



**Louisiana Division of the Arts  
Special Initiative  
Fast Track Presenters Grant Program  
Guidelines for 2015-2016**

**I. INTRODUCTION**

The Fast Track Presenters Grant Program is designed to promote performing arts and aid in the sustenance of artistic activity in Louisiana by providing funding to Louisiana presenters to bring live performances to the state.

The Louisiana Division of the Arts (LDOA), in collaboration with the Mississippi Arts Commission and the Alabama State Council on the Arts, has developed a tri-state consortium to promote performing arts in all three states. The consortium is made up of presenters in Louisiana, Mississippi and Alabama and has been named the Gulf States Presenters Network (GSPN). An objective of the GSPN is to cultivate opportunities to promote artists and venues across the three states.

The Fast Track Presenters Grant Program is a special initiative developed from the GSPN. Fast Track Presenters Grants of up to \$2,000 are available for Louisiana presenters to hire performing artists from Mississippi and Alabama to perform at Louisiana venues. The performing artists must be listed on the Mississippi Artist Roster or the Alabama Artist Roster. In return, the Mississippi Arts Commission and the Alabama State Council on the Arts will provide grant funding to presenters in their states to hire Louisiana performing artists. Please note that all three states' artist rosters include visual artists, educational outreach, and other disciplines. However, presenters are only eligible for grants to offset the costs of hiring eligible **performing** artists to perform at qualifying events.

Presenters must work directly with the performing artist to arrange booking and contract details prior to submitting a grant application.

**II. WHAT IS A PRESENTER?**

The Fast Track Presenters Program is open to presenters. For the purposes of this grant program, a presenter is an individual, organization, or business entity that hires a performing artist to perform before an audience at an event that is open to the public. Arts councils, theatres, festival producers, educational institutions, and coffee shops may qualify as a presenter.

**III. APPLICANT ELIGIBILITY REQUIREMENTS:**

- a. Applicant must be a presenter, as defined above.
- b. The presenter/applicant must be located in Louisiana.

- c. LDOA will not award a grant to any suspended or debarred party, a party not in compliance with the Louisiana Legislative Auditor, or a party not in good standing with the Louisiana Secretary of State. LDOA will verify an applicant's status in the [System for Award Management portal](#), the [Louisiana Legislative Auditors' non-compliance list](#), and the [Louisiana Secretary of State business filings database](#).

#### **IV. WHAT EXPENSES ARE ELIGIBLE FOR FUNDING?**

Grant funds may be used to offset an eligible presenter's cost to hire a performing artist from the Mississippi or Alabama Artist Rosters to perform at a Louisiana event that is open to the public and to promote the event. The performance must take place between August 1, 2015 and May 31, 2016. Each presenter is allowed to submit only one grant application per grant cycle (August 1, 2015 – June 30, 2016).

#### **V. DEADLINE**

Applications may be submitted between March 25, 2015 and May 15, 2015. Award notifications will be sent by July 31, 2015

#### **VI. REQUIRED MATERIAL**

- a. Using 8 ½" x 11" paper, please type "Fast Track Presenters Grant" at the top of the page and include the following information:
- b. Application narrative (see below for specific requirements)
- c. Budget for event
- d. Marketing/Promotion Plan

#### **VII. APPLICATION NARRATIVE**

##### **a. Applicant information**

- i. Provide the applicant's name, address, parish, phone number, contact name and title, email address, Tax ID Number, DUNS number, Congressional District, State House District, and State Senate District. (The applicant must be domiciled in Louisiana.) The applicant is the presenter.

##### **b. Description of the Event**

- i. Provide a brief description of the event where the performing artist would perform. Include the location, schedule, dates, and ticket prices, if applicable. The artist must be selected from the Mississippi Artist Roster or Alabama Artist Roster. Provide the name of the artist that the applicant would present using these grant funds. Provide a written commitment from the artist to perform, if the applicant is awarded the grant.
- ii. The Mississippi Artist Roster can be accessed via the following link: <http://www.arts.ms.gov/artist-roster/artist-roster.php>  
Contact Turry Flucker with the Mississippi Arts Commission with any questions at [tflucker@arts.ms.gov](mailto:tflucker@arts.ms.gov) or 601-359-6075.

- iii. The Alabama Artist Roster can be accessed via the following link:  
<http://www.crt.state.la.us/Assets/OCD/arts/homepage/documents/ALABAMAARTISTS.pdf>

Contact Yvette Jones-Smedley at the Alabama Arts Council with any questions [yvette.jones-medley@arts.alabama.gov](mailto:yvette.jones-medley@arts.alabama.gov) or 334.242.4076.

- c. **Community Involvement**

Describe the audience and community segments that the presenter is targeting for this event.

- d. **Organizational Capacity**

Provide a brief narrative of the applicant's presenting history. Describe how the presenter will carry out this event. Describe the evaluation methods that will be used to measure the success of this event.

- e. **Requested grant amount**

Provide the grant amount requested. The maximum grant amount is \$2,000. No match is required.

- f. **Signature of an official authorized to sign on behalf of the applicant.**

The applicant must provide the signature of an authorizing official for the applicant's organization, along with the printed name of the signatory, the signatory's title and date. The applicant will need to provide evidence of the signatory's authority to submit the application. The signature must be submitted with the narrative and required material.

## **VIII. EVALUATION CRITERIA**

Each application will be reviewed LDOA staff and will be assessed according to the following criteria:

- a. Eligibility of Applicant
- b. Verification that the artist selected is on the Alabama or Mississippi Artist Roster
- c. Viability of project based on the required material submitted by applicant (narrative, budget, and marketing/promotion plan)

## **IX. FINAL REPORT**

A final report must be submitted via mail or email as a PDF file, within 30 days after completion of the event. LDOA will not issue payment until a final report is received and approved. The final report must contain:

- a. A summary of the event
- b. Proof of event – playbill, pictures, flyers, newspaper ads, articles or other publicity materials
- c. Copy of signed agreement between the artist and presenter
- d. Evaluation of event – collect accurate attendance figures, reviews, etc.
- e. Evidence of proper crediting – copy of program and publicity showing acknowledgement of funding, as specified in the grant agreement.

**X. SUBMISSION:**

Applications may be submitted by hand delivery, mail, or email. Applications submitted by email must be in a PDF file format and a hard copy of the application with original signature must be submitted by hand delivery or mail within 5 business days following the email submission.

Louisiana Division of the Arts contact information is listed below:

Mailing address (US Postal Service):

Louisiana Division of the Arts

Attn: Paula White

P.O. Box 44247

Baton Rouge, LA 70804-4247

For delivery by courier:

Louisiana Division of the Arts

Capitol Annex Building

Attn: Paula White

1051 North Third Street

4<sup>th</sup> Floor, Suite 405

Baton Rouge, LA 70802-5239

Email: [pwhite@crt.la.gov](mailto:pwhite@crt.la.gov)

Phone: 225-342-8175