



## *FY23 LOUISIANA PROJECT GRANT PROGRAM ADMINISTRATOR'S MANUAL*

**Mission:** The Louisiana Division of the Arts (LDOA) in cooperation with the Louisiana State Arts Council (LSAC) is the catalyst for participation, education, development and promotion of excellence in the arts.

**Vision:** It is the responsibility of LDOA to support established arts institutions, nurture both emerging arts organizations and our overall cultural economy, assist individual artists, encourage the expansion of audiences and stimulate public participation in the arts in Louisiana.

**Core Values:** The arts are an essential and unique aspect of life in Louisiana to which each citizen has a right. Access to the arts should not depend on your geographical location, physical abilities, or income. All residents should have an equitable stake in the arts in Louisiana, which provide a wonderful quality of life and add to our rich cultural heritage.

**LDOA Equity Statement:** LDOA aspires to intentionally advance diversity, equity, inclusion and accessibility (DEIA) in every aspect of our work. LDOA celebrates our state's diversity and promotes the role of the arts to connect people, bridge our differences, and inspire an appreciation of our shared humanity. LDOA is committed to integrating DEI into the fabric of our organization and our work, from our internal culture to how we partner with communities and other organizations to how we use our resources. We continually seek ways to expand our impact and improve our performance on these measures.

### **WHAT IS LPG?**

Louisiana Project Grants are administered jointly by the DIVISION and our nine Regional Arts Council (RACs) partners throughout the state. This program provides a system for funding arts projects in all regions of the state by giving artists, nonprofit arts organizations, nonprofit organizations, public and private schools, school boards, colleges and universities, and local government agencies in each region the opportunity to develop arts projects that meet their local needs. The purpose of the program is to cultivate creative arts projects that have a lasting impact and promote diversity, equity, inclusion and

accessibility within each region of our state.

DIVISION disburses LPG grant funds to nine **RACs**, which, in turn, re-grant those dollars to sub-grantees within their designated regions. Each **RAC** must employ a Community Development Coordinator (CDC) to administer the **LPG** program and provide constituents (individuals and organizations) with technical assistance and advice, if needed, during the application process in developing strong arts programming in the region and the CDC should conduct outreach when needed in order to satisfy the state's priority for DEI initiatives.

## LPG FUNDING

Funds are provided to each region on a per capita basis utilizing the most recent U.S. Census figures. Decisions about cultural priorities are made locally and discussed with the DIVISION to ensure compatibility with current state cultural initiatives.

The DIVISION provides each **LPG** regional administrator a \$25,000 CDC salary subsidy and a 10% administration fee for each region to oversee the LPG grants program for its area.

## LPG GOALS

- A. Foster Diversity, Equity, Inclusion and Accessibility through the arts in communities across the state
- B. Stimulate healthy competition in grant proposal submissions
- C. Increase the level of creativity, innovation and awareness of new trends in project development
- D. Encourage professional artists to undertake projects that have meaningful community involvement and collaboration
- E. Leverage additional local and national support for the arts in Louisiana

## LPG PRIORITIES

- A. Must be an ART project involving dance, design arts, folklife, literature, media, music, theatre, or visual arts for the purposes of performance, exhibit, presentation, series, or workshop
- B. Emphasis on Innovation and Artistry
- C. Risk Taking/Trying something new
- D. Accessibility and engaging new populations
- E. Focus on learning as an outcome as well as quantitative outcomes
- F. Partnerships between larger, urban organizations and their rural counterparts or vice versa
- G. Sustainable projects that have a trajectory to continue to enhance the region beyond the funding period

## LPG ADMINISTRATION

The **LPG** program is administered by the DIVISION and an approved **RAC** following guidelines set forth by the DIVISION. Approved RACs are listed below:

- Region 1: Arts Council of New Orleans, New Orleans
- Region 2: Arts Council of Greater Baton Rouge, Baton Rouge
- Region 3: Bayou Regional Arts Council, Houma
- Region 4: Acadiana Center for the Arts, Lafayette
- Region 5: Arts & Humanities Council of Southwest Louisiana, Lake Charles
- Region 6: Arts Council of Central Louisiana, Alexandria
- Region 7: Shreveport Regional Arts Council, Shreveport

Region 8: Northeast Louisiana Arts Council, West Monroe  
Region 9: St. Tammany Parish Government, Mandeville

