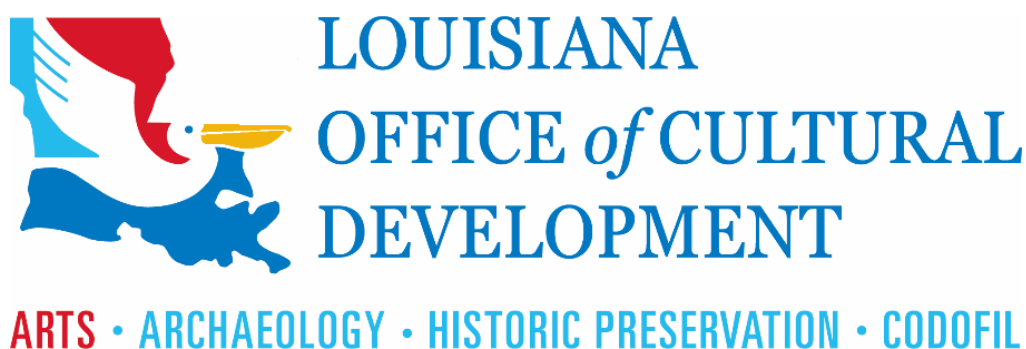


LOUISIANA DIVISION OF THE ARTS

DECENTRALIZED ARTS FUNDING PROGRAM

2018-2019 DAF GRANT GUIDELINES



The Decentralized Arts Funding Program is funded by the Louisiana Division of the Arts and is administered by the nine Regional Arts Councils throughout the State of Louisiana.



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LOUISIANA DIVISION OF THE ARTS DECENTRALIZED ARTS FUNDING (DAF) PROGRAM 2018-2019 GRANT GUIDELINES

The grant application deadline is Friday, July 13, 2018 at 5 pm.

All grant applications must be submitted online via the online application system:
www.mygovernmentonline.org

The Grant Activity Period begins October 1, 2018 and ends September 30, 2019.

The Decentralized Arts Funding Program (DAF) is administered jointly by the Louisiana Division of the Arts (LDOA) and the regional DAF Administrators. Initiated in 1995, this program provides a system for funding arts organizations and projects in all regions of the state by giving artists, nonprofit arts organizations, nonprofit organizations, public and private schools, and local government agencies in each parish the opportunity to develop and support arts programs that meet their local needs. The purpose of the program is to make the arts accessible to everyone throughout the state.

DAF FUNDING

The DAF program is funded by LDOA. Due to a substantial decrease in state general funds for LDOA, Lt. Governor Billy Nungesser transfers \$1 Million from the Louisiana Office of Tourism to fund this program.

Currently funds are provided to each parish on a per capita basis utilizing the most recent U.S. Census figures. Decisions about cultural priorities are made locally and discussed with LDOA to ensure compatibility with current state cultural initiatives. Funding is allocated to each parish on a per capita basis utilizing the 2010 census figures. The Louisiana Division of the Arts oversees the Decentralized Arts Funding (DAF) Program and disburses the funds to nine Regional Arts Councils (RAC), which in turn regrant those dollars to parishes within their regions.

The Louisiana Decentralized Arts Funding Program is administered by the following Regional Arts Councils:

- Region 1: [Arts Council New Orleans](#)
- Region 2: [Arts Council of Greater Baton Rouge](#)
- Region 3: [Bayou Regional Arts Council](#)
- Region 4: [Acadiana Center for the Arts](#)
- Region 5: [Arts & Humanities Council of Southwest Louisiana](#)
- Region 6: [Arts Council of Central Louisiana](#)
- Region 7: [Shreveport Regional Arts Council](#)
- Region 8: [Northeast Louisiana Arts Council](#)
- Region 9: [St. Tammany Parish Government Commission on Cultural Affairs](#)

See *Attachment A* to find your parish and the contact information for the Regional Arts Council that serves your area. Each region will set its own schedule for workshops, draft review, panel review meetings, and other steps in the grant process. Please contact the Community Development Coordinator at your Regional Arts Council for more information.

The Louisiana Division of the Arts will launch the first statewide online grant application system for the DAF Program in May 2018. The new software provides online services that will help to facilitate the grant application submittal and application review process. The software will also allow grant applicants to track the progress of their application online. More specific information about the online grant application process is included in the Project Assistance and the Organizational Support sections in the grant guidelines, and on the Louisiana Division of the Arts website:

<https://www.crt.state.la.us/cultural-development/arts/>

DAF GOALS

- Support arts programs and events that fulfill local community need.
- Strengthen arts organizations
- Encourage professional artists to undertake projects that have meaningful community involvement and build audiences for the arts
- Encourage a variety of public and private entities within each parish to sponsor arts and cultural activities including classical, contemporary, and traditional arts in eight artistic disciplines: dance, design arts, folklife, literature, media, music, theater, and visual arts
- Leverage additional local support for the arts
- Provide arts activities for community members who have limited arts experiences
- Provide funding for arts and cultural activities that are open to the public
- Introduce the standard grant writing practices and develop grants management skills
- Expand efforts to make the arts accessible to all parishes in Louisiana.

DAF FUNDING PRIORITIES

- Must be an ART program: dance, design arts, folklife, literature, media, music, theatre, visual arts
- Demonstrate artistic merit and develop sustainable art projects and programs that will continue to enhance the region
- Reach a broad audience and deepen access to quality, interactive artistic experiences
- Promote Louisiana artists as well as artists who enhance the artistic and cultural goals of the state of Louisiana
- Currently grant funds must be used in the parish where awarded

RECOGNIZED ARTISTIC DISCIPLINES

The DAF program provides funding for arts organizations and arts projects. The artistic disciplines described below are considered eligible art forms:

Dance	Design	Folklife	Literature
Music	Media	Theatre	Visual Arts & Craft

Dance

Dance projects can focus on ballet, modern, jazz or ethnic 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.

Design

Design Arts projects promote excellence in the design field 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 professionals 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 & Crafts** (occupational, festive and food ways traditions). *See definition of folk artist 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 services 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 specific projects that present the literary arts to the public and to promote works of poetry, fiction, and creative non-fiction. In addition, the category supports not-for-profit small presses and magazines that publish fiction, poetry, creative prose, or literary criticism for production and distribution projects. Such magazines must have been published at least once.

Media

Media project grants provide financial assistance to organizations and artists involved in film, video, radio, or related media. Projects should focus on the development of film, video, and radio as art forms where experimentation, technique and, creative processes are included in the project design.

Music

Music project grants assist artists or organizations sponsoring musical 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, solo/recital.

Theater

Theater project grants are intended to help make high quality dramatic and musical theater available to the public or support development of nonprofit professional and community theater, puppetry, mime, and storytelling.

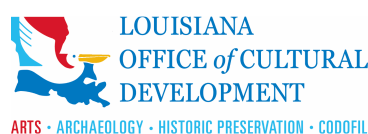
Visual Arts and Crafts

Visual Arts and Crafts project grants are intended to support projects or services of museums, art galleries, art centers, and other organizations concerned with visual arts. This includes drawing, painting, printmaking, sculpture, photography, glass, ceramics, fiber, wood, metal, mixed media, and art in public places.

ELIGIBLE APPLICANTS

All applicants must apply in the parish in which the organization is domiciled and incorporated. The official domicile is the organization's official address registered with the Louisiana Secretary of State and located in the parish indicated on the Certificate of Incorporation. All nonprofit organizations must be in good standing with the Louisiana Secretary of State and Louisiana Legislative Auditor to be considered eligible.

- Louisiana nonprofit tax-exempt organizations registered as nonprofit with the Louisiana Secretary of State, or with 501(c)(3) status with the IRS are eligible. Nonprofit status must be current and in good standing at the time of the application deadline.
- Local, parish, or state governmental agencies such as libraries or municipalities are eligible and are not required to submit proof of nonprofit status.
- Public or private schools and school boards (each school within a school system is considered a separate entity).
- Colleges or universities sponsoring activities (each university department is considered a separate entity) intended for community participation (not academic, credit-producing, or curriculum-oriented projects). Such activities must provide significant access and the probability of significant attendance by the general public.
- Project Assistance applicants who lack the legal status to be an applicant may apply using an eligible nonprofit organization to be a fiscal agent. The fiscal agent assumes legal and financial responsibility for the project.
- Individuals may apply for a Project Assistance grant by using an eligible nonprofit organization as a fiscal agent. The project must directly benefit the community and include community participation. The fiscal agent assumes legal and financial responsibility for the project.



INELIGIBLE APPLICANTS

- Organizations receiving line item support from the state legislature. These organizations are ineligible to receive grants for arts programming related to those line items.
- Regional Arts Councils are not eligible to be an applicant or a paid provider of services on a grant.
- Organizations acting as a fiscal agent on behalf of an individual or organization are ineligible to be a paid provider of services on the same grant.
- Past grant recipients who are not in compliance with the Regional Arts Council, the Decentralized Arts Funding Program, or the Louisiana Division of the Arts.
- Any organization that is not in good standing with the [Louisiana Secretary of State](#) or the [Louisiana Legislative Auditor](#). You may check the status by clicking on the following links:
 - Louisiana Secretary of State:
<https://coraweb.sos.la.gov/CommercialSearch/CommercialSearch.aspx>
 - Louisiana Legislative Auditor:
<https://www.la.la.gov/reports-data/non-compliance/non-compliance-list/index.shtml>

PROGRAM INELIGIBILITY

There are eligibility requirements for each type of grant within the DAF program. Those requirements are described further in the Project Assistance Grant and Organizational Support Grant sections in the guidelines. Specific items and organizations that are ineligible for funding in each grant category are listed below:

Items not funded through Project Assistance grants:

- The majority of an organization's scope of programming or regular season of productions
- Operating costs not directly associated with the proposed project
- Non-arts oriented exhibitions or production components
- Projects funded in the same year (or overlapping year) by the Louisiana Division of the Arts General Operating Support Grant Program

Organizations not funded through Organizational Support grants:

- Non-arts organizations
- Nonprofit arts organizations lacking a 501(c)(3) designation from the IRS
- Governmental agencies, colleges, universities, and schools
- Organizations that received operating support from the Louisiana Division of the Arts General Operating Support Grant Program in the same year (or overlapping year)

ITEMS NOT FUNDED IN ANY DAF GRANT CATEGORY:

- Activities that occur before October 1, 2018 and after September 30, 2019
- Expenses incurred prior to October 1, 2018 and after September 30, 2019
- Activities that are generally not available to the public
- Activities intended to serve only an organization's membership
- Regrant by the applicant to other organizations
- 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 and sites
- Conservation of non-arts related collections
- Activities 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
- Artists filling teacher vacancies
- Operational costs to universities
- Food or beverages
- Scholarships, 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 or advocacy efforts
- Activities that take place outside of the parish where the grant is funded
- Purchase of equipment or long-term rentals of equipment
- Purchase of property or library holdings
- Capital improvements
- High school, college, or university faculty exhibitions
- Activities that primarily serve social or religious purposes
- Licensing fees of any kind
- Travel or transportation of any kind, including transporting students to arts events
- Exhibits or activities that primarily focus on historical topics
- Restoration of historic buildings and sites

DAF APPLICATION DEADLINE:

JULY 13, 2018 AT 5 PM

NEW FOR 2018-2019:

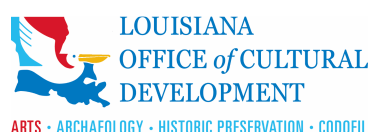
All DAF grant applications must be completed in the LDOA grant application system, www.mygovernmentonline.org. **All grant applications must be submitted no later than Friday, July 13, 2018 at 5 pm. Application deadlines will be strictly enforced.** No late grant applications or addendums to applications will be accepted. The Regional Arts Council staff will review each grant application and verify that all required material has been completed and submitted as part of the grant application.

