



Louisiana Division of the Arts • Office of Cultural Development • Department of Culture, Recreation & Tourism

1051 North Third Street • Baton Rouge, LA 70802 • (225) 342-8180 Main • (225) 342-8173 Fax

Office of Cultural Development – Division of the Arts RDA Plan Review Grant

ABOUT THE GRANT

This is a competitive grant process available only to current Louisiana Regional Development Agencies (RDAs). Any agency receiving a RDA Plan Review (RPR) grant will be ineligible to apply for Stabilization or Special Initiatives grants from the Louisiana Division of the Arts (LDOA). LDOA hopes to provide constructive feedback to the RDA, and create a basis for considering future funding priorities and opportunities for collaborations.

PERFORMANCE PLAN REVIEW GOALS AND OBJECTIVES

The RDAs provide services and funding to arts organizations and artists in their region, promote the arts, and enhance the artistic enrichment of their respective communities. The RPR grant program provides general operating support to RDAs to assist with carrying out these tasks while also ensuring that RDAs do not compete with those same constituents for LDOA grant funding. The RPR grant allows LDOA to assess the quality of services provided by the RDAs to their constituencies and strengthens the relationships between LDOA and the RDAs.

APPLICATION, REPORTING AND REVIEW PROCESS

(Due July 31, 2014 – Postmarked)

APPLICATION AND PLAN SUBMITTED TO LDOA.

The application must be submitted through LDOA's Culture Grants Online (CGO) system and requires basic organization and budget information. All additional documents indicated in the list below must be submitted in electronic format through CGO. (See "Components of RPR Application" below for details).

To complete the application process, the signed signature page and a board resolution indicating the signatory is authorized to act on behalf of the RDA must be submitted to LDOA at the following address:

Louisiana Division of the Arts office - Room 405 of the Capitol Annex Building - 1051 North 3rd St, Baton Rouge, LA 70802.

The signature page and board resolution must be **postmarked** by July 31, 2014 or the grant application will not be considered.

The RPR application will be evaluated by the Review Panel.

LDOA will provide written feedback to each of the RDAs on programs or collaborations after the competitive panel process is complete. Funding is contingent on the availability of funds appropriated to LDOA by the Louisiana Legislature. RDAs will be notified of their award by early September.

REPORTING AND EVALUATION

1. The RDA is required to submit a quarterly Profit and Loss Statement (P&L) or Income Statement via email to arts@crt.la.gov. This statement should summarize the RDAs revenues, costs and expenses incurred for the applicable reporting period.

The due dates for these statements are as follows:

July 1 - September 30 (to be submitted no later than October 10).

October 1 - December 31 (to be submitted no later than January 31).

January 1 - March 31 (to be submitted no later than April 30).

April 1 - June 30 (to be submitted no later than June 30).

A final report must be submitted in CGO by June 1, 2015 in order to receive the RPR grant's final payment of 25%. The final report form will be provided to the RDA's by February 15, 2015

Should the RDA fail to adhere to the aforementioned deadlines, LDOA may terminate the RDA grant and require repayment of grant funds received in accordance with the terms of the grant agreement.

2. LDOA staff will conduct an annual site visit to the RDAs to evaluate the work being done in each region.
3. The Executive Director and the Community Development Coordinator (CDC) for each RDA must attend the annual RDA retreat each January to engage in policy discussions and training. The date of the retreat will be determined by LDOA in conjunction with the RDAs.

COMPONENTS OF RPR APPLICATION

The RPR application may be accessed through LDOA's CGO system here: <https://laarts.cgweb.org/login.php>. The complete application must be submitted electronically. The applicant must print out one (1) copy of the signature page and have it signed by the official authorized to submit the application on behalf of the applicant. The signed form and a board resolution indicating the signatory is authorized to act on behalf of the RDA must be sent to LDOA and postmarked by the due date.

LDOA requests ethnic and racial data from all of its grantees, which is summarized in required reports submitted to the National Endowment for the Arts (NEA). Responses to these questions will not be a factor in the review of the application.

