



LOUISIANA DIVISION OF THE ARTS
GRANTS

General Operating Support FY23-24 Grant Guidelines

APPLICATION DEADLINE: Thursday, April 14, 2022, at 11:59 pm

Applications may be accessed at [Submittable.com](https://www.submittable.com)

The grant period is July 1, 2022, through September 30, 2024.

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, and inclusion 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.

INTRODUCTION AND INTENT

The LDOA's General Operating Support (GOS) Grant Program seeks to support nonprofit 501(c)3 arts organizations making an impact locally, statewide, regionally, nationally, or internationally as well as develop arts organizations and build a network of support among organizations of every size and scope throughout the state.

Organizations applying for operating support must have a Mission Statement that includes *the creation, presentation, or preservation of* one or more of the recognized artistic disciplines. Recognized disciplines include visual arts, theater, dance, music, folklife, literature, media, and design arts.

GOS funds support general operating expenses, including administrative salaries and benefits, payroll expenses, insurance, facility space rental, utilities, and contracted and professional services.

GOS grants provide general operating funds in funding tiers. They are **(1) Institution, (2) Advancement, (3) Entry**, and this year, we are piloting a **4th Development Tier** for a handful of **first-time applicant organizations** with an **operating budget of \$30,000 or less**. Applicants compete within their funding tier.

General Operating Support Grant awards are for a two-year period (FY2022/2023 and FY2023/2024). Applicants will complete one grant application for the two-year cycle.

*****Year 1:** All grant activity must occur between July 1, 2022, and June 30, 2023. An interim report is due June 1, 2023, for all grant activities in Year 1.

*****Year 2:** All grant activity must occur between July 1, 2023, and June 30, 2024. A final report is due June 1, 2024, for all grant activities in Year 2.

GOALS AND OBJECTIVES

- A. Strengthen the infrastructure of the arts industry in Louisiana
 - B. Develop, stabilize, and maintain the producers and presenters of Louisiana's arts industries and products with diversity, equity, and inclusion as guiding principles
 - C. Cultivate a network among arts organizations of every size and scale throughout the state
 - D. Support communities' efforts to maintain their authenticity and uniqueness as well as address relevant community needs through the arts
- Create and nourish a diverse and inclusive array of Louisiana artists of the future and the audiences for those artists

ELIGIBILITY

Eligible applicants must:

- A. Be a nonprofit arts organization domiciled in Louisiana with a letter from the Internal Revenue Service declaring it exempt from Federal income tax under Section 501(c)3 of the Federal Internal Revenue Code, dated at least two years before the application deadline.
- B. Be classified as an arts organization by meeting the following three characteristics:
 1. Have an independent board of directors
 2. Have an organizational mission statement that states that the organization's primary goal is to create, present, or preserve one or more of the recognized disciplines in their mission statement. At least 70% of the organization's work should be dedicated to this. The arts disciplines include dance, design arts, folklife, literature, media, music, theater, and visual arts and crafts.
 3. Demonstrate an authentic and collaborative commitment to Diversity, Equity, and Inclusion with an outreach plan that corresponds to the organization's size and mission.
- C. Must be in good standing with the [Internal Revenue Service](#), the [Louisiana Secretary of State](#), and the [Louisiana Legislative Auditor](#) by the grant application deadline.
- D. Have a Unique Identifier SAM number.
- E. **For Institutional and Advancement Tier only:** Have received at least two years of municipal and/or government funding.
- F. Comply with the Accumulated Deficit Policy (See Application Review Section below).
- G. **Those applying in the Development Tier are required to participate in a workshop to be held virtually on Tuesday, March 8, 2022, prior to completing an application.** Register at bit.ly/LDOADevTierGOSWorkshop. Participation can include requesting and viewing a recording of the workshop and tuning in live.

MAXIMUM GRANT REQUEST, MATCHING FUNDS, AND INELIGIBLE USE OF GRANT FUNDS

There are tiers or categories within the General Operating Support Grant Program. The tier is determined by the organization's expenses for its last completed fiscal year. Most grants to organizations require a non-state match of at least 1:1 except for the Development Tier, which has additional workshop requirements throughout the grant period.