- **Applications that do not contain all of the required materials will be considered incomplete and ineligible.**
- **Applicants who are not in good standing with the Louisiana Secretary of State and the Louisiana Legislative Auditor by the grant deadline will be considered ineligible.**
- Applicants will be notified of their application status within a few weeks of the grant deadline. Applicants will receive the notification through the online grant system informing them if the application is complete and has been accepted, or if the application is considered ineligible.
- All eligible grant applications will be reviewed by an advisory panel.

DAF Grant Guidelines and Application Instructions may be downloaded from the Louisiana Division of the Arts website: <https://www.crt.state.la.us/cultural-development/arts/> or by contacting your Regional Arts Council.

The online grant application system is: www.mygovernmentonline.org. Each applicant must create a new user account in order to access the grant application. We strongly recommend that you follow the "Application Instructions" (*Attachment C*) as you create an account and begin the grant application. The instructions will guide you through creating an account, accessing and saving the grant application, uploading files to attach, and submitting the completed application.

If further technical assistance is needed pertaining to the use of the MyGovernmentOnline software, please call the support line at 1-866-957-3764, option 1 for assistance. The MyGovernmentOnline agents are available to assist with any software related questions.



TYPES OF DAF GRANTS AVAILABLE

There are two grant categories in the Decentralized Arts Funding Program: Project Assistance and Organizational Support. **Only one DAF grant application is allowed per applicant. The applicant must choose to apply for either Project Assistance OR Organizational Support.**

The grant categories are defined as:

Project Assistance

Project Assistance provides funding for a wide variety of arts projects and programs with artistic value that meet specific community needs. Arts activities are supported only within the eight recognized arts disciplines only (Pages 3-4). See *Attachment B* for the minimum and maximum grant amount that you may request for your parish.

Organizational Support

Organizational Support is only available to arts organizations with 501(c)(3) status from the IRS. An arts organization is defined as one whose mission statement is to develop, promote, encourage, or present the arts to the public. Arts organizations are supported within the eight recognized disciplines only (Pages 3-4). Organizational support provides funding for operating expenses, such as salaries, supplies, and utilities of arts organizations. Up to 25% of the previous year's annual operating revenues and no more than the maximum amount set for each parish (see *Attachment B*).

CASH MATCH REQUIRED

A cash match demonstrates community involvement and commitment to the project. For 2018-2019, applicants must show a minimum of 50% cash match. For example: If the total grant request is \$3,000, the applicant must show at least \$1,500 in income from other eligible sources. The cash match will be documented in the final report.

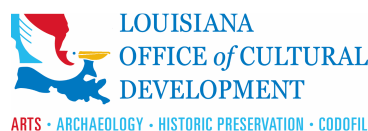
Allowable matching funds must meet the following criteria:

1. Be carefully defined
2. Used for costs allowable under the grant guidelines

Ineligible Source and use of matching funds:

1. State funds from any state source
2. Funds used for state-owned facilities or equipment purchase or use
3. State faculty salaries
4. Administrative costs from state institutions
5. Funds from the National Endowment for the Arts

Note: Given the competitive nature of the grants process and the number of applicants per parish, it is likely applicants will not be fully funded; therefore, it is important to consider additional sources of funding.



ASSISTANCE WITH GRANTS

Grant workshops are offered by each Regional Arts Council to help applicants develop and submit persuasive proposals. The workshops also cover grant categories, eligibility, application requirements, and tips on how to submit a competitive application. Please contact your Regional Arts Council for dates and times of workshops. Contact information for Regional Arts Councils may be found in *Attachment A*.

The Community Development Coordinator is available to provide one-on-one assistance to help develop your application prior to the deadline. He or she will review drafts and provide comments to help strengthen your grant proposal. Please contact your Regional Arts Council for the draft deadline for your region.

PLANNING THE PROPOSAL

Before beginning the grant application, consider the following:

1. Review the mission, goals, and yearly work plan for your organization. Would it be in the public interest for state funds to support your work?
2. Review the intent of the Decentralized Arts Funding Program. Is this a logical funding source for your organization?
3. Think about the needs of your community. How is your project meeting a particular need? Does the project involve your community? If so, find concrete ways to demonstrate this, such as letters of support to document community support and collaboration.
4. Be realistic and specific in your plans. Talk to people you want involved in your project before you begin writing. Do they want or need the services your project offers?
5. Involve your community in the planning of the project. Who will benefit from this project? What are the anticipated outcomes?
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. Talk to the Community Development Coordinator for your region (See *Attachment A*).
9. Read the Louisiana Decentralized Arts Funding Program Guidelines, again. Call and ask questions.

PROJECT ASSISTANCE GRANTS

Project Assistance Grants provide funds for a wide variety of arts projects and programs with artistic value that meet specific community needs. Arts projects funded by DAF Project Assistance Grants must focus on one or more of the recognized arts disciplines listed on pages 3-4 only. Applicants may request grant funding within the minimum and maximum amounts allowed as set by each Regional Arts Council (See *Attachment B*).

APPLICANTS

The following types of organizations may apply for Project Assistance Grants:

- Louisiana nonprofit tax-exempt organizations
- Louisiana nonprofit organizations without a tax-exempt designation must be registered as a nonprofit organization with the Louisiana Secretary of State and must use a fiscal agent
- Government subdivisions, such as parish libraries, municipal governments, state universities, etc.
- Individuals using a fiscal agent

FISCAL AGENT

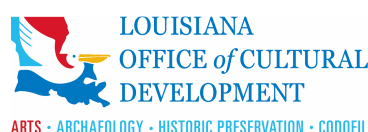
Individuals and organizations lacking a 501(c)(3) federal tax-exempt status must arrange for a nonprofit organization with 501(c)(3) status to serve as a fiscal agent. Organizations serving as fiscal agents (the applicant) must be domiciled in the same parish as the other organization or individual (sub-applicant). It is recommended that individuals or groups applying with a fiscal agent draft an agreement outlining the terms of the grantee/fiscal agent relationship. An organization serving as a fiscal agent for a grant must comply with generally accepted accounting procedures. The accounting system should clearly separate these grant funds from other revenues and records should identify them as funds to be used for the sub-applicant's activities.

- The fiscal agent assumes legal and financial responsibility for the project.
- Organizations may serve as a fiscal agent for up to two other applicants in addition to their own applications.
- Fiscal agents must be domiciled in the same parish as the sub-applicant, and the project must take place in the same parish.
- Fiscal agents may not serve as a provider of service within the same project.
- The fiscal agent's fee may not exceed \$150.

CHAPTER ORGANIZATIONS/FEDERAL GROUP TAX EXEMPTION REQUIREMENTS

Chapter organizations using the federal group tax-exempt status of the central organization, if the central organization is domiciled in Louisiana, are eligible to apply for project assistance grant funds.

- Organizations must attach IRS nonprofit tax-exempt designation letter for the central organization and documentation from the IRS indicating chapter is under the central organization.
- A letter of support from the central organization must be submitted with the application.



PROJECT ASSISTANCE EVALUATION CRITERIA

A Review Panel, composed of members from your community, will evaluate your proposal using evaluation criteria, which will determine recommended funding. Questions are provided for you in the application narrative. Your responses to the narrative questions along with the other components of the grant proposal will be evaluated accordingly. The evaluation criteria and corresponding weights for the Project Assistance grant category includes:

Artistic Merit	35%
Need and Impact	30%
Planning and Design	20%
Administration and Budget	15%

ARTISTIC MERIT

WEIGHT: 35%

Your application will be reviewed on the basis of:

- Artistic merit of the proposed project
- Expertise of artists involved as providers of service
- Contribution to the art form or the understanding and appreciation of the art form(s) proposed

NEED AND IMPACT

WEIGHT: 30%

Your application will be reviewed on the basis of:

- 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: Cultural significance of the art form and the involvement of trained cultural specialists (folklorists, anthropologists, ethnomusicologists).

PLANNING AND DESIGN

WEIGHT: 20%

Your application will be reviewed on the basis of:

- Well-planned and designed project
- Adequate people and resources specified
- Realistic time frame as proposed
- Involvement of target audience in the planning process

ADMINISTRATION AND BUDGET

WEIGHT: 15%

Your application will be reviewed on the basis of:

- Ability of applicant to administer and deliver activities proposed
- Appropriate request level and use of grant funds
- Clarity and completeness of financial information



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PROJECT ASSISTANCE GRANT APPLICATION

The Project Assistance Grant Application must be completed online through the online grant application system: www.mygovernmentonline.org. Each applicant must create a new user account in order to access the grant application. **We strongly recommend that you read the application instructions (Attachment C) before you begin the application.** The instructions will guide you through creating an account, accessing and saving the grant application, uploading files to attach, and submitting the completed application.

The sections of the grant application are listed below, with a few special items to note:

❖ ORGANIZATION INFORMATION

- Every applicant must have a DUNS number. To obtain a DUNS number, go to www.dnb.com.
- See *Attachment A* of the DAF grant guidelines to determine your region.
- To find your legislators, go to: <http://www.legis.la.gov/legis/FindMyLegislators.aspx>

❖ ELIGIBILITY

- Enter the grant amount requested, within the range allowable for your parish (See *Attachment B* of the DAF grant guidelines)

❖ NATIONAL ENDOWMENT FOR THE ARTS (NEA) DESCRIPTORS AND AWARD OVERVIEW

Select the option in the drop-down menu that best fits your organization.

❖ IMPACT

Estimate the total number of people who will be directly impacted by the proposed project during the grant activity period. Actual numbers will be collected in the final report.

❖ NARRATIVE

- Read the questions carefully and be sure to answer the questions that are asked.
- Review the evaluation criteria and refer to it as you write the narrative.
- We suggest that you type the narrative section answers in a separate document, then copy and paste those answers into the grant application when you have completed the answer. The grant application does not provide spell and grammar check or word counts.
- Assume that the reader knows nothing about your organization or the proposed project except what is presented in the application. Present concrete plans, specific goals, and show evidence of adequate research and planning.
- Be concise and effective. Panelists will have a number of grant applications to read so you should answer the question as succinctly as possible while making your point and telling your story.
- Be sure to define any acronyms that are used and avoid using jargon. Write in clear, simple language.
- Ask someone who is not familiar with your organization to read your draft. Ask people who are involved with your organization to read the draft. Is the narrative clear to those readers? Does the description reflect the intent of the organization? Is the proposal realistic? Does it address evaluation criteria?
- Proofread, Proofread, Proofread



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❖ **ACCESSIBILITY**



Answer the questions showing how your organization serves special populations or those with special needs.

❖ **LINKS TO VIDEOS (OPTIONAL)**

Type the URL for any video links that you would like to share about your organization or previous projects.

