

## Louisiana Project Grants FY21 Grant Guidelines

### I. INTRODUCTION

Louisiana Project Grants are administered jointly by the Louisiana Division of the Arts (LDOA) and nine regional arts councils across 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, 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.

Louisiana Project Grants are funded by the LDOA. Due to a substantial decrease in state general funds for the LDOA, 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. The Louisiana Division of the Arts oversees the Louisiana Project Grants program and disburses the funds to nine Regional Arts Councils (RAC), which in turn re-grant those dollars within their regions. Decisions about cultural priorities are made locally and discussed with LDOA to ensure compatibility with current state cultural initiatives.

The Louisiana Project Grants 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.

### II. GOALS AND PRIORTIES

#### Louisiana Project Grants Goals

- Increased awareness of the role the arts can play in promoting diversity, equity and inclusion throughout the state
- Stimulate healthy competition in grant proposal submissions
- Increase the level of creativity in project development

- Encourage professional artists to undertake projects that have meaningful community involvement
- Leverage additional local and national support for the arts in Louisiana

### **Louisiana Project Grants Priorities**

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

### **III. RECOGNIZED ARTISTIC DISCIPLINES**

Louisiana Project Grants provide funding for arts projects. The artistic disciplines described below are considered eligible art forms:

#### **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**

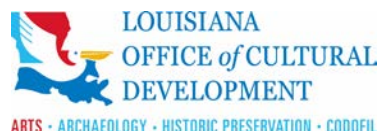
Design Arts projects promote innovation in the design field of architecture; landscape architecture; urban design; historic preservation and planning; interior design; industrial design; graphic design; and fashion design. This program area provides an opportunity for visual arts and design professionals 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 quality dramatic and musical theater available to the public or support development of nonprofit professional and community theater, puppetry, mime, and storytelling.

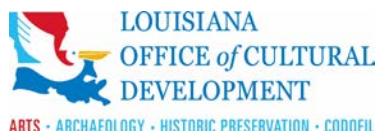
## Visual Arts and Crafts

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.

### IV. APPLICANT DESCRIPTION

All applicants must apply in the region 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.

- Organizations or entities 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 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.

### **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 region 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 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.

### **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 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

### **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.

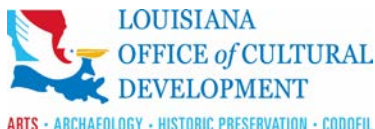


- Past grant recipients who are not in compliance with the Regional Arts Council, the Decentralized Arts Funding Program, or the Louisiana Division of the Arts.
- Any organization that is not in good standing with the [Louisiana Secretary of State](#) or the [Louisiana Legislative Auditor](#). You may 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>

## V. PROJECT INELIGIBILITY

There are eligibility requirements within the Louisiana Project Grants program. Specific items that are ineligible for funding are listed below:

- 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
- Activities that occur before October 1, 2019 and after September 30, 2020
- Expenses incurred prior to October 1, 2019 and after September 30, 2020
- 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

## VI. CASH MATCH REQUIRED

A cash match demonstrates community involvement and commitment to the project. For 2020-2021, 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:

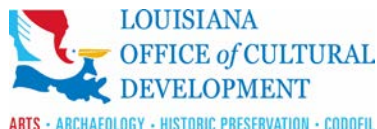
1. State funds from any state source
2. Funds used for state-owned facilities or equipment purchase or use
3. State faculty salaries
4. Administrative costs from state institutions
5. Funds from the National Endowment for the Arts

**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.

## VII. GRANT EVALUATION CRITERIA

Louisiana Project Grants provide funds for a wide variety of arts projects that meet specific community needs. Arts projects funded must focus on one or more of the recognized arts disciplines listed in Section III only. Applicants may request grant funding within the minimum and maximum amounts allowed for each Regional Arts Council (See *Attachment B*).

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 include:

<b>Artistic Merit</b> _____	<b>35%</b>
<b>Need and Impact</b> _____	<b>30%</b>
<b>Planning and Design</b> _____	<b>20%</b>
<b>Administration and Budget</b> _____	<b>15%</b>

**ARTISTIC MERIT**

**WEIGHT: 35%**

Your application will be reviewed on the basis of:

- Expertise of artists involved as providers of service
- Degree of innovation, risk-taking, trying something new
- Incorporation of local artists and or art forms

**NEED AND IMPACT**

**WEIGHT: 30%**

Your application will be reviewed on the basis of:

