



Louisiana Project Grants Compliance Manual

GRANT AGREEMENT

Once grant awards have been determined for the grant cycle, Agreements and Requests for First Payment are collected within Submittable. If needed, document any changes in project scope or budget within the Submittable form. This is usually the case when the grant amount awarded does not match the grant amount requested within the application. Once the award has been accepted, please notify the Arts Council's grant administrator of the dates and locations of the funded project activities.

GRANT PAYMENTS

Grant awards are split into two payments. The first payment is 75% of total grant award and is requested along with the signed Agreement in Submittable around the start of the grant period. The final 25% of the total grant award is requested within the Final Report in Submittable. Final Reports must be submitted no later than thirty (30) days after completion of services or October 31st, whichever comes first. The final payment will be a reimbursement of funds already spent and documented within the Final Report. Once you have submitted the report with all required documentation and it has been approved, you will receive the final 25 percent of your grant award. Final payments will not be issued until the Regional Arts Council receives their final payment from the LDOA.

AVAILABILITY OF FUNDS

Grant funds are available contingent upon funding from the State of Louisiana's Legislature as distributed through the Department of Culture, Recreation and Tourism, Office of Cultural Development, Division of the Arts. Any budget cuts to the State of Louisiana's General Operating Budget may affect the grantee's award amount. Should a cut occur, the final payment of 25% of the grant award may be reduced.

FISCAL AGENTS

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 region as the sub-applicant, and the project must take place in the same region.

- Fiscal agents may not serve as a provider of service within the same project.
- The fiscal agent's fee may not exceed \$150.

GRANT ACKNOWLEDGEMENT

- Use the Louisiana Division of the Arts logo and the arts council logo on all printed materials associated with your funded project (LDOA logo found on grant webpage)
- Use the following acknowledgement statement on all printed and broadcast promotion associated with your funded project: "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 Council, as administered by the (Name of the Regional Arts Council). Funding has also been provided by the National Endowment for the Arts."
- Recognize the LDOA and arts council during any announcements at performances, exhibits or other public activities
- Thank and inform local legislators in writing of activities funded by the LPG program. Grantees are also encouraged to invite state legislators to grant-sponsored activities, especially events that are free to the public. Find your legislators at www.legis.state.la.us.

REGULATIONS

Grantees must comply with all state laws applicable to the grants program and to those federal laws required by the National Endowment of the Arts including the Drug-Free Workplace Act of 1988 and Section 504 of the Rehabilitation Act of 1973. Grantees must also comply with administrative requirements of the state and any additional requirements by the National Endowment for the Arts including those promulgated by the Office of Management and Budget (OMB): OMB Circular A-102 if the grantee is an agency of state or local government or OMB Circulars A-110 or A-133 if the grantee organization is a non-profit organization or university. Grantees are prohibited from engaging in political activity. No funds provided by a Louisiana Project Grant shall be used for any partisan political activity, or to further the election or defeat of any candidate for public office.

PLANNING AND ADMINISTRATION

Keep in mind the goals for LPG while producing your project:

LPG Goals:

- A. Encourage professional artists to undertake projects that make an impact and/or meet a local community need utilizing the arts in each region of the state.
- B. Increase access to the arts for all who reside in the region.
- C. Showcase each region's artistry, creativity, and ability for innovation within project development
- D. Leverage additional local and national support for the arts in Louisiana

During the course of your project, you are responsible for keeping track of activities and financial information related to the project for which you received state of Louisiana grant money. You must keep copies of all receipts, invoices, check numbers, and cancelled checks.

NEA Descriptors: 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). You will also need to provide the physical address for all project activities funded.

This information will be compiled at the end of your project or the end of the Louisiana Project Grant program's fiscal year in the Final Report.

UNALLOWABLE EXPENSES

- Operating costs not directly associated with the proposed project
- Programming associated with an organizations regular programmatic schedule
- Non-arts oriented exhibitions or production components
- Activities that occur before October 1, 2023 and after September 30, 2024
- Expenses incurred prior to October 1, 2023 and after September 30, 2024
- Activities that are generally not available to the public
- Activities intended to serve only an organization's membership
- Re-grant 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 region where the grant is funded
- Purchase of equipment or long-term rentals of equipment
- Purchase of property or library holdings
- 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 site

GRANT MONITORING

Grantees agree to provide the RAC with a schedule of grant activities prior to the start of the grant project so that members of the Louisiana State Arts Council, the Division of the Arts staff, and the RAC will have an opportunity to attend projects supported by Louisiana Project Grants. If the project is not free to the public, Grantee will provide the RAC with two complimentary tickets.

PROJECT AMENDMENTS

As soon as you anticipate any changes to the scope of your funded project, get in touch with the RAC to discuss. If changes are approved, a Change in Scope and/or Amended Budget form will need to be completed within Submittable. Project changes need to be addressed and documented prior to completing the Final Report.

FINAL REPORT

The Final Report documents the project funded. Information in the Final Report compares the original information contained in your application with what actually happened as a result of your project. 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 and priorities of the Louisiana Project Grants program (listed above under Planning and Administration).

Submit documentation of grant expenses equal to or above the total grant award amount.

Project completion is determined by all incoming and outgoing payments being cleared and all outstanding paperwork being finalized.

Submit the Final Report in Submittable no more than 30 days after completion of your project. This includes a template for Final Payment Request to be uploaded within the report.

DOCUMENTATION

The Grantee must retain all of its records and supporting documentation applicable to the Grant Agreement for a period of three years, and make all such records and supporting documentation readily available upon request for inspection or audit by representatives of the RAC.

NON-COMPLINACE/CANCELLATION

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 Project Grants program.

Grantees shall be liable for all grant funds not used in accordance with the terms and conditions of this agreement and the approved budget. If the Grantee is unable to perform the service agreed to, the Grantee shall so notify the RAC in writing before the expiration date of said services and thereby acknowledge the automatic cancellation of the grant, unless such notification contains a request for an amendment as provided.