❖ **FILE UPLOAD**

Follow the steps in the “Application Instructions” (*Attachment C*) document to upload and attach materials to the application. All materials must be uploaded as part of the grant application. No external materials, such as binders, will be accepted. The list of required and supplemental items is below, and a more detailed description of each item is in the application:

- **IRS letter determining nonprofit 501(c)(3) tax exempt status.**
- **Secretary of State documentation showing the organization’s domicile address and status.**
Documentation may be found at the following link:
<https://coraweb.sos.la.gov/CommercialSearch/CommercialSearch.aspx>
- **List of Board of Directors**
- **Total Project Budget:** See Attachment C for instructions on downloading and uploading the document embedded in the grant application. The form may be access within the application by clicking on the  icon.
- **Provider of Services:** See Attachment C for instructions on downloading and uploading the document embedded in the grant application. The form may be access within the application by clicking on the  icon.
- **Letter of Intent** (only required for projects involving schools or chapter organizations)
- **Supplemental materials (Optional but recommended. Maximum of 10 files)**

❖ **CERTIFICATION STATEMENT**

Provide the names of the people authorized by the Board of Directors to sign official document for the organization.

❖ **REVIEW**

Review the grant application, then click the Submit button when you are ready to submit the application. You will not have a chance to edit the application once you’ve submitted the application for review.

ORGANIZATIONAL SUPPORT GRANTS

Organizational Support is only available to arts organizations with 501(c)(3) tax-exempt status from the Internal Revenue Service. An arts organization is generally defined as one 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, to insure community accessibility and to target diverse populations. Organizational support provides funding for operating expenses, such as salaries, supplies, and utilities of arts organizations. Organizations may request up to 25% of the previous year's annual operating revenues and no more than the maximum amount allowed per parish as set by each Regional Arts Council (See *Attachment B*). For this grants program, the organization's programming must focus on one or more of the arts disciplines listed on pages 3-4.

ORGANIZATIONAL SUPPORT EVALUATION CRITERIA

A Review Panel, composed of members from your community, will evaluate your proposal using evaluation criteria, which will determine recommended funding. Questions are provided for you in the application narrative. Your responses to the narrative questions along with the organization's budget and other components of the grant proposal will be evaluated accordingly. The evaluation criteria and corresponding weights for the Organizational Support grant category includes:

Quality _____ 50%

Need and Impact _____ 30%

Administration and Budget _____ 20%

QUALITY

WEIGHT: 50%

Your proposal will be evaluated on the basis of:

- Artistic merit of the 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

WEIGHT: 30%

Your application will be evaluated on the basis of:

- Need for the organization's programs or 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

WEIGHT: 20%

Your application will be evaluated on the basis of:

- Sound fiscal history as shown in financial statements
- Diverse funding sources and community support
- Quality of organizational planning



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ORGANIZATIONAL SUPPORT GRANT APPLICATION

The DAF Organizational Support Grant Application must be completed and submitted online through the grant application system: www.mygovernmentonline.org. Each applicant must create a new user account in order to access the grant application. **We strongly recommend that you follow the application instructions (Attachment C) as you create an account and begin the application.** The instructions will guide you through creating an account, accessing and saving the grant application, uploading files to attach, and submitting the completed application.

The sections of the grant application are listed below, with a few specific items noted:

❖ ORGANIZATION INFORMATION

- Every applicant must have a DUNS number. To obtain a DUNS number, go to www.dnb.com.
- See *Attachment A* of the DAF grant guidelines to determine your region.
- To find your legislators, go to: <http://www.legis.la.gov/legis/FindMyLegislators.aspx>.

❖ ELIGIBILITY

- Enter the total cash expenses from the most recent completed fiscal year.
- Enter the grant amount requested, within the range allowable for your parish (See *Attachment B* of the DAF grant guidelines)

❖ NATIONAL ENDOWMENT FOR THE ARTS (NEA) DESCRIPTORS AND AWARD OVERVIEW

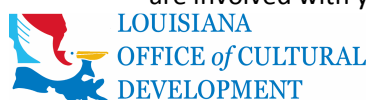
Select the option in the Drop-Down menu that best fits your organization.

❖ IMPACT

Estimate the total number of people who will be directly impacted by your organization and its programming during the grant activity period. Actual numbers will be collected in the final report.

❖ NARRATIVE

- Read the questions carefully and be sure to answer the questions that are asked.
- Review the evaluation criteria and refer to it as you write the narrative.
- We suggest that you type the narrative section answers in a separate document, then copy and paste those answers into the grant application when you have completed the answer. The grant application does not provide spell and grammar check or word counts.
- Assume that the reader knows nothing about your organization except what is presented in the application. Present concrete plans, specific goals, and show evidence of adequate research and planning.
- Be concise and effective. Panelists will have a number of grant applications to read so you should answer the question as succinctly as possible while making your point and telling your story.
- Be sure to define any acronyms that are used and avoid using jargon. Write in clear, simple language.
- Ask someone who is not familiar with your organization to read your draft. Ask people who are involved with your organization to read the draft. Is the narrative clear to those



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readers? Does the description reflect the intent of the organization? Is the proposal realistic? Does it address evaluation criteria?



- Proofread, Proofread, Proofread

❖ **ACCESSIBILITY**

Answer the questions showing how your organization serves people with special needs or in special populations.

❖ **FILE UPLOAD**

Follow the steps in the “Application Instructions” document to upload and attach materials to the application. All materials must be uploaded as part of the grant application. No external materials, such as binders, will be accepted. The list of required and supplemental items is below, and a more detailed description of each item is in the application:

- **Letter from the IRS determining 501(c)(3) status**
- **Secretary of State documentation showing the organization’s domicile address and status**
Documentation may be found at the following link:
<https://coraweb.sos.la.gov/CommercialSearch/CommercialSearch.aspx>
- **List of Board of Directors:** Indicate officers and include name, mailing and email address, phone number, professional affiliation or area of expertise, and ethnicity for each board member
- **Year-end Financial Statement for the most recently completed fiscal year or IRS Form 990**
- **Total Projected Operational Budget:** Click on the  icon within the application to open the budget form. Follow the “Application Instructions” (*Attachment C*) for a detailed guide of how to upload documents.
- **List of Programs and Services planned for the grant activity period October 1, 2018 through September 30, 2019.** Click on the  icon within the application to open the Programs and Services Form. Follow the “Application Instructions” (*Attachment C*) for a detailed guide of how to upload documents.
- **Optional, but Recommended: Organizational Strategic or Long-Range Plan**
- **Optional, but Recommended: Supplemental materials (Maximum of 10 files)**
Provide a concise but representative sample of materials to acquaint panelists with your organization and its programs. Examples of acceptable documentation include promotional materials, newsletters, annual reports, programs, season brochure, pictures from past programs, videos or audio recordings of past performances, newspaper or magazine articles, letters of support, detailed information about the budget, etc. All supplemental materials must be uploaded to the application. No external materials, such as binders, will be accepted.

❖ **CERTIFICATION STATEMENT**

Provide the names of the people authorized by the Board of Directors to sign official document for the organization.

❖ **REVIEW**

Review the grant application, then click the Submit button when you are ready to submit the application. You will not have a chance to edit the application once you've submitted the application for review.

AFTER THE GRANT APPLICATION IS SUBMITTED

When you submit the application, you will see a notice on the screen confirming receipt and a temporary application number. After the DAF Grant Deadline, the Regional Arts Council staff reviews the grant applications. The Regional Arts Council determines whether the applicant and the proposal are eligible and that the application complies with DAF Program guidelines. The application review process will take several weeks to complete. If the application is considered to be complete and eligible, the online grant system will be updated to show that the application has been accepted and a grant number will be assigned. If the application is considered to be ineligible, the online grant system will be updated to show that the grant is ineligible and not accepted. You may check the status of the grant application in the online grant application system by clicking on the My Account tab at the top of the page, and scrolling to the My Applications section at the bottom of the page.

HOW ARE FUNDING DECISIONS MADE?

All eligible grant applications are reviewed by a Review Panel made up of members of the community. The Community Review Panel reflects the region's ethnic, demographic, and geographic diversity in addition to having the artistic and administrative expertise needed to evaluate applications. The panel members will review applications online, and then will convene to discuss the applications and make funding recommendations based on the evaluation criteria for each grant category. Each parish will have representation on the panel. To avoid conflicts of interest, the employees and paid providers of service of applicant organizations will not be allowed to serve as panel members. Board members of applicant organizations may serve, but must recuse themselves by physically leaving the room when those applicants are discussed and voted on. Other reasons for recusals are: a panelist's immediate family is a board member or the panelist has some other close affiliation or potential bias with an applicant organization.

APPEAL PROCESS

Once the Community Review Panel has met, applicants may call the granting agency to find out the recommended funding level and panel comments. Applicants not recommended for funding or recommended for reduced funding may appeal the funding recommendation by submitting a written appeal to the Regional Arts Council. For an application to be considered for appeal, the organization must submit a letter **justifying** the appeal. Such requests must contain a justification indicating that the decision to not fund the project was based upon insufficient or incorrect information resulting from



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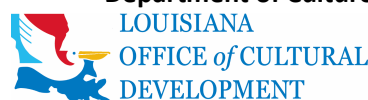
something other than the fault of the applicant. Submitting an incomplete application is not grounds for appeal. Information not provided in the original grant application will not be considered as grounds for appeal. Recommendations by the panel to not fund an application or recommendations for partial funding are not grounds for appeal. The date that the funding recommendation will be available and the appeal deadline will be included in the letter notifying applicants that their application has been received. Once the appeals have been reviewed by the Regional Arts Council and Regional Arts Council Appeal Committee, the Board of Directors will review the recommendations of the panel and the appeal committee.

WHAT HAPPENS NEXT?

1. Award letters will be sent to each grant applicant that has been awarded a grant. Two things must happen before the award letters are sent:
 - The Louisiana Division of the Arts must have an approved budget for the 2018-2019 fiscal year
 - The Regional Arts Council's Board of Directors must approve the funding recommendations made by the Review Panel
2. You will enter into a contract with the Regional Arts Council. Applicants who receive partial funding should be prepared to revise the plan and budget accordingly. Once the contract has been signed and approved by all parties you will receive your first payment of 75 percent of your grant award, pending the Regional Arts Council's receipt of funds from the Louisiana Division of the Arts.
3. If at any time the scope of the grant changes, contact the Community Development Coordinator in your region to submit changes. If you are unable to complete the project, programs, or services for which you're funded or if you will not use all of the grant funds awarded, immediately contact the CDC in your region. The grant funds can be reallocated to another grantee if notification is received early.