- Efforts to increase accessibility and Involvement of diverse (social, geographic, economic) populations reflective of the community
- Efforts to address a community need/gain community involvement
- Taking advantage of opportunities for collaboration

**PLANNING AND DESIGN**

**WEIGHT: 20%**

Your application will be reviewed on the basis of:

- Involvement of target audience in planning process
- Implications of the project beyond the funding period

**ADMINISTRATION AND BUDGET**

**WEIGHT: 15%**

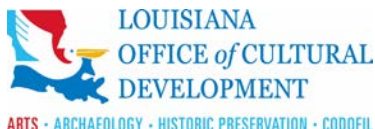
Your application will be reviewed on the basis of:

- Appropriate request level and use of grant funds
- Clarity and completeness of financial information

**VIII. APPLICATION INFORMATION**

The Louisiana Division of the Arts launched the first statewide online grant application system in May 2018. The online services help to facilitate the grant application submittal and application review process. The software also allows grant applicants to track the progress of their application online. All Louisiana Project Grant applications must be completed in the *Submittable* grant application system. **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.

Louisiana Project Grant application Instructions may be downloaded from the Louisiana Division of the Arts [website](#) or by contacting your Regional Arts Council. The online grant application system is *Submittable*.

## GRANT 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](http://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

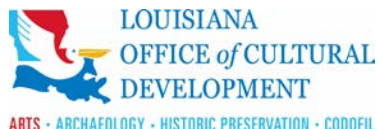
Select the option in the drop-down menu that best fits your organization.

### ❖ 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

#### ❖ **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.

#### ❖ **FILES 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 accessed 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 accessed 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 documents 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.

## **IX. APPLICATION ASSISTANCE**

Grant workshops are offered by each Regional Arts Council to help applicants develop and submit persuasive proposals. The workshops cover 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:

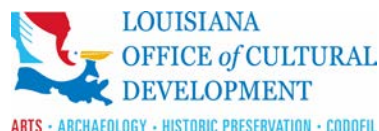
1. Review the mission, goals, and yearly work plan for your organization. Would it be in the public interest for state funds to support your work?
2. Review the intent of the Decentralized Arts Funding Program. Is this a logical funding source for your organization?
3. Think about the needs of your community. 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 Project Grants guidelines, again. Call and ask questions.

## **X. MANAGING A GRANT AWARD**

### **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 Project Grants 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 Louisiana Project Grants 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?**



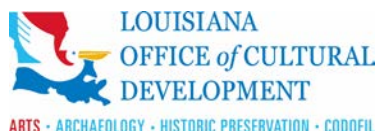
All eligible grant applications are reviewed by a Review Panel made up of members of the community. The Community Review Panel reflects the region’s ethnic, demographic, and geographic diversity in addition to having the artistic and administrative expertise needed to evaluate applications. The panel members will review applications online, and then will convene to discuss the applications and make funding recommendations based on the evaluation criteria. 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.

### **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 2020-2021 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 2020-2021 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 Council, as administered by the (Name of the Regional Arts Council). Funding has also been provided by the National Endowment for the Arts.’** Additional crediting statements may be added. The logos may be downloaded at <https://www.crt.state.la.us/cultural-development/arts/grants/louisiana-project-grants/index>

## **FINAL REPORT REQUIREMENTS**

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 of the Louisiana Project Grants program and the evaluation criteria.

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. 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 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. This information will be compiled at the end of your project or the end of the Louisiana Project Grant 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, 2021, whichever comes first. Final payments will not be issued until the Regional Arts Council receives final payment from the LDOA, usually by June 30<sup>th</sup>.

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.



## GLOSSARY OF TERMS

**Activity period** – The period of time when grant activities must take place. The grant activity period for the 2019-2020 DAF grant period is October 1, 2019 through September 30, 2020.

**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.

**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



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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 (FY2021 or 2020-2021)** - 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, 2020 and September 30, 2021.

**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.

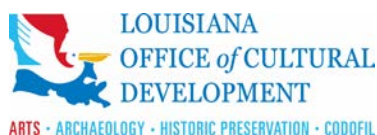
**Expenses (expenditures)** - costs required to implement a project or programming.

**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 of persons expected to be involved directly with a project or other activity.

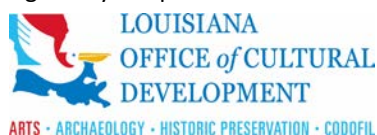
**Individuals to benefit** - the number of persons expected to benefit directly from a project or other activity, for example, the audience. Large public events will require an applicant to estimate the number of persons to benefit. Actual numbers are required in the final report.

