisiana State Legislature and Division of Administration to evaluate the effective use of State of Louisiana tax funds.

Permanent Equipment - equipment costing \$1,000 or more per unit with an estimated useful life of more than one year. Grant funds may not be used to purchase permanent equipment.

Personnel - artistic – employees of the applicant organization receiving payments for salaries, wages, fees and benefits specifically identified with the project. Examples include, artistic directors, curators, dance masters, composers, choreographers, designers, video artists, sculptors, film makers, painters, poets, authors, graphic artists, actors, dancers, singers, musicians, teachers, puppeteers, etc.

Personnel - full-time - employees of the applicant organization or volunteers who work at least 35 hours per week for at least 48 weeks per year.

Personnel - part-time - employees of the applicant organization or volunteers who work fewer than 35 hours per week.

Personnel-administrative – employees of the applicant organization receiving payments for salaries, wages, fees and benefits specifically identified with the project. Examples include executive and supervisory administrative staff, program directors, managing directors, business managers, clerical staff, bookkeepers, etc.

Personnel-technical/production - employees of the applicant organization receiving payments for salaries, wages, fees or benefits specifically identified with the project for technical management and staff services. Examples include, technical directors, wardrobe, lighting and sound crew, stage managers, exhibit preparers, video and film technicians, etc.

Presenter - an organization that presents for public performance artists/companies in programs that have been produced elsewhere. A presenter “buys” a packaged tour from artists/companies or professional managers of those artists. The presenter provides the space and technical support, promotes the event to the community and pays the artist a fee.

Prior year - an organization's most recently completed fiscal year at the time of application. Prior year financial figures are actual amounts based on complete financial records.

Private support - cash support derived from cash donations or a proportionate share of general donations allocated to a project. Does not include corporate, foundation or government contributions or grants.

Professional artist - an individual with a serious career commitment, degree of peer acceptance and a substantial and developed body of work.

Project Assistance – a grant category that awards grants for support of a specific arts project.

Project director - person with immediate responsibility for implementing project activities.

Projected year - an organization's next fiscal year. Next year's financial figures are projected amounts based on budgets which have been approved by an organization's board of directors or governing authority at the time of application.

Provider of Services Form - that page of the application form which seeks information on the 1) project director, and 2) artistic and other person(s) being hired or engaged to implement the grant, the services to be provided, the fee for those services and the qualifications of the individual/group. This page may be photocopied, if needed.

Regional Distributing Agency (RDA) - a local arts agency that administers the Louisiana Decentralized Arts Funding Program for a multi-parish region of the state.

Regrant - grant money received from other funding sources and specifically designated to be regranted.

Revenue (Income) - present or anticipated funds and resources required to accomplish the proposed activities (e.g., revenues which are earned income, support which is unearned income, such as cash contributions and grants).

Rural - parish with 100,000 or fewer residents or a city with 25,000 or fewer residents.

Series of related events - a project composed of two or more exhibitions or performances which, taken as a whole, are necessary to achieve the project's goals and objectives. Events that occur simultaneously, consecutively or within the same venue are not "related" UNLESS individually they provide a necessary component toward the realization of the project's goals and objectives.

Site - the actual location of proposed activities.

Space rental - payments for rental of space specifically identified with a project (for example, offices, rehearsal halls, theaters, galleries).

Special Constituencies - Ethnically-specific communities and under-served populations (e.g. the economically deprived, children, the elderly, and individuals with disabilities).

Supplies – supplies and materials include consumable supplies, raw material for the fabrication of project items.

Technical Assistance – a category of the Decentralized Arts Funding Program that provides professional consultants and training in the areas of organizational development, long-range planning, professional development, grantsmanship, project design, planning, evaluation, etc. as it relates to specific arts related activities or programming.

Tour - two or more engagements at different sites, in different communities, contracted through any number of presenters included in one trip away from the artist's home base. Engagements within the artist's home base do not constitute a tour.

Travel - costs directly related to travel specifically identified with a project (for example, fares, lodging, food, tolls, auto rental, mileage allowance for private vehicles, tips and per diems).

Underserved population - people who genuinely lack access to arts programs, services, or resources for geographic, economic, cultural, social, physical, or other demonstrable reasons. The term “population” can refer to a group of people with common heritage, regardless of whether they live in the same area.

Urban - a parish with more than 100,000 residents or a city with more than 25,000 residents.