OTHER REQUIREMENTS

- **Notification of Grant Funded Activities**
You are required to notify staff of the Regional Arts Council prior to any project events or program funded by the Louisiana Decentralized Arts Funding Program. You should also invite those individuals responsible for funding your project, program, or service including local and state elected officials from your town or region and the Louisiana Division of the Arts.
- **Acknowledgement Statement**
The grant agreement will contain a section regarding a credit statement and logos. Please refer to the 2018-2019 grant agreement for updated language. The statement from the current grant agreement is:
"The official logos of the Office of Cultural Development/Division of the Arts and the National Endowment for the Arts (NEA) shall appear in close proximity to the name of the grantee organization in ALL publicity, advertising, and programs along with the following statement:
'Supported by a grant from the Louisiana Division of the Arts, Office of Cultural Development, Department of Culture, Recreation and Tourism, in cooperation with the Louisiana State Arts



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Council, as administered by the (Name of the Regional Arts Council). Funding has also been provided by the National Endowment for the Arts, Art Works.’ Additional crediting statements may be added. The logos may be downloaded at <http://www.crt.state.la.us/cultural-development/arts/grants/manage-your-grant/index>”

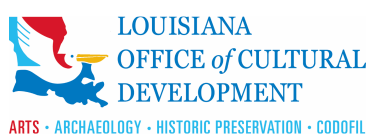
FINAL REPORT REQUIREMENTS

The Final Report documents the programs or services provided by your organization. Information in the final report compares the original information contained in your application with what actually happened as a result of your project, programs, or services. At this point, we want to know what worked and what didn’t work; how many people benefited; what were the results? What was the intent of the project and was it achieved? Keep in mind the goals of the Decentralized Arts Funding Program and the appropriate evaluation criteria.

During the course of your project, you are responsible for keeping track of activities and financial information related to your project, programs, or services for which you received state of Louisiana grant money. You must keep copies of all receipts, invoices, check numbers, and cancelled checks. In addition to financial and budget tracking, you will also be responsible for keeping track of **Performance Indicators**. **Performance Indicators** are evaluation tools used to determine the effectiveness of your project, programs, or services and to evaluate the use of state of Louisiana grant funding. You will be asked to provide information about groups who were impacted as defined by age, race/ethnicity, and distinct groups (individuals with disabilities, individuals in institutions, individuals with limited English proficiency, youth at risk, individuals below the poverty line, or military veterans/active duty personnel). Also you will provide the physical address for all project activities funded by a Project Assistance grant, or every activity that took place during the grant activity period if reporting for an Organizational Support grant. This information will be compiled at the end of your project or the end of the Decentralized Arts Funding Program fiscal year in the Final Report. The final report must be submitted through the online grant application software.

Once you have submitted the Final Report with all required documentation and it has been approved, you will receive the final 25 percent of your grant award. Final Reports must be submitted no later than thirty (30) days after completion of services or October 31, 2019, whichever comes first. Final payments will not be issued until the Regional Arts Council receives final payment from the LDOA, usually by June 30th.

If the Regional Arts Council determines that a grantee has failed to comply with the terms and conditions set forth in the agreement, that grantee shall become ineligible to receive its final payment of 25% of the grant award. Recipients in noncompliance status may also be asked to return all or some of their initial grant payment. For a year following a determination of noncompliance, the grantee will be ineligible to apply to the Louisiana Decentralized Arts Funding Program.



GLOSSARY OF TERMS

Activity period – The period of time when grant activities must take place. The grant activity period for the 2018-2019 DAF grant period is October 1, 2018 through September 30, 2019.

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 - the organization registered as a Louisiana nonprofit corporation with the Secretary of State's office and/or the IRS under section 501(c). The applicant assumes legal and financial responsibility for administering a grant-funded project even if funds are passed on to another organization or individual.

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

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 Organizational Support.

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 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.

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

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

CDC – Community Development Coordinator is the DAF grant administrator for the Regional Arts Council

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

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 for additional information about an application, usually the project director or person responsible for implementing proposed activities.

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 (FY2018 or 2017-2018) - 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. Dates must fall between October 1, 2018 and September 30, 2019.

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

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.

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 – tangible personal property having a useful life of more than one year

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. Can also be the Social Security Number of the registered agent of the organization as reported to the Louisiana Secretary of State's office on the Annual Report.

Final Report – the report due at the conclusion of the project or grant activity period in which the grantee provides documentation of activities, grant expenditures, and tracks performance indicators.

Fiscal agent – a nonprofit organization, acting on behalf of a sub-applicant, assuming responsibility for the legal and fiscal management of funds granted for use by a sub-applicant. See Sub-applicant.

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 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.

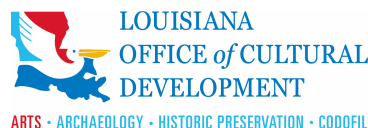
Income - present or anticipated funds and resources required to accomplish the proposed activities (for example, revenues which are earned income, support which is unearned income, such as cash contributions and grants).

Individuals to participate - the number persons expected to be involved directly with a project or other activity.

Individuals to benefit - the number of persons expected to benefit 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. Actual numbers are required in the final report.

In-kind – 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). In-kind expenses could be complimentary tickets given to an event, services or space donated by the applicant organization, etc.

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.



LDOA – Louisiana Division of the Arts

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.

Local Regranting Agency (LRA) - local arts agency that administers decentralized arts funds for a given parish within a region. Bossier Arts Council is the only designated LRA in the state.

Marketing costs - publicity or promotion costs specifically for the project. Includes costs of newspaper, radio and television advertising; printing and mailing of brochures, flyers and posters; publicity or advertising.

Match – cash provided by the applicant to fund the portion of the proposed project not covered by grant funds. Beginning in FY19, a 50% cash match is required.

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.

Nonprofit tax-exempt – organizations eligible to apply with IRS nonprofit tax-exemption under sections 501(c)(3) through 501(c)(10) and (501(c)(19).

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.

Organizational Support – an application category through the Decentralized Arts Funding Program that awards grants to 501(c)(3) Louisiana 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, and to the National Endowment for the Arts

Personnel-administrative – employees 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 - artistic – employees 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 or volunteers who work at least 35 hours per week for at least 48 weeks per year.

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

Personnel-technical/production - employees 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 (FY 2017 or 2016-2017) - 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 - an application category through the Decentralized Arts Funding Program that awards grants for support of a specific arts project.

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

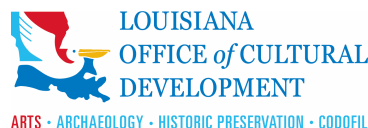
Projected year (FY 2019 or 2018-2019) - an organization's next fiscal year. Next year's financial figures are projected amounts based on budgets which have been approved by an organization's board of directors or governing authority at the time of application.

Provider of Services Form – The 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. A separate form should be completed and attached for each individual or group involved in implementation or production of the Project Assistance grant activities.

Regional Arts Council (RAC) - a regional arts agency that has been designated by the Louisiana Division of the Arts to administer the DAF Grant Program for a multi-parish region of the state.

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).

Sub-applicant - an individual artist or organization lacking legal status to be an applicant who makes arrangements for another organization to act as its legal applicant. The fiscal agent agrees to submit and sign a grant application on the sub-applicant's behalf and to pass on such grant funds for project implementation. Please note that in such cases the applicant remains legally and financially responsible for the use of grant funds. Auditors generally will not provide an "unqualified" financial audit statement for an applicant who acts as fiscal agent for a sub-applicant unless the sub-applicant's financial records and related activities are also audited. See Fiscal Agent.

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, gaining non-profit status, 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.

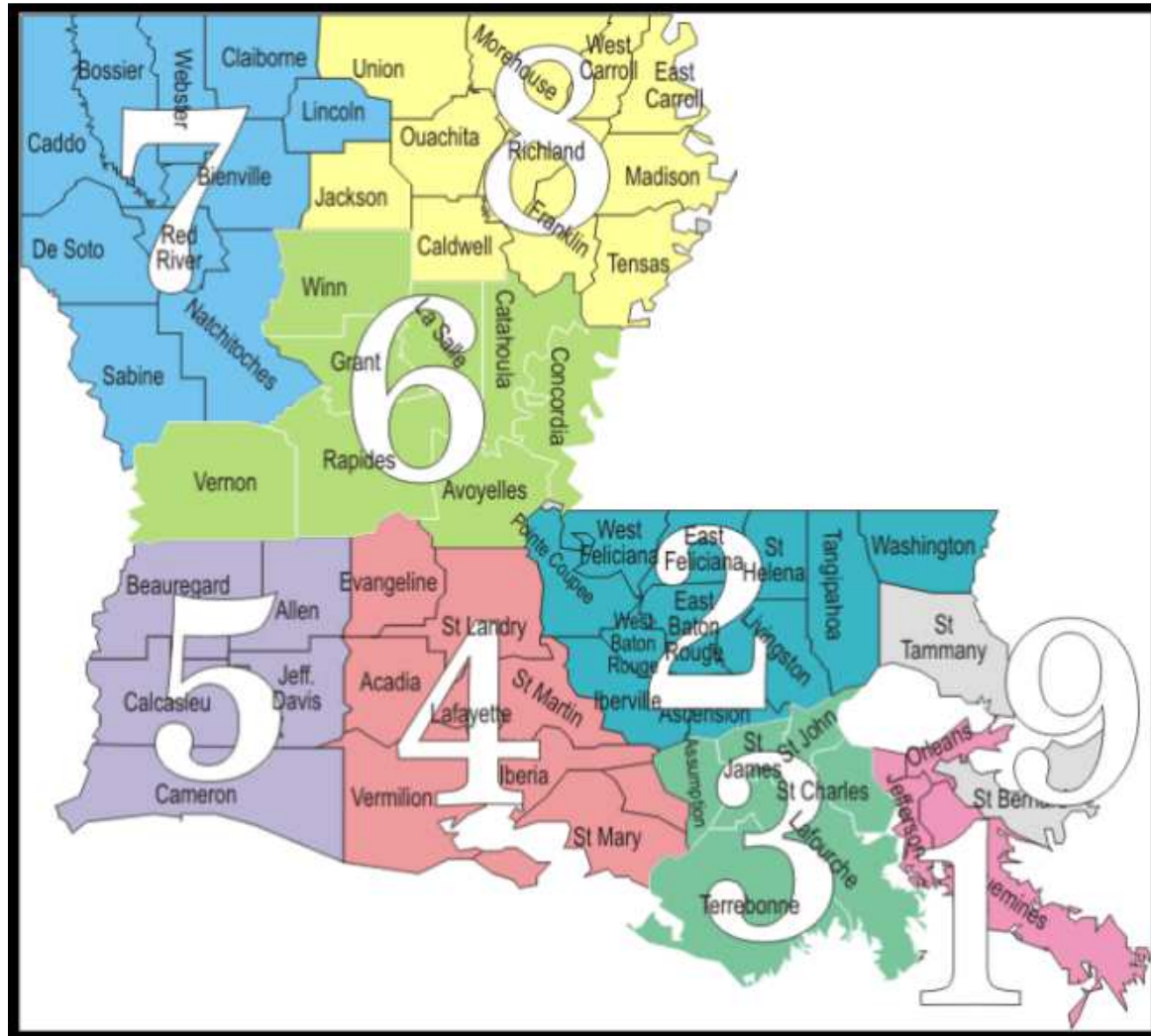
Travel - costs directly related to travel specifically identified with a project (for example, fares, lodging, food, tolls, auto rental, mileage allowance for private vehicles, tips and per diem).

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.