## ROLES AND RESPONSIBILITIES OF RACS

- A. Identify operating and emerging arts or community organizations as applicants to the **LPG** program and assist them in developing impactful arts projects.
- B. Identify needs of potential applicants.
- C. Provide resource information for organizations that would be willing to collaborate on arts projects with arts consultants, arts organizations, artists, and community groups.
- D. Act as a liaison between the DIVISION and the region.
- E. Maintain organized records of all documents related to the LPG program, which may include, but is not limited to, grant applications, grant agreements, final reports from applicants, notes from site visits, and emails and other correspondence relating to the LPG program. These records may be reviewed at any time by DIVISION personnel or the Louisiana Legislative Auditor. All records are **REQUIRED** to be kept on file and accessible for a period of five (5) fiscal years after grant close out or termination.
- F. Employ a full-time CDC. Costs associated with the CDC duties related to the LPG program implementation (travel, postage, and telephone and any benefits) are the responsibility of the RAC.
- G. CDC responsibilities include:
  - 1. Being accountable and accessible to the public
  - 2. Identifying needs and providing technical assistance to culturally diverse, underserved, and rural arts and nonprofit organizations, local governments, and artists in Louisiana
  - 3. Providing resource information
  - 4. Assisting both established and new agencies with arts project ideas and planning
  - 5. Conducting outreach and utilizing marketing techniques to reach organizations or artists that have previously been underserved.
  - 6. Participating in training and continuing education provided by DIVISION
  - 7. Following through on all aspects of the Grant Administration section
- H. Notify the DIVISION immediately if there is a change in CDC.

## LPG ELIGIBILITY

- A. Eligible applicants include:
  - 1. Arts and cultural 501(c)3 organizations
  - 2. Organizations with a DUNS Number
  - 3. Organizations in good standing with the Louisiana Secretary of State and the Louisiana Legislative Auditor
  - 4. Individual artists and community organizations initiating an arts-based project.  
If an individual artist initiates the project, he/she would apply through a fiscal agent. A fiscal agent is a nonprofit organization that meets the eligibility requirements and serves as the applicant for the grant. The individual is the sub-applicant. The fiscal agent assumes responsibility for the legal and fiscal management of funds granted for use by the sub-applicant.
- B. Activities and expenses that are ineligible for LPG grant funding:
  - 1. Operating costs not directly associated with the proposed project
  - 2. Programming associated with an organizations regular programmatic schedule
  - 3. Non-arts oriented exhibits or production components

4. Activities that occur before October 1, 2022, and after September 30, 2023
5. Expenses incurred prior to October 1, 2022, and after September 30, 2023
6. Activities that are generally not available to the public
7. Activities intended to serve only an organization's membership
8. Re-grant by the applicant to other organizations
9. Activities intended primarily for fundraising purposes
10. Accumulated deficits or debt retirement
11. Contingency funds
12. Acquisition of entire collections of works of art
13. Capital improvements including restoration of buildings and sites
14. Conservation of non-arts related collections
15. Activities used for academic degrees
16. Tuition for academic study
17. Creation of textbooks or costs associated with recurring curriculum
18. Normal, traditional school activities
19. Payment of administrative or teaching staff for any school or school system
20. Artists filling teacher vacancies
21. Operational costs to universities
22. Food or beverages
23. Scholarships, purchase awards, or cash prizes
24. Exhibitions or productions by children without the involvement of professional artists
25. Fees to children under the age of 18
26. Fines, penalties, interest on loans, or costs of litigation
27. Lobbying expenses or advocacy efforts
28. Activities that take place outside of the parish where the grant is funded
29. Purchase of equipment or long-term rentals of equipment
30. Purchase of property or library holdings
31. High school, college, or university faculty exhibitions
32. Activities that primarily serve social or religious purposes
33. Licensing fees of any kind
34. Travel or transportation of any kind, including transporting students to arts events
35. Exhibits or activities that primarily focus on historical topics
36. Restoration of historic buildings and sites

## GRANT CYCLE

All grant activities must take place between October 1, 2022, and September 30, 2023.

## GRANT ADMINISTRATION

### A. Grant Guidelines

The DIVISION will publish statewide LPG Grant Guidelines prior to the release of the grant application each year. All RACs must follow the published grant guidelines as they administer the LPG grant process.