**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.





**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.

**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,



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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 (FY20 or 2019-2020)** - 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 (FY22 or 2021-2022)** - 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.

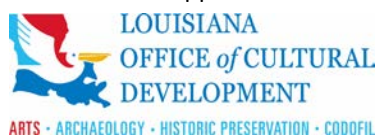
**Rural** - parish with 100,000 or fewer residents or a city with 25,000 or fewer residents.

**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.

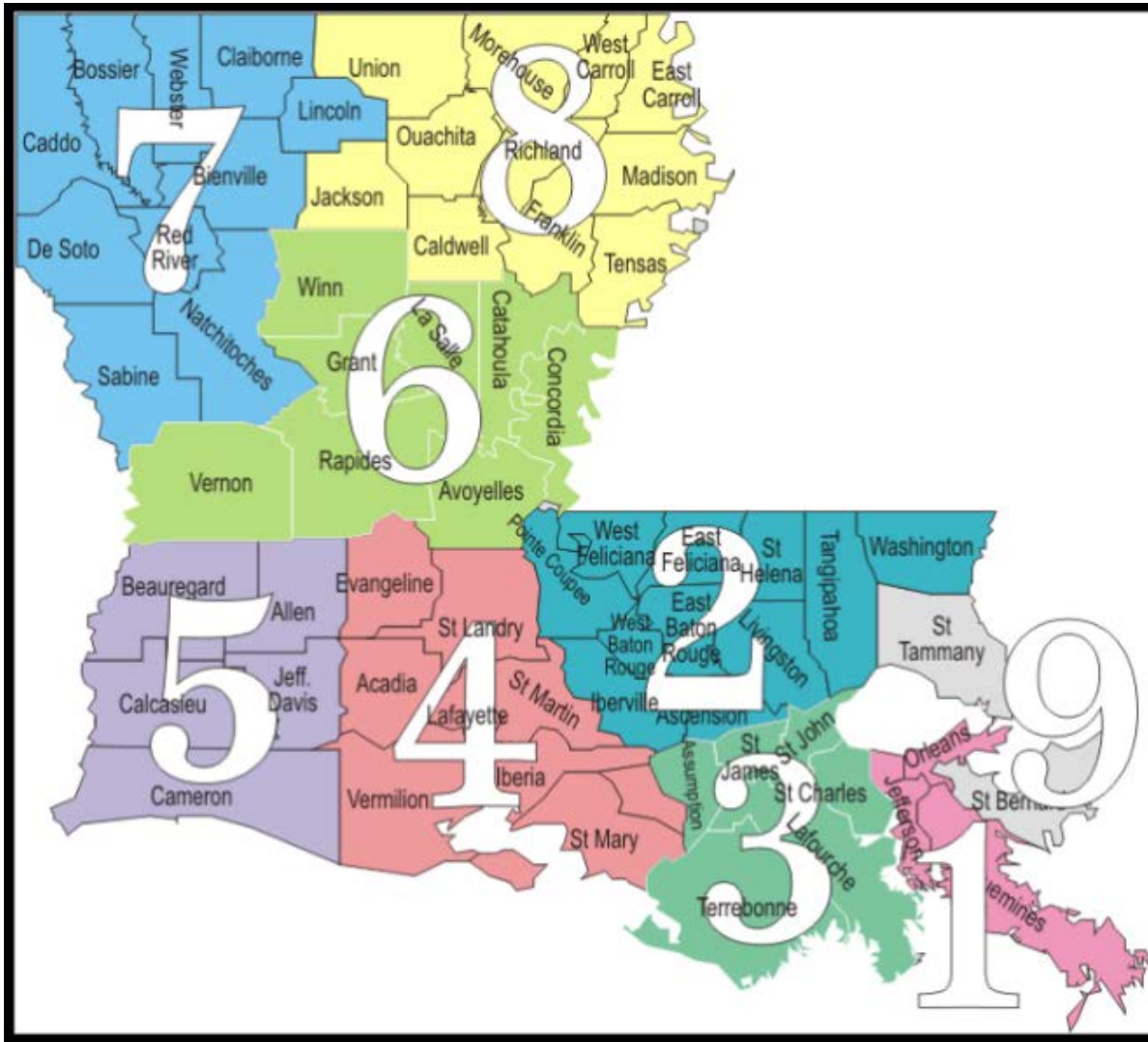
**Tour** - two or more engagements at different sites, in different communities, contracted through any number of presenters included in one trip away from the artist's home base. Engagements within the artist's home base do not constitute a tour.