ATTACHMENT A

Regional Arts Councils



<p>REGION 1</p> <p>Joycelyn Reynolds, CDC Arts Council of New Orleans 1307 Oretha Castle Haley Blvd. #100 New Orleans, LA 70113 (504) 523-1465 joycelyn@artsneworleans.org</p>	<p>PARISHES:</p> <p>Jefferson Orleans Plaquemines</p>
<p>REGION 2</p> <p>Liz Goad, CDC Arts Council of Greater Baton Rouge 427 Laurel Street Baton Rouge, LA 70801 (225) 344-8558 liz@artsbr.org</p>	<p>PARISHES:</p> <p>Ascension East Baton Rouge East Feliciana Iberville Livingston Pointe Coupee St. Helena Tangipahoa Washington West Baton Rouge West Feliciana</p>
<p>REGION 3</p> <p>Erica Anderson, Executive Director/CDC Bayou Regional Arts Council 7910 Park Ave. Houma, LA 70364 985-856-3326 erica@bayouarts.org</p>	<p>PARISHES:</p> <p>Assumption Lafourche St. Charles St. John St. James Terrebonne</p>
<p>REGION 4</p> <p>Gwen Richard, CDC Acadiana Center for the Arts 101 West Vermilion Street Lafayette, LA 70501 (337) 233-7060 gwen@acadianacenterforthearts.org</p>	<p>PARISHES:</p> <p>Acadia Evangeline Iberia Lafayette St. Landry St. Martin St. Mary Vermillion</p>

<p>REGION 5</p> <p>Robin Abshire, CDC Arts & Humanities Council of Southwest Louisiana P. O. Box 1437 Lake Charles, LA 70602 (337) 439-2787 robina@artscouncilswla.org</p>	<p>PARISHES:</p> <p>Allen Beauregard Calcasieu Cameron Jefferson Davis</p>
<p>Region 6</p> <p>Joshua Fontenot, CDC Arts Council of Central Louisiana 1101 4th St., Ste. 201 Alexandria, LA 71301 (318) 443-4718 josh@louisiana-arts.org</p>	<p>PARISHES:</p> <p>Avoyelles Catahoula Concordia Grant LaSalle Rapides Vernon Winn</p>
<p>Region 7</p> <p>Haley Deshautelle, CDC Shreveport Regional Arts Council 801 Crockett St. Shreveport, LA 71101 (318) 673-6500 haley@shrevearts.org</p>	<p>PARISHES:</p> <p>Bienville Bossier Caddo Claiborne DeSoto Lincoln Natchitoches Red River Sabine Webster</p>

<p>REGION 8</p> <p>Danielle Kelley Tolbird, CDC Northeast Louisiana Arts Council 2305 North 7th Street West Monroe, LA 71291 (318) 396-9520 Region8cdc@gmail.com</p>	<p>PARISHES:</p> <p>Caldwell East Carroll Franklin Jackson Madison Morehouse Ouachita Richland Tensas Union West Carroll</p>
<p>REGION 9</p> <p>Christie Eastman, CDC St. Tammany Parish Government Commission on Cultural Affairs P. O. Box 628 Covington, LA 70434 (985) 898-5243 cseastman@stpgov.org</p>	<p>PARISHES:</p> <p>St. Bernard St. Tammany</p>

ATTACHMENT B

PARISH	REGION #	REGIONAL ARTS COUNCIL	GRANT REQUEST MINIMUM	GRANT REQUEST MAXIMUM
Acadia	4	Acadiana Center for the Arts	1,000	5,000
Allen	5	Arts & Humanities Council of Southwest Louisiana	1,000	5,000
Ascension	2	Arts Council of Greater Baton Rouge	500	6,415
Assumption	3	Bayou Regional Arts Council	500	2,500
Avoyelles	6	Arts Council of Central Louisiana	1,000	6,500
Beauregard	5	Arts & Humanities Council of Southwest Louisiana	1,000	5,000
Bienville	7	Shreveport Regional Arts Council	1,000	7,500
Bossier	7	Shreveport Regional Arts Council	1,000	7,500
Caddo	7	Shreveport Regional Arts Council	1,000	7,500
Calcasieu	5	Arts & Humanities Council of Southwest Louisiana	1,000	5,000
Caldwell	8	Northeast Louisiana Arts Council	500	2,500
Cameron	5	Arts & Humanities Council of Southwest Louisiana	1,000	5,000
Catahoula	6	Arts Council of Central Louisiana	1,000	6,500
Claiborne	7	Shreveport Regional Arts Council	1,000	7,500
Concordia	6	Arts Council of Central Louisiana	1,000	6,500
DeSoto	7	Shreveport Regional Arts Council	1,000	7,500
East Baton Rouge	2	Arts Council of Greater Baton Rouge	500	7,500
East Carroll	8	Northeast Louisiana Arts Council	500	2,500
East Feliciana	2	Arts Council of Greater Baton Rouge	500	1,213
Evangeline	4	Acadiana Center for the Arts	1,000	5,000
Franklin	8	Northeast Louisiana Arts Council	500	5,000
Grant	6	Arts Council of Central Louisiana	1,000	6,500
Iberia	4	Acadiana Center for the Arts	1,000	5,000
Iberville	2	Arts Council of Greater Baton Rouge	500	1,998
Jackson	8	Northeast Louisiana Arts Council	500	5,000
Jefferson Davis	5	Arts & Humanities Council of Southwest Louisiana	1,000	5,000
Jefferson/Org Support	1	Arts Council New Orleans	3,000	30,000
Jefferson/Project	1	Arts Council New Orleans	2,500	5,000
Lafayette	4	Acadiana Center for the Arts	1,000	5,000
Lafourche	3	Bayou Regional Arts Council	500	2,500
LaSalle	6	Arts Council of Central Louisiana	1,000	6,500
Lincoln	7	Shreveport Regional Arts Council	1,000	7,500
Livingston	2	Arts Council of Greater Baton Rouge	500	7,660
Madison	8	Northeast Louisiana Arts Council	500	2,500
Morehouse	8	Northeast Louisiana Arts Council	500	5,000
Natchitoches	7	Shreveport Regional Arts Council	1,000	7,500
Orleans/Project	1	Arts Council New Orleans	2,500	2,500
Ouachita	8	Northeast Louisiana Arts Council	500	10,000
Plaquemines	1	Arts Council New Orleans	1,500	3,545
Pointe Coupee	2	Arts Council of Greater Baton Rouge	500	1,364
Rapides	6	Arts Council of Central Louisiana	1,000	6,500
Red River	7	Shreveport Regional Arts Council	1,000	7,500
Richland	8	Northeast Louisiana Arts Council	500	5,000
Sabine	7	Shreveport Regional Arts Council	1,000	7,500
St. Bernard/Org Support	9	St. Tammany Parish Commission on Cultural Affairs	1,000	15,000
St. Bernard/Project	9	St. Tammany Parish Commission on Cultural Affairs	1,000	5,000
St. Charles	3	Bayou Regional Arts Council	500	2,500

ATTACHMENT B

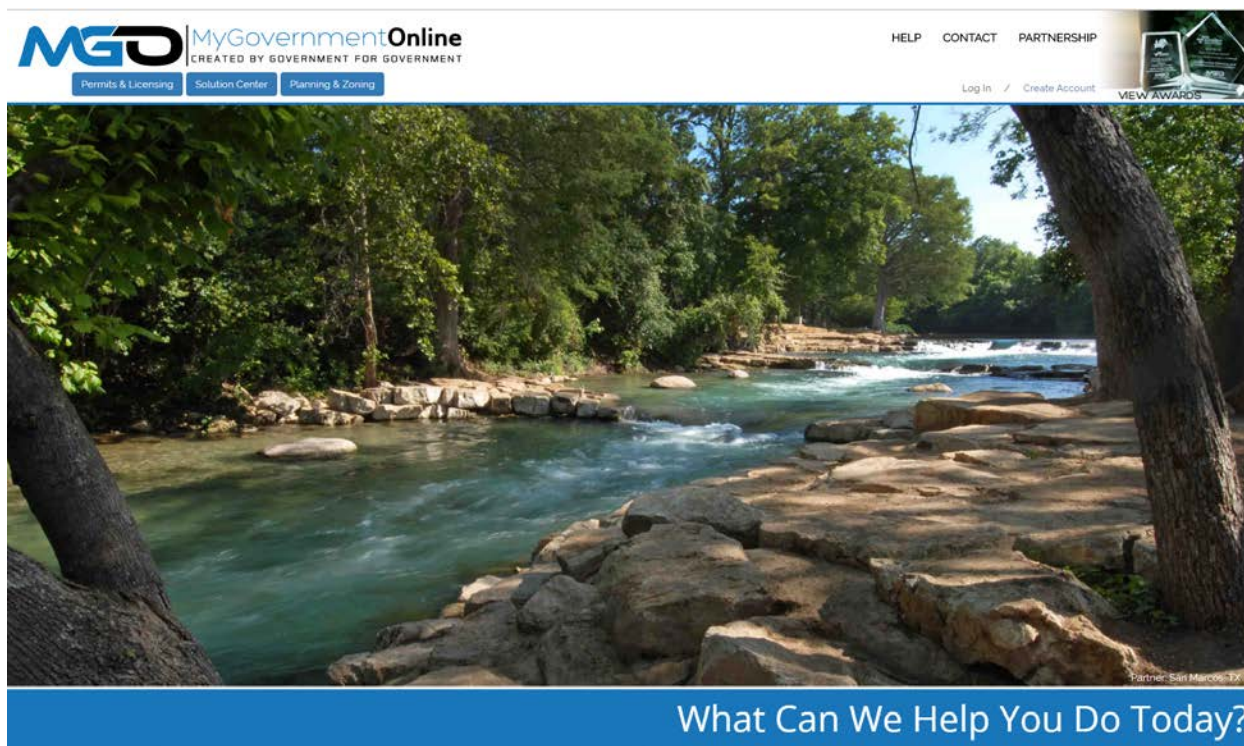
St. Helena	2	Arts Council of Greater Baton Rouge	500	670
St. James	3	Bayou Regional Arts Council	500	2,500
St. John	3	Bayou Regional Arts Council	500	2,500
St. Landry	4	Acadiana Center for the Arts	1,000	5,000
St. Martin	4	Acadiana Center for the Arts	1,000	5,000
St. Mary	4	Acadiana Center for the Arts	1,000	5,000
St. Tammany/Org Support	9	St. Tammany Parish Commission on Cultural Affairs	1,000	15,000
St. Tammany/Project	9	St. Tammany Parish Commission on Cultural Affairs	1,000	5,000
Tangipahoa	2	Arts Council of Greater Baton Rouge	500	7,246
Tensas	8	Northeast Louisiana Arts Council	500	2,500
Terrebonne	3	Bayou Regional Arts Council	500	2,500
Union	8	Northeast Louisiana Arts Council	500	5,000
Vermilion	4	Acadiana Center for the Arts	1,000	5,000
Vernon	6	Arts Council of Central Louisiana	1,000	6,500
Washington	2	Arts Council of Greater Baton Rouge	500	2,822
Webster	7	Shreveport Regional Arts Council	1,000	7,500
West Baton Rouge	2	Arts Council of Greater Baton Rouge	500	1,423
West Carroll	8	Northeast Louisiana Arts Council	500	2,500
West Feliciana	2	Arts Council of Greater Baton Rouge	500	935
Winn	6	Arts Council of Central Louisiana	1,000	6,500



Getting Started - How to Create a New User Account

*Prior to getting started, we encourage you to download and install the latest versions of
Chrome (google.com/chrome), Firefox (<https://www.mozilla.org>) or IE (<http://www.microsoft.com/>).