## B. Grant Application Process

- i. LPG grant applications will be available via *Submittable*, the online grant system. All LPG grant applications must be submitted through *Submittable*.
- ii. Each RAC must post the published grant guidelines on its website at the beginning of the grant application period.
- iii. RACs announce and promote the application process to the media and potential applicants at the beginning of the grant application period.
- iv. Each RAC will host grant workshops in its region and provide technical assistance throughout the application process.
- v. Each RAC will offer a draft review of applications to provide assistance to grant writers. The draft review period will be prior to the application deadline and will be set by each RAC.
- vi. Grant applicants must submit a grant application each year that they would like to apply for a grant. There are no two-year grant cycles in the LPG program.
- vii. Once applications are received, the RAC will review each application submitted for eligibility according to the LPG grant guidelines.
- viii. The RAC shall notify applicants of the following: confirmation of receipt of application, confirmation of eligibility, panel date, and date when recommended funding and panel comments will be available.

## C. Grant Panels

1. Grant applications will be available for the panelists to review in *Submittable*. Panelists may provide a preliminary score online, prior to the panel meeting, in *Submittable*.
2. RACs will be provided with training in the *Submittable* panel process prior to the close of the application cycle.
3. LPG panels may be held in person or virtually and final scores will be entered in *Submittable* by each panelist during the panel meeting.
4. The RAC will supervise and moderate the panel process.
5. DIVISION staff will be available to attend initial LPG panel days in each region if the assistance would be helpful.
6. The panel members should score each application according to the evaluation criteria published in the grant guidelines.
7. If LPG grant funds are not allocated by the panel, the RAC must contact the Executive Director of the DIVISION to discuss options for the unallocated funds. The Executive Director of the DIVISION must approve the reallocation of LPG funds.

## D. Approval of funding recommendations

1. The LPG budget and regional allocations are subject to change each fiscal year, based on the DIVISION budget. The DIVISION will release the LPG regional allocations when the DIVISION budget is approved.
2. Grants recommended for funding must be approved by the RAC's Board of Directors.
3. LPG applicants should not be notified of grant awards until the RAC obtains both the approved LPG budget from the DIVISION and the approved recommendations from its Board of Directors.

## E. After a grant is awarded:

1. An award letter and grant agreement must be generated by the RAC and sent out to the awarded applicants. Award and regret letters can be generated in *Submittable*.
2. No funds may be disbursed by the RAC until the grant agreement has been signed and returned by the sub-grantee. The grant agreement must contain an original signature. The approved budgets as well as the original application are considered part of the grant agreement.

3. The grant agreement must contain the required language and clauses from DIVISION's grant agreement with the RAC, including the acknowledgement statement.
4. RAC will promote sub-grantees' events on website, in newsletters, and in other marketing.
5. RAC will conduct Agreement and Compliance workshops for all grant recipients.
6. RAC will make site visits to every sub-grantee. The site visit may be an office visit or an event.

**F. Grant payments**

1. Before payments are issued, each GRANTEE must be in good standing with Louisiana Secretary of State and the Louisiana Legislative Auditor.
2. Grant payments to sub-grantees must reflect the re-grant funds that the RAC received from DIVISION. First payment to each GRANTEE will be 75% of the total grant award. The final 25% payment will be a reimbursement and will not be issued until the project is completed.

**G. Final Reports**

LPG Final Reports are due within 30 days of completed program and no later than October 30. Final Reports will be submitted via *Submittable*.

LPG final reports must include:

1. Supporting documentation that shows logo and acknowledgement statement
2. Detail of grant expenditures
3. Receipts for grant expenditures
4. Required NEA reporting fields
5. Other information required by the RAC

## RAC REPORTING TO DIVISION

- A. By June 30th, 2022, RAC must submit an invoice for 75% of re-grant funds, and **Report Form A** of the LPG Agreement.
- B. In December of 2022, RAC must submit an invoice for 100% of year two administrative fees and year two CDC subsidy (amount outlined in LPG agreement).
- C. By February 15, 2023 or before, RAC must complete and submit LPG **Report Form B**, proof of first payments to LPG sub-grantees in the form of copies of cancelled checks (front and back) or RAC's bank statements; and documentation of first payment to sub-grantees in *Submittable*.
- D. By June 1, 2023 or before, RAC must complete and submit LPG **Form Report C** along with the invoice for the final 25% of re-grant funds.
- E. By December 31, 2023 or before, RAC must complete and submit LPG **Report Form D**, proof of final payments to LPG sub-grantees in the form of copies of cancelled checks (front and back) or RAC's bank statements; and documentation of final payments to LPG sub-grantees in *Submittable*.