

FY21 LOUISIANA PROJECT GRANT PROGRAM ADMINISTRATOR'S MANUAL

I. Louisiana Division of the Arts Mission Statement

The Louisiana Division of the Arts (DIVISION) in cooperation with the Louisiana State Arts Council is the catalyst for participation, education, development, and promotion of the arts.

Vision: It is the responsibility of DIVISION 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 Value: The arts are an essential and unique part of life in Louisiana to which each citizen has a right.

II. What is LPG?

The Louisiana Project Grant (LPG) program, formerly the Decentralized Arts Funding (DAF) program, is a grants award program administered jointly by the DIVISION and the regional LPG Administrators. 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, 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 and inclusion within each region of our state..

DIVISION disburses LPG grant funds to nine **LPG** Administrators, typically the Regional Arts Council, which, in turn, re-grant those dollars to sub-grantees within their regions. Each **LPG** Administrator must employ a Community Development Coordinator (CDC) to administer the **LPG** program and provide constituents (individuals and organizations) with advice and assistance in developing arts programming in the region.

III. LPG Funding

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

IV. LPG Goals

- A.** Increased awareness of the role the arts can play in promoting diversity, equity and inclusion throughout the state
- B.** Stimulate healthy competition in grant proposal submissions
- C.** Increase the level of creativity in project development
- D.** Encourage professional artists to undertake projects that have meaningful community involvement
- E.** Leverage additional local and national support for the arts in Louisiana

V. LPG Priorities

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

VI. LPG Administration

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

- A. Region 1: Arts Council of New Orleans, New Orleans
- B. Region 2: Arts Council of Greater Baton Rouge, Baton Rouge
- C. Region 3: Bayou Regional Arts Council, Houma
- D. Region 4: Acadiana Center for the Arts, Lafayette
- E. Region 5: Arts & Humanities Council of Southwest Louisiana, Lake Charles
- F. Region 6: Arts Council of Central Louisiana, Alexandria
- G. Region 7: Shreveport Regional Arts Council, Shreveport
- H. Region 8: Northeast Louisiana Arts Council, West Monroe
- I. Region 9: St. Tammany Parish Government, Mandeville

VII. Roles and Responsibilities of LPG Administrators

- A. Identify operating and emerging arts or community organizations as applicants to the **LPG** program and assist them in developing arts projects.
- B. Identify needs of potential applicants.
- C. Provide arts 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 LPG Administrator.
- 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 arts resource information
 4. Assisting both established and new agencies with arts project ideas and planning
 5. Participating in training and continuing education provided by DIVISION
 6. Following through on all aspects of Section X - Grant Administration
- H. Notify the DIVISION immediately if there is a change in CDC.

VIII. 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. Activities that occur before October 1, 2020, and after September 30, 2021
2. Expenses incurred prior to October 1, 2020, and after September 30, 2021
3. Activities that are generally not available to the public
4. Activities intended to serve only an 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. Conservation of non-arts related collections
12. Activities used for academic degrees
13. Tuition for academic study
14. Creation of textbooks or costs associated with recurring curriculum
15. Normal, traditional school activities
16. Payment of administrative or teaching staff for any school or school system
17. Artists filling teacher vacancies
18. Operational costs to universities
19. Food or beverages
20. Scholarships, purchase awards, or cash prizes
21. Exhibitions or productions by children without the involvement of professional artists
22. Fees to children under the age of 18
23. Fines, penalties, interest on loans, or costs of litigation
24. Lobbying expenses or advocacy efforts
25. Activities that take place outside of the parish where the grant is funded
26. Purchase of equipment or long-term rentals of equipment
27. Purchase of property or library holdings
28. Capital improvements
29. High school, college, or university faculty exhibitions
30. Activities that primarily serve social or religious purposes
31. Licensing fees of any kind
32. Travel or transportation of any kind, including transporting students to arts events
33. Exhibits or activities that primarily focus on historical topics

34. Restoration of historic buildings and sites

IX. Types of LPG Grants Available

- A. Project Assistance: This grant is available to nonprofit organizations, governmental agencies, schools and school boards, colleges and universities, and individuals using a fiscal agent. This grant funds a specific art project such as a performance, exhibit, presentation, or series.
- B. Emergency Relief Grants: This grant is available in response to an emergency declaration by the governor and can be used to assist individual artists or arts organizations with the impacts of that emergency. The DIVISION will issue specific guidance to the LPG Administrators prior to the release of the grant application when these types of grants are available.

X. Grant Cycle

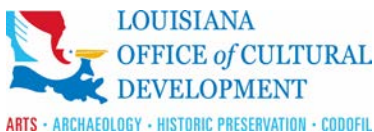
All grant activities must take place between October 1, 2020, and September 30, 2021.

XI. Grant Administration

- A. Grant Guidelines – The DIVISION will publish statewide LPG Grant Guidelines prior to the release of the grant application each year. All LPG Administrators must follow the published grant guidelines as they administer the LPG grant process.
- B. Grant Application Process
 1. LPG grant applications will be available via *Submittable*, the online grant system. All LPG grant applications must be submitted through *Submittable*.
 2. Each LPG Administrator must post the published grant guidelines on its website at the beginning of the grant application period.
 3. LPG Administrators announce and promote the application process to the media and potential applicants at the beginning of the grant application period.
 4. Each LPG Administrator will host grant workshops in its regions and provide technical assistance throughout the application process.
 5. Each LPG Administrator 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 LPG Administrator.
 6. 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.
 7. Once applications are received, the LPG Administrator will review each application submitted for eligibility according to the LPG grant guidelines.
 8. The LPG Administrator 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*. Instructions and an instructional video for panelists are available.
 2. All LPG panels will be held in person and final scores will be collected from each panelist during the panel meeting.
 3. The LPG Administrator will supervise and moderate the panel process.

4. The panel members should score each application according to the evaluation criteria published in the grant guidelines.
 5. If LPG grant funds are not allocated by the panel, the LPG Administrator 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 region allocations when the DIVISION budget is approved.
 2. Grants recommended for funding must be approved by the LPG Administrator's Board of Directors.
 3. LPG applicants should not be notified of grant awards until the LPG Administrator 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 LPG Administrator and sent out to the awarded applicants. Award and regret letters can be generated in *Submittable*.
 2. No funds may be disbursed by the LPG Administrator 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 LPG Administrator, including the acknowledgement statement.
 4. LPG Administrator will promote sub-grantees' events on website, in newsletters, and in other marketing.
 5. LPG Administrator will conduct Agreement and Compliance workshops for all grant recipients.
 6. LPG Administrator 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 LPG Administrator 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. Other information required by the LPG Administrator

XII. LPG Administrator Reporting to DIVISION



- A. Within 30 days of receipt of grant agreement, LPG Administrator must return signed grant agreement between DIVISION and LPG Administrator with (1) an invoice for 75% of re-grant funds, (2) an invoice for administrative funds, and (3) **LPG Report Form A** of the LPG Agreement.
- B. By February 15, 2021 or before, LPG Administrator 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 LPG Administrator's bank statements; and documentation of first payment to sub-grantees in *Submittable*.
- C. By June 15, 2021 or before, LPG Administrator must complete and submit **LPG Form Report C** along with the invoice for the final 25% of re-grant funds.
- D. By December 31, 2021 or before, LPG Administrator 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 LPG Administrator's bank statements; and documentation of final payments to LPG sub-grantees in *Submittable*.