To get started, go to www.mygovernmentonline.org



1. Click on the blue Create Account link at the top right of your screen.



2. Fill in the user account login information required to create your new account. A valid E-mail address is required. The password you enter is very important. Please do not forget the e-mail address. Also ensure that you are not typing in capital letters as the password you enter will be case sensitive. The telephone number you enter must be an active working telephone number. The software service will call the telephone number once you have completed the account creation process. You must be able to answer the telephone call in order for your account to become active. Please phrase the Challenge Question in the form of a question such as "What is your mother's maiden name?" The answer you type should be one word only such as "Smith."

A screenshot of the 'Create Account on Customer Portal' form. The form is titled 'Create Account on Customer Portal' and includes a red warning box with three important notes. Below the warning box, there are two main sections: 'Your Login Information' and 'Your Account Information'. The 'Your Login Information' section contains fields for 'E-mail *', 'Confirm E-mail *', 'Password *', and 'Confirm Password *'. The 'Your Account Information' section contains fields for 'First Name *', 'Last Name *', 'Business Name', 'Phone Number *' (with a dropdown for country code and input for area and number), 'Challenge Question *', and 'Challenge Answer *'. A 'Create Account' button is located at the bottom of the form.

3. You will receive an “Account Created” confirmation stating that your account has been created. Click the Close button to close the message. A telephone call to the telephone number you provided will follow shortly. When you receive the call, answer the call and press the number 1 on your keypad when prompted. This completes the account activation process.

If you do not receive the telephone call within 10 minutes, please call the MyGovernmentOnline support line at 1-866-957-3764, option 2 for assistance. Please have your e-mail address and the telephone number used to create your account ready.

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HELP | CONTACT | PARTNERSHIP

Log In / Create Account

Create Account on Customer Portal

Important:

1. Before an account becomes fully functional it will require phone verification. You can still login without a verified account but some features will be disabled.
2. Upon clicking the "Create Account" button below, a phone verification call will be made to the listed phone number within a few minutes. Upon answering the call please press 1 to verify your account.
3. If you miss the call you can retry the call by logging in under your account and pressing the "Retry Phone Verify" button. If you have any trouble with this process please call our office at 1-866-957-3764 and we will help you verify your account.

Your Login Information

E-mail * Confirm E-mail *

mgotest2@scpsc.org mgotest2@scpsc.org

Password * Confirm Password *

**** ****

Your Account Information

First Name * Last Name * Business Name

jane jane

Enter a phone number that will be used to verify your account.

Phone Number *

985 985 9850

Enter a question and answer to retrieve your password or verify your account manually.

Challenge Question * Challenge Answer *

What is your mother's maiden name? Johnson

Create Account

Account Created

Your account has been created.

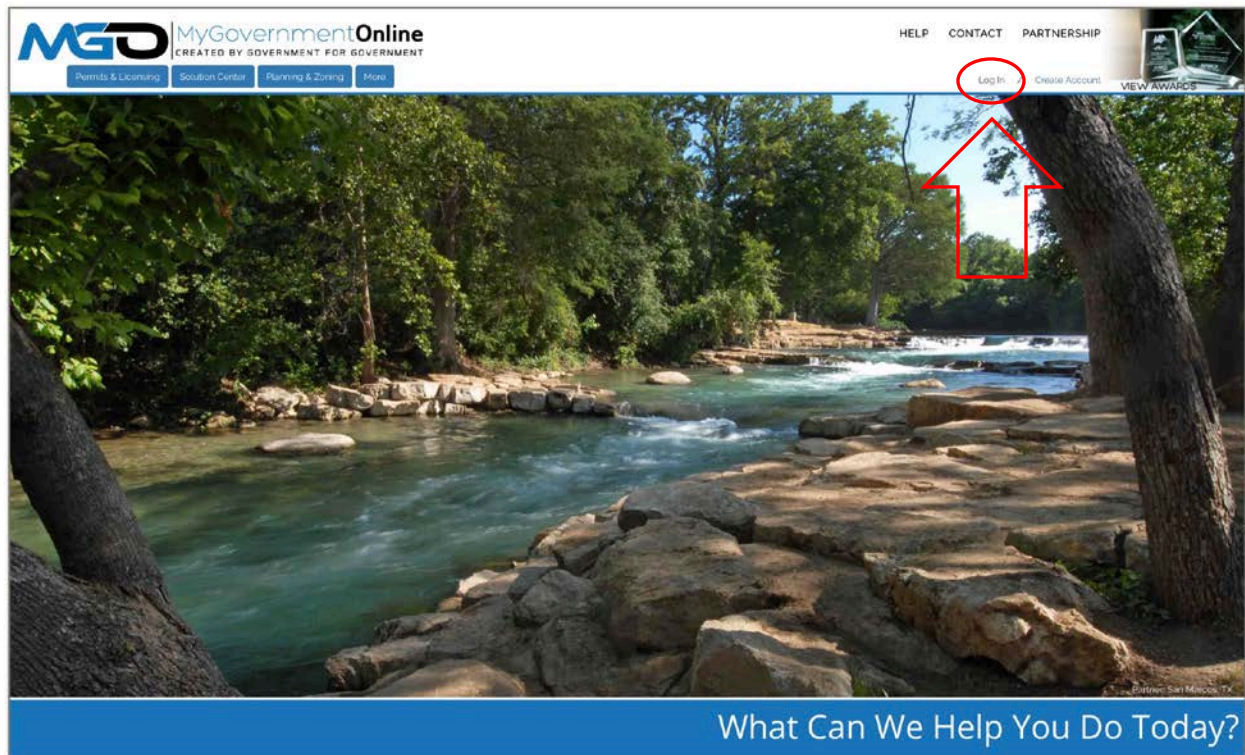
CLOSE

***This completes the account creation process and you are now ready to login. The next pages of this document will provide step by step instructions on how to login and submit a grant application.**

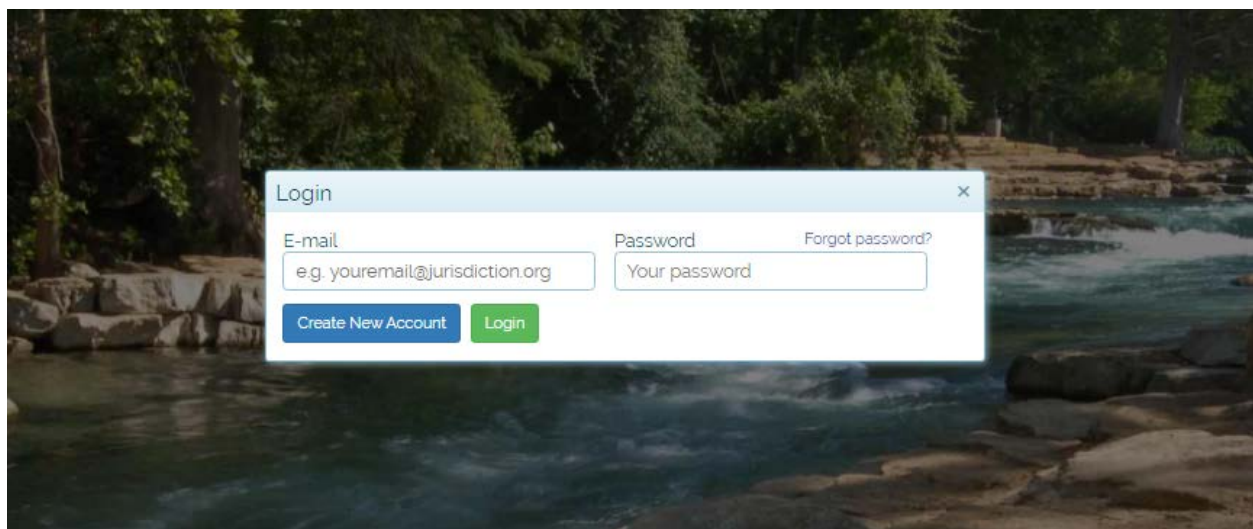
Submit a Grant Application

Now that you have created your MyGovernmentOnline customer portal account, if the grant application is available, you may begin the steps below to login and begin the application process.

Go to www.mygovernmentonline.org and then click the 'Log In' option.



Enter the E-mail Address and Password that you provided when creating your customer portal account. Then click the Login button.



In the top left-hand area of the page, go to the 'More' button and then click on 'Grant Programs for Jurisdictions.'



Select the fields as displayed below. Then click 'Next.'

A screenshot of the 'Apply Online' form on the MyGovernmentOnline website. The form is titled 'Apply Online' and has a section header 'Jurisdiction and Request Type *'. It contains four dropdown menus: 'Country: *' with 'United States' selected, 'State: *' with 'Louisiana' selected, 'Jurisdiction: *' with 'DCRT/Office of Cultural Development' selected, and 'Project Type: *' with 'Division of the Arts' selected. Each of these four dropdown menus is highlighted with a red rectangle. Below the dropdowns is a 'Next' button, also highlighted with a red rectangle.

Select 'Get Started on a New Application.'



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Apply Online

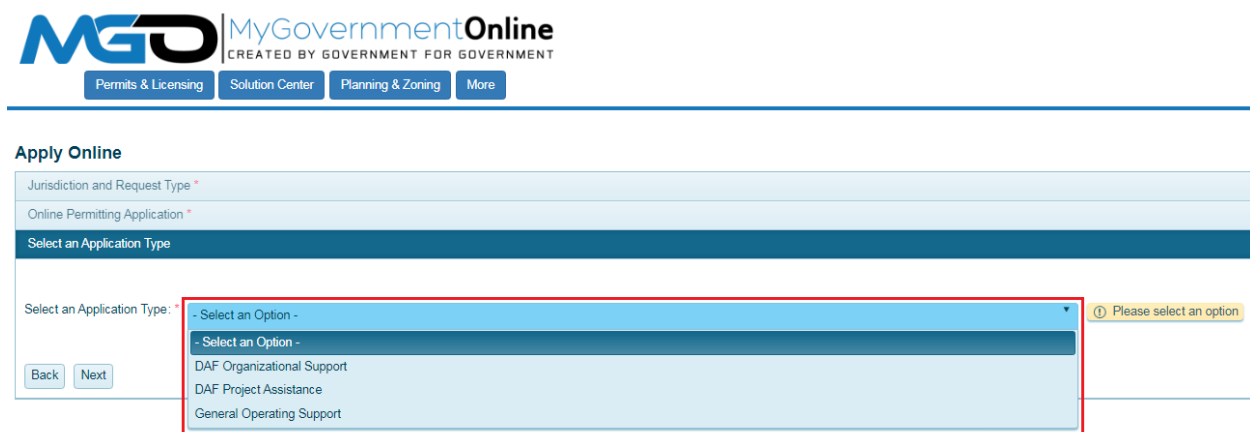
Jurisdiction and Request Type *

Online Permitting Application *

Get Started on a New Application

Add a permit to an existing project

Select the desired application you wish to begin. Then click 'Next.'