LEVEL	ORGANIZATION BUDGET	MATCH REQUIREMENT	MAXIMUM GRANT AWARD
Institution	Greater than \$1 Million	1:3	\$15,000

Advancement	\$250,000 - \$1 Million	1:2	\$10,000
Entry	\$30,000 - \$249,999	1:1	\$5,000
Development	\$30,000 or Below	No Match	\$5,000

A. Allowable Matching Funds:

1. Carefully defined
2. Used for costs allowable under the grant guidelines
3. In-kind match (donated goods and services)

B. Ineligible Source and Use of Matching Funds:

1. State funds from any other 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

C. General Operating Support Grant Funding *cannot be* used for:

1. Activities that occur outside of the grant activity period
2. Expenses incurred outside of the grant activity period
3. Activities not open to the general public
4. Activities intended to serve only the organization's membership
5. Re-grant by the applicant to other organizations
6. Activities intended primarily for fundraising purposes
7. Accumulated deficits or debt retirement
8. Contingency funds
9. Acquisition of entire collections of works of art
10. Capital improvements including restoration of buildings and sites
11. Restoration of historic buildings and sites
12. Conservation of non-arts related collections
13. Activities used for academic degrees
14. Tuition for academic study
15. Creation of textbooks or costs associated with recurring curriculum
16. Standard, traditional school activities
17. Payment of administrative or teaching staff, temporary or permanent, for any school or school system
18. Artists filling teacher vacancies
19. Operational costs to universities
20. Food or beverages

21. Scholarships, purchase awards, or cash prizes
22. Exhibitions or productions by children without the involvement of professional artists
23. Fees to children under the age of 18
24. Fines, penalties, interest on loans, or costs of litigation
25. Lobbying expenses or advocacy efforts
26. Performances & exhibitions to take place outside of Louisiana
27. Purchase or long-term rentals of equipment, property, capital improvements, or library holdings
28. High school, college, or university faculty exhibitions
29. Activities that primarily serve social or religious purposes
30. Licensing fees
31. Indirect costs
32. Transporting of students to arts events

APPLICATION REVIEW

The LDOA staff will review each grant application and verify that all required material has been completed and submitted as part of the grant application.

- A. **Applications submitted by the application deadline that do not contain all required materials are incomplete and ineligible.**
- B. Applicants may request a review of their application prior to submitting by the application deadline. The request for review deadline is **Friday, March 25th, 2022.**
- C. Applicants will be notified of their application status within three weeks of the grant deadline. Applicants will receive a notification through the online grant system informing them if the application is complete and has been accepted or if the application is ineligible.
- D. An advisory panel will review all eligible grant applications.

LDOA, in cooperation with the Louisiana State Arts Council, uses advisory panels to assist in funding decisions. You can find out more about the panel process [here](#). Panelists are experienced artists, administrators, and individuals knowledgeable in the arts and are recommended by individuals, organizations, and LDOA staff. A separate advisory panel reviews each tier of applicants. The advisory panels will review each application in accordance with the LDOA program goals and evaluation criteria for the particular category and then provide a rating of the merit of the application. Panel scores and comments will be provided to the applicant by LDOA staff upon request. The applicant's grants management track record is considered in all programs. Delinquent reports may impact future eligibility.

A. **Funding Decisions**

The Louisiana State Arts Council will approve funding recommendations made by the LDOA

panels for the General Operating Support Grant Program for FY23 and FY24. Funding is always contingent on LDOA's allocation from the Louisiana Legislature or accruing to it from other sources. If mid-year cuts are instituted, LDOA will determine how the cuts are distributed among the General Operating Support grantees. General Operating Support Grants under \$1,000 will not be awarded.

B. Accumulated Deficit Policy

The Louisiana State Arts Council has adopted an **accumulated deficit policy** to ensure that institutions receiving funding demonstrate sufficient financial stability to ensure their continued existence. An organization that has increased or failed to reduce an operating or capital budget deficit for three consecutive years prior to the deadline is not eligible to apply for an LDOA grant unless the organization has ended the most recent fiscal year with a balanced budget and can:

1. Demonstrate having made a significant effort in deficit reduction during the fiscal year preceding this application
2. Provide a deficit elimination schedule approved by its governing body and acceptable to the LDOA

GRANT PROGRAM EVALUATION CRITERIA

The advisory panel will use the following evaluation criteria to select applicants to recommend for funding:

A. Quality of Organizational Programming (35 points maximum):

1. Quality of programming and/or services
2. Qualifications of artists, arts and design professionals, and arts educators involved, as applicable
3. Provides evidence that the selection of programming takes into account the community the organization is accountable to and/or the target audience
4. Demonstrates how the organization defines success within its programs and tools used in the evaluation

B. Outreach, Access, and Impact (35 points maximum):

1. Demonstrates an authentic and collaborative commitment to Diversity, Equity, and Inclusion that corresponds with the organization's size and mission.
2. Clearly defines and demonstrates an understanding of the community they serve and are accountable to.
3. Demonstrates effective methods to reach target communities