The Performance Plan application must have the following components:

1. **Applicant Profile** Provide basic information about the organization, including the legal name of the organization, date of 501(c)3 status approval from the IRS, contact information, organization type, applicant status, applicant institution, applicant discipline, ethnic and racial composition of the organization, congressional district, Louisiana House District, Louisiana Senate District, FEIN/Tax ID number, date the organization was formed, date the organization's fiscal year ends, DUNS number, and organization's web address.
2. **Organization Descriptors** Provide information on the total number of individuals benefitting from the organization's programs, the number of artists participating, and the number of children/youth benefitting. Provide the amount of grant funding requested. LDOA requests data on the ethnic and racial groups served by the organization's programs.
3. **Budget Summary** (Requested format on Pg. 4 – 7 of application)
4. **Decentralized Arts Funding Program Narrative**
 - a. Describe the process for administering the DAF program. Include the process for panels, appeals, and application.
 - b. Outline the DAF calendar for 1 year and explain any major changes to the grant cycle for the upcoming year.
 - c. Explain any changes the RDA has recently made to the RDA's DAF guidelines.
 - d. Explain any anomalies in DAF program implementation (e.g., late payment or reporting, incomplete reporting, etc.).
5. **Region Narrative**
 - a. State three (3) major goals for your region this fiscal year (2015). (400 words maximum)
 - b. Describe the RDA's method for addressing these goals. (400 words maximum)
 - c. Describe any impediments to achieving these goals. (400 words maximum)
 - d. Describe the RDA's process for setting goals and policies on a regional level. (400 words maximum)
 - e. Provide the date of the RDA's most recent strategic or cultural plan. If the RDA is currently working on a plan, indicate when that current plan will be available. (400 words maximum)
6. **Agency Narrative**
 - a. Brief synopsis of the RDA's history. (400 words maximum)
 - b. State the RDA's mission statement and describe the RDA's programs and services. (800 words maximum)
 - c. Does your agency have a formal emergency preparedness plan? If so, please describe. (400 words maximum)
 - d. Describe the program evaluation methods that are employed by the RDA. (400 words maximum)
 - e. List and describe the RDA's largest community collaborations (e.g. schools, parks, etc.) along with approximate number of audience members for these collaborations.
 - f. Explain the economic impact the RDA is having on your community. (800 words maximum)
 - g. How many teachers benefit from your agency's programming?

- h. How many schools (Pre-K to 12) benefit from your agency's programming?
- i. How many artists are employed by the RDA?
- j. How many individuals are employed as full-time staff by the RDA?
- k. How many individuals are employed as part-time staff by the RDA?
- l. How many individuals are employed as contracted staff by the RDA?
- m. How many individuals serve as volunteers for the RDA?
- n. Have there been any personnel changes with your organization that would affect the DAF program?

7. Required Attachments Attach the following, in pdf or .doc format:

- a. Current DAF Calendar
- b. Current DAF guidelines
- c. Strategic or Cultural Plan
- d. List of Board Members with name, contact information (include address, phone and email), professional affiliation, and ethnicity. Please indicate the officers and any standing committees.
- e. Organizational Chart

8. Supplemental Materials

Up to 10 pieces of support materials, in electronic format, pdf or .doc. These may be programs, brochures, or any promotional or marketing materials that are strong examples of the work of the RDA. Audio or video samples will be accepted in .mp3, .mov or .wmv formats.

9. Completed ADA Questionnaire

This section collects information related to accessibility of the RDA's facilities and participation of staff, volunteers and artists with disabilities.

FUNDING

Funding levels per RDA are expected to increase or decrease slightly from the historical funding allocation. Any modification (increase or decrease) will be contingent upon the availability of funds appropriated to LDOA by the Louisiana Legislature, the panel scoring process, submission of required reports, and evaluations.

APPLICATION REVIEW CRITERIA

Applications are reviewed and evaluated using the criteria listed below.

PROGRAMMATIC QUALITY	50 POINTS
CAPABILITY	25 POINTS
IMPACT	25 POINTS
<hr/>	
TOTAL	100 POINTS

Programmatic Quality: 1-50 points

- Impact on artists
- Impact on arts organizations
- Impact on non-arts organizations offering artistic programs
- Impact on audience or participants

Capability: 1-25 points

- Administrative capability
- Personnel
- Demonstrated history
- Budget
- Planning, implementation, evaluation
- DAF & Stabilization program delivery

Impact: 1-25 points

- Public service
- Outreach
- Economic impact

Questions or Concerns? LDOA staff members are available to answer questions and provide information on LDOA's policies and procedures. LDOA staff will accept draft applications for review and comment up to two weeks before the deadline. To submit a draft, send an e-mail to arts@crt.la.gov and request a draft review. LDOA staff will also be available to consult with applicants by telephone at 225-342-8180.