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Apply Online

Jurisdiction and Request Type *

Online Permitting Application *

Select an Application Type

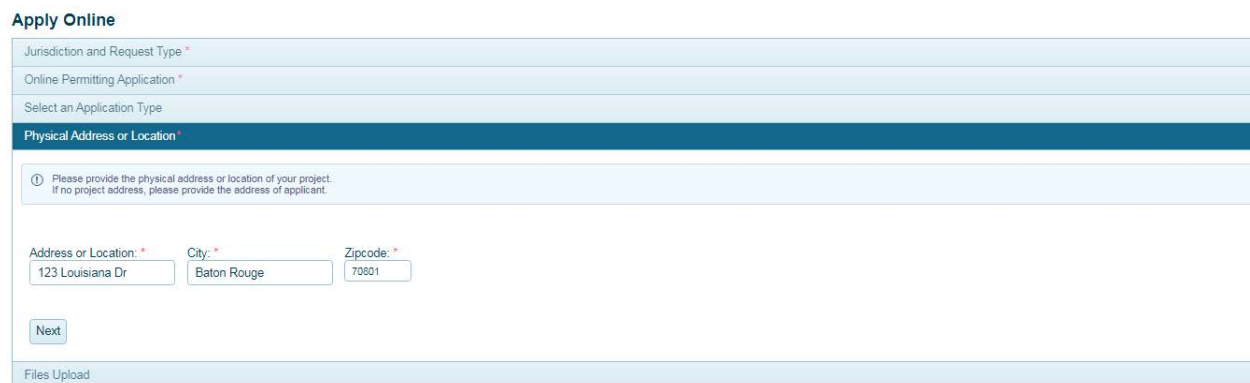
Select an Application Type: * ⓘ Please select an option

- Select an Option -
- Select an Option -
- DAF Organizational Support
- DAF Project Assistance
- General Operating Support

Get Started on a New Application

Back Next

Enter the Physical Address of your project or enter the Applicant's Physical Address. Then click 'Next.'



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Apply Online

Jurisdiction and Request Type *

Online Permitting Application *

Select an Application Type

Physical Address or Location *

ⓘ Please provide the physical address or location of your project.
If no project address, please provide the address of applicant.

Address or Location: * City: * Zipcode: *

123 Louisiana Dr Baton Rouge 70801

Next

Files Upload

Please enter the 'Director's Contact Information' and then click 'Next.' All requested details must be provided.

Director's Contact Information			
First Name	Last Name	Suffix	Business Name
<input type="text"/>	<input type="text"/>	<input type="text" value="-"/>	<input type="text"/>
Mailing Address			
Address	City	State	Zipcode
<input type="text"/>	<input type="text"/>	<input type="text" value="Louisiana"/>	<input type="text"/>
Email	<input type="text"/> <input type="checkbox"/> Notify		
Cell Phone	<input type="text" value="(000)"/> <input type="text" value="000"/> <input type="text" value="0000"/> <input type="checkbox"/> Notify		
Home Phone	<input type="text" value="(000)"/> <input type="text" value="000"/> <input type="text" value="0000"/> <input type="checkbox"/> Notify		
Work Phone	<input type="text" value="(000)"/> <input type="text" value="000"/> <input type="text" value="0000"/> <input type="checkbox"/> Notify		
<input type="button" value="Back"/>	<input type="button" value="Next"/>		

Please enter the 'Grant Contact's Contact Information' and then click 'Next.' All requested details must be provided.

Grant Contact's Contact Information			
First Name	Last Name	Suffix	Business Name
<input type="text"/>	<input type="text"/>	<input type="text" value="-"/>	<input type="text"/>
Mailing Address			
Address	City	State	Zipcode
<input type="text"/>	<input type="text"/>	<input type="text" value="Louisiana"/>	<input type="text"/>
Email	<input type="text"/> <input type="checkbox"/> Notify		
Cell Phone	<input type="text" value="(000)"/> <input type="text" value="000"/> <input type="text" value="0000"/> <input type="checkbox"/> Notify		
Home Phone	<input type="text" value="(000)"/> <input type="text" value="000"/> <input type="text" value="0000"/> <input type="checkbox"/> Notify		
Work Phone	<input type="text" value="(000)"/> <input type="text" value="000"/> <input type="text" value="0000"/> <input type="checkbox"/> Notify		
<input type="button" value="Back"/>	<input type="button" value="Next"/>		

The next section is the 'Grant Application Questionnaire' which is the lengthiest section of the online application process. The application is broken into sub-sections for convenience.

The screenshot shows the 'Application Questionnaire' form. At the top, a blue header bar contains the title 'Application Questionnaire'. Below this, a light blue box contains an information icon and text: 'All items marked with a red asterisk are required fields and must be completed before you are able to submit your application to the jurisdiction. If you are unsure of a required field's answer you may skip the question to answer other questions. After you press "next" to advance to the "review" section, you can press the "Save" button to save your progress and return to your application at a later date to continue your progress in completing the application.' The main form area is titled 'Organization Information*' and contains several input fields: 'Organization Name *' (text box), 'Organization Web Address' (text box), 'FEIN #' (text box), 'DUNS #' (text box) with a small reference note 'For reference, the Dun and Bradstreet website may be found at: www.dnb.com', 'Parish *' (dropdown menu with '- Select Option -'), and 'Region *' (dropdown menu with '- Select Option -').

NOTICE - If at any point you would like to 'Save' your progress and return to your application at a later time, you may scroll down to the bottom of the Application Questionnaire and then click next even though you may not have completed all of the required questions. Then click the 'Next' button again until you see the option to save the application as shown below in the 'Review' section.

The screenshot shows the 'Review' section of the application process. It features a blue header bar with the title 'Review'. Below the header, a light blue box contains an information icon and text: 'To save your current progress and complete your application another time, please press save before exiting.' At the bottom of the section, there are two buttons: 'Back' and 'Save'. The 'Save' button is highlighted with a red rectangular border.

Choosing to save your application will allow you to return to the application and work on it later but it is important to know that the application has not been sent for review.

The screenshot shows a confirmation dialog box titled 'APPLICATION CREATED AND SAVED CONFIRMATION'. The dialog box has a close button (X) in the top right corner. The main text reads: 'Your Application has been saved and has been assigned application number APP-20. Once you have submitted your application to the permit office, you will not be able to edit your application again unless the jurisdiction returns it to you requesting changes. You can check the status and review your application by clicking the review application button below or by reviewing the "My Applications" section of your account dashboard. You will also receive an e-mail once the jurisdiction processes your application.' At the bottom of the dialog box, there are two buttons: 'CLOSE' and 'REVIEW APPLICATION'.

Continuing Your Application and Submitting the Application

The steps below will explain how to access your saved application to continue further work on the application.

To access your saved application, you must login with your customer portal account. After logging in or if you are already logged in, click on the 'My Account' link located at the top right area of the screen.



Scroll down to the bottom of the page until you see the section labeled 'My Applications.' In this section you will find your saved application. The status of the application will indicate it is an 'Unsent Application' meaning that you are still working on your application and that the application has not been sent in yet for review. To continue further work on your application, click on the Details button to the far right as indicated below.



From this page you may continue working on your application and populating the details requested.

Manage DCRT/Office of Cultural Development Division of the Arts DAF Organizational Support #APP-20

Application Actions

Please complete all required fields to proceed

SUBMIT DELETE

Comments

Add Comment

Physical Address or Location *

* My Project has been addressed by the Jurisdiction

Address or Location * City * Zipcode *

123 Louisiana Dr Baton Rouge 70801

Add Comment

Director's Contact Information

First Name Last Name Suffix Business Name

Mailing Address

Address City State Zipcode

Louisiana

Email

Cell Phone (000) 000 0000 (optional)

Home Phone (000) 000 0000 (optional)

Work Phone (000) 000 0000 (optional)

Grant Contact's Contact Information

Jurisdiction and Request Type *

Jurisdiction: DCRT/Office of Cultural Development Project Type: Division of the Arts Application Type: DAF Organizational Support

Application Questionnaire

All items marked with a red asterisk are required fields and must be completed before you are able to submit your application to the jurisdiction. If you are unsure of a required field's answer you may skip the question to answer other questions. After you press "Next" to advance to the "Review" section, you can press the "Back" button to save your progress and return to your application at a later date to continue your progress in completing the application.

Organization Information *

Organization Name *

Organization Web Address

FEIN # *

DUNS # *

For information, the DAF and DAF website may be found at: www.daf.com

Parish *

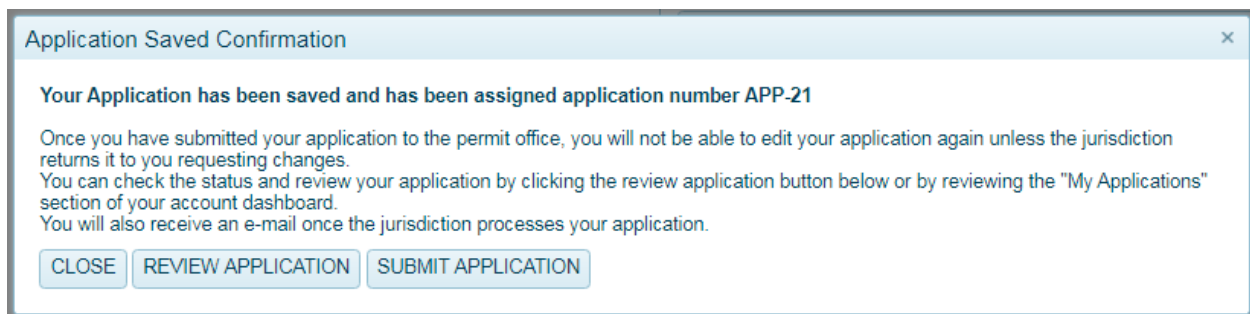
Select Option

NOTICE – After you’ve updated your application you must click the ‘Save’ button located at the very bottom of the page to save your work. Your work is not automatically saved so please ensure that before exiting the page that you have first clicked the save button as shown below.



The screenshot shows a web form with a section titled "For Administrative Use Only - This Section to be completed by DCRT Staff or Regional CDC". Below this section is a "SAVE" button, which is highlighted with a red rectangular box. The page also features the "MGO MyGovernmentOnline" logo and social media links for Facebook, Twitter, and Instagram.

Also note that after clicking the save button you will see the following window asking if you would like to ‘**Review Application**’ or if the application questions are completed you will additionally see the option to ‘**Submit Application.**’ Do not click the ‘Submit Application’ option until the entire application is completed. **You will not have a chance to edit your application once you’ve submitted the application for review.** You may choose the ‘Review Application’ option as many times as necessary to continue updating your application.