4. Programs, services, and activities demonstrate a broad or significant impact on the defined community
5. Availability of opportunity to Louisiana artists

C. Organizational Capacity and Management (30 points maximum):

1. Provides evidence of qualifications and effectiveness of staff and board to support the organization's mission, programming, and services
2. Demonstrates a clear and appropriate planning process and describes thoughtful and achievable short and long-term strategic goals and objectives
3. Level of programming in line with budget
4. Identifies and describes effective methods to evaluate success, impact, and outcomes
5. Provides evidence of financial health and sustainability, including maintaining appropriate budgets and the ability to address financial challenges

HOW TO APPLY

All General Operating Support grant applications must be completed in LDOA's [online grant portal, Submittable](#). **All grant applications must be submitted no later than Tuesday, April 14, 2022, at 11:59 pm.** Application deadlines will be strictly enforced. **Late grant applications or addendums to applications will not be accepted.**

Glossary of Terms

Activity period – The period of time when grant activities must take place. The grant activity period for the 2021-2024 GOS grant period is July 1, 2022, through June 30, 2024.

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

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.

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

BIPOC – an acronym that stands for “Black, Indigenous, and people of color.” The term BIPOC is meant to “emphasize the particular hardships faced by Black and Indigenous people in the US and Canada – especially because Indigenous people often get forgotten in social justice causes and that anti-Black racism is particularly virulent.” (dictionary.com)

BIPOC centered organizations – A BIPOC centered organization is an organization with a mission and programming that is explicitly reflective of a community or communities of color, and where the board, staff, and collaborators, include a significant representation of that community. A BIPOC centered organization is defined by the following characteristics:

- Primary mission, intentions, and practices are BY, FOR, and ABOUT art, heritages, histories, cultures and communities of color.
- Executive Leader (Executive Director, Managing Director, Producing Artistic Director, CEO, President) identifies as BIPOC.
- Board is at least 60% BIPOC-identifying individuals, per the definition above.
- Staff is at least 60% BIPOC-identifying individuals, per the definition above.

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.

Grant Contact - the person to contact for additional information about an application.

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.

Culturally specific organization – an organization with a significant arts and cultural program that engages a specific cultural community but might not have arts and culture as their primary mission. Many of these organizations were established to address the needs and desires of communities that were historically (and in many cases continuously) marginalized from receiving equitable access to existing programs. Many of these non-arts organizations evolved to support their communities in holistic ways and as a result developed significant and meaningful arts and cultural programs to better address the needs of their communities.

Current fiscal year (FY23 or 2022-2023) - the organization's present, active fiscal year at the time of application. Current year financial figures are estimated amounts based on active budgets.

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.

Diverse – composed of distinct qualities and characteristics; age, color, ethnicity, ancestry, sex, family or marital status, gender identity or expression, language, national origin, physical and mental disability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, citizenship status and other characteristics that make individuals unique.

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.

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.

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

Equity – The fair treatment, access, opportunity, and advancement for all people, while at the same time striving to identify and eliminate barriers that have prevented the full participation of some groups.

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

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

Geographic Community - the constituents who live in the geographic service area of an organization, as defined by an organization's location. The mission and vision of an organization may also inform their definition of their geographic community. Depending on an organization's mission, their geographic community might be different or the same as their organizational community. Descriptions of the community should include demographic and geographic makeup, including information about relevant socioeconomic factors, as well as diversity or age, ethnicity, race, gender, ability, education, etc.

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.

Inclusion – the act of creating an environment in which every person feels welcomed, respected, supported, and valued to fully participate. An inclusive and welcoming place embraces differences and offers respect in words and actions for all people, where each person is able to share the full spectrum of their humanity and be seen and heard without fear.

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).

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

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 Community – the constituents an organization engages or intends to engage as directed by their mission and vision. This community should include audience members, artists, students, and other groups that are significant to the organization. Depending on an organization's mission, their geographic community might be different or the same as their organizational community. Descriptions of the community should include demographic and geographic makeup, including information about relevant socioeconomic factors, as well as

diversity or age, ethnicity, race, gender, ability, education, etc.

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.

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 (FY22 or 2021-2022) - 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.

Projected year (FY24 or 2023-2024) - 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.

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

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

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).

UEI - 12-character unique number assigned to all entities (public and private companies, individuals, institutions, or organizations) who must register to do business with the federal government in SAM. The Louisiana Division of the Arts receives funding from the National Endowment for the Arts and is therefore requiring ALL grant applicants to have a Unique Identifier (SAM) in order to apply for a grant opportunity.

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.