**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.

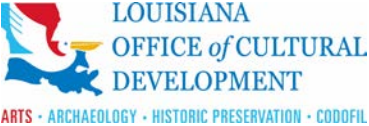
**Urban** - a parish with more than 100,000 residents or a city with more than 25,000 residents.

**ATTACHMENT A**  
Regional Arts Councils



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<p><b>REGION 1</b></p> <p>Anette Perez, CDC  <a href="#">Arts Council of New Orleans</a>  1307 Oretha Castle Haley Blvd. #100  New Orleans, LA 70113  (504) 523-1465  <a href="mailto:anette@artsneworleans.org">anette@artsneworleans.org</a></p>	<p><b>PARISHES:</b></p> <p>Jefferson  Orleans  Plaquemines</p>
<p><b>REGION 2</b></p> <p>Leea Russell, CDC  <a href="#">Arts Council of Greater Baton Rouge</a>  427 Laurel Street  Baton Rouge, LA 70801  (225) 344-8558  <a href="mailto:lrussell@artsbr.org">lrussell@artsbr.org</a></p>	<p><b>PARISHES:</b></p> <p>Ascension  East Baton Rouge  East Feliciana  Iberville  Livingston  Pointe Coupee  St. Helena  Tangipahoa  Washington  West Baton Rouge  West Feliciana</p>
<p><b>REGION 3</b></p> <p>Randy Roth, Executive Director/CDC  <a href="#">Bayou Regional Arts Council</a>  7910 Park Ave.  Houma, LA 70364  <a href="mailto:randy@bayouarts.org">randy@bayouarts.org</a></p>	<p><b>PARISHES:</b></p> <p>Assumption  Lafourche  St. Charles  St. John  St. James  Terrebonne</p>
<p><b>REGION 4</b></p> <p>Gwen Richard, CDC  <a href="#">Acadiana Center for the Arts</a>  101 West Vermillion Street  Lafayette, LA 70501  (337) 233-7060  <a href="mailto:gwen@acadianacenterforthearts.org">gwen@acadianacenterforthearts.org</a></p>	<p><b>PARISHES:</b></p> <p>Acadia  Evangeline  Iberia  Lafayette  St. Landry  St. Martin  St. Mary  Vermillion</p>



<p><b>REGION 5</b></p> <p>Devan Corbello, Executive Director  Arts &amp; Humanities Council of Southwest Louisiana  P. O. Box 1437  Lake Charles, LA 70602  (337) 439-2787  <a href="mailto:devanc@artscouncilswla.org">devanc@artscouncilswla.org</a></p>	<p><b>PARISHES:</b></p> <p>Allen  Beauregard  Calcasieu  Cameron  Jefferson Davis</p>
<p><b>REGION 6</b></p> <p>Kate Febuary, CDC  Arts Council of Central Louisiana  1101 4th St., Ste. 201  Alexandria, LA 71301  (318) 443-4718  <a href="mailto:kate@louisiana-arts.org">kate@louisiana-arts.org</a></p>	<p><b>PARISHES:</b></p> <p>Avoyelles  Catahoula  Concordia  Grant  LaSalle  Rapides  Vernon  Winn</p>
<p><b>REGION 7</b></p> <p>Madison Poché, CDC  Shreveport Regional Arts Council  801 Crockett St.  Shreveport, LA 71101  (318) 673-6500  <a href="mailto:madison@shrevearts.org">madison@shrevearts.org</a></p>	<p><b>PARISHES:</b></p> <p>Bienville  Bossier  Caddo  Claiborne  DeSoto  Lincoln  Natchitoches  Red River  Sabine  Webster</p>

<p><b>REGION 8</b></p> <p>Abigail Handy, CDC  <a href="#">Northeast Louisiana Arts Council</a>  2305 North 7th Street  West Monroe, LA 71291  (318) 396-9520  <a href="mailto:abigail@nelaarts.org">abigail@nelaarts.org</a></p>	<p><b>PARISHES:</b></p> <p>Caldwell  East Carroll  Franklin  Jackson  Madison  Morehouse  Ouachita  Richland  Tensas  Union  West Carroll</p>
<p><b>REGION 9</b></p> <p>Christie Eastman, CDC  <a href="#">St. Tammany Parish Government Commission on Cultural Affairs</a>  P. O. Box 628  Covington, LA 70434  (985) 898-5243  <a href="mailto:cseastman@stpgov.org">cseastman@stpgov.org</a></p>	<p><b>PARISHES:</b></p> <p>St. Bernard  St. Tammany</p>