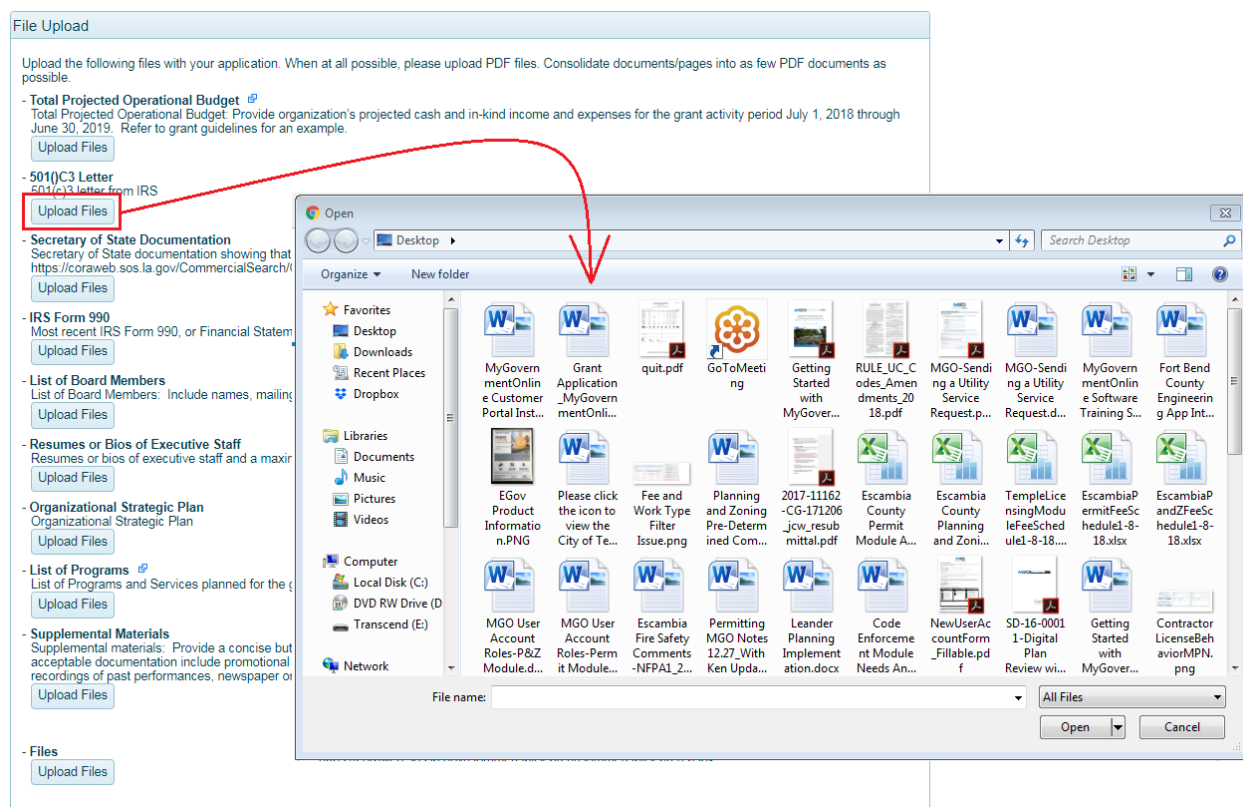
The screenshot shows a dialog box titled "Application Saved Confirmation". The text inside reads: "Your Application has been saved and has been assigned application number APP-21". Below this, it states: "Once you have submitted your application to the permit office, you will not be able to edit your application again unless the jurisdiction returns it to you requesting changes. You can check the status and review your application by clicking the review application button below or by reviewing the 'My Applications' section of your account dashboard. You will also receive an e-mail once the jurisdiction processes your application." At the bottom of the dialog box are three buttons: "CLOSE", "REVIEW APPLICATION", and "SUBMIT APPLICATION".

The next section will illustrate the feature that allows you to upload supporting documents with your application.

Uploading Files

On the bottom left side of the page is a section dedicated for the File Upload feature. This is the section where you must upload the documents that shall accompany your application. You may upload PDF Files, Excel Spreadsheets, Photographs (JPG, TIFF, Etc.) and Short Video Files no larger than 2 minutes in length.

The required supporting documents and files will be listed as shown below. Each option listed provides an 'Upload Files' button which you must use to upload the respective file.



Notice that a blue arrow icon as shown below is presented next to the requested document type. This arrow indicates that there is a standardized form that you must use to provide the requested information. For example, as shown in the example below, the blue arrow appears next to the 'Total Operational Budget' item. Click the blue arrow to access this form as shown below.

File Upload

Upload the following files with your application. When at all possible, please use the following file names:

- **Total Projected Operational Budget** (type label)
- **Total Projected Operational Budget** (type label)

Upload Files

FY 2018-2019
Louisiana Division of the Arts
General Operating Support Grant Application

2018-2019 Proposed Budget for General Operating Support

Instructions:

- Download this document and save it to your computer. Name the file "GOS Budget".
- Fill in the projected income and expenses for your organization's proposed 2018-2019 budget.
- Total Income and Total Expenses do not have to equal. If they don't equal, you may want to include an explanation in your supplemental materials demonstrating how the organization plans to use additional income or will overcome a budgeted shortfall.
- After completing this budget form, upload it to your General Operating Support grant application in the "Files Upload" section.

Organization Name:			
INCOME	CASH	IN-KIND	TOTAL
Earned Income			
Admissions/Ticket Sales	\$0.00	\$0.00	\$0.00
Memberships/Subscriptions	\$0.00	\$0.00	\$0.00
Concessions	\$0.00	\$0.00	\$0.00
(type label)	\$0.00	\$0.00	\$0.00
(type label)	\$0.00	\$0.00	\$0.00
Contributed Support			
Foundations	\$0.00	\$0.00	\$0.00
Corporate	\$0.00	\$0.00	\$0.00
Individuals	\$0.00	\$0.00	\$0.00
(type label)	\$0.00	\$0.00	\$0.00
(type label)	\$0.00	\$0.00	\$0.00
Government/Other Support			
Federal	\$0.00	\$0.00	\$0.00
City/Parish	\$0.00	\$0.00	\$0.00
State	\$0.00	\$0.00	\$0.00
DAF Grant	\$0.00	\$0.00	\$0.00
LDOA Grant Request	\$0.00	\$0.00	\$0.00
(type label)	\$0.00	\$0.00	\$0.00
(type label)	\$0.00	\$0.00	\$0.00
(type label)	\$0.00	\$0.00	\$0.00
(type label)	\$0.00	\$0.00	\$0.00
(type label)	\$0.00	\$0.00	\$0.00
(type label)	\$0.00	\$0.00	\$0.00
(type label)	\$0.00	\$0.00	\$0.00
(type label)	\$0.00	\$0.00	\$0.00
TOTAL INCOME	\$0.00	\$0.00	\$0.00

continue to page 2 - EXPENSES

General Operating Support Budget attachment

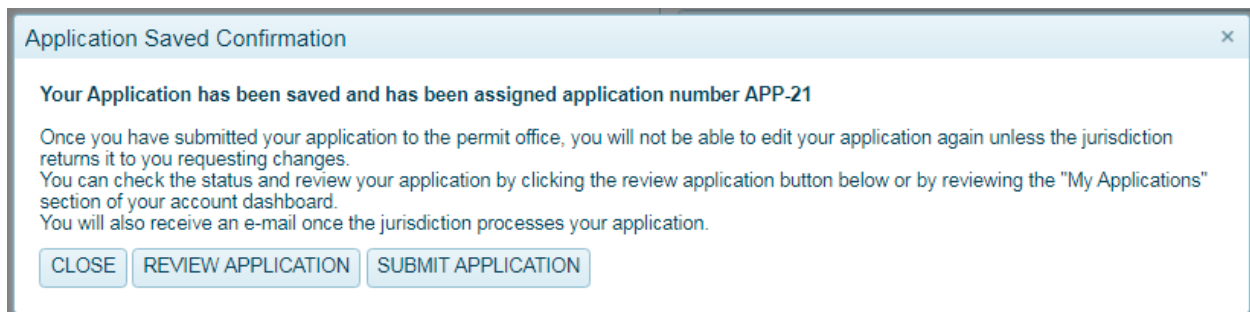
Page 1 of 2

Save the form to your local computer by clicking the download icon provided.

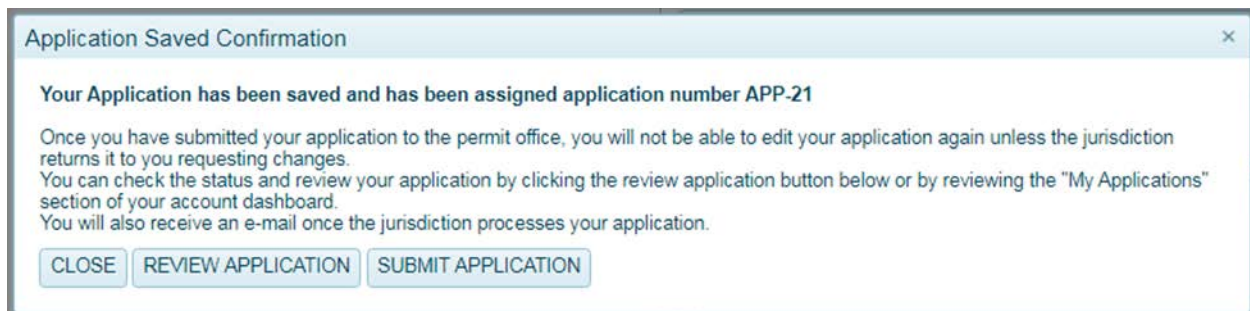


Submitting Your Completed Application

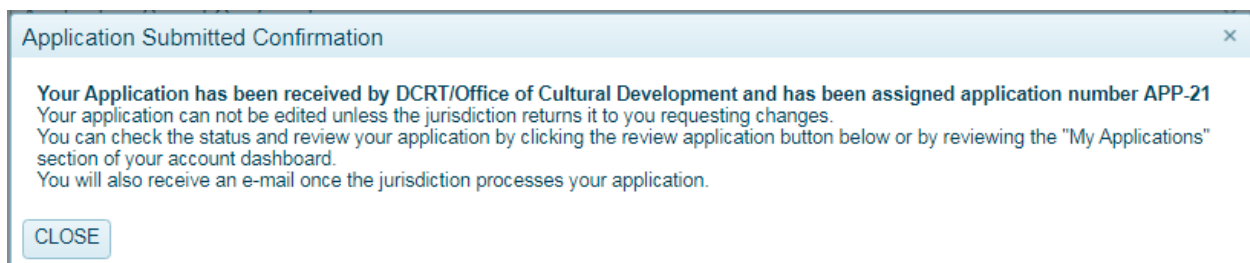
Once you have completed all details of the application and uploaded all documents required to accompany the application, you are ready to submit your completed application for review. Remember that you will not have a chance to edit your application once you've submitted the application so please ensure that all details of the application are completed. As noted previously, after clicking the save button you will be prompted with an option to 'Review Application' and with an option to 'Submit Application.' If you do not see the 'Submit Application' option then that is an indication that there are incomplete responses in your application and that you need to review the application to complete the missing responses.



If you are ready to submit the application, click 'Submit Application' as shown below.



After submitting the application, you are provided with a confirmation as shown below. The program administrator immediately receives the application and you are no longer able to edit the application contents.



Confirm Your Application is Received

You may additionally view the following confirmation indicating that your application has been received by clicking the 'My Account' link located at the top right section of the screen and then scrolling down to the My Applications section at the bottom of the page.



The application status MUST state 'Sent to Jurisdiction.' This means that you have successfully submitted your application!

Below is a list of Permits that you have recently submitted. If there are any questions, you will find that the Inspector has posted them to the applied permit. You may submit the required information by responding via this page. You may also apply for a new permit by clicking here.

Applic...	Jurisdiction	Location	Status	Created	Project #	
APP-20	DCRT/Office of Cultural Development	123 Louisiana Dr Baton Rouge LA 70801	Sent to Jurisdiction	04-19-2018	New Application	Details

If further assistance is needed pertaining to the use of the MyGovernmentOnline software, please call the technical support line at 1-866-957-3764, option 1 for assistance. The MyGovernmentOnline agents are available to assist with any software related questions.

