



## **LOUISIANA DECENTRALIZED ARTS FUNDING PROGRAM**

### **FY2017-2018 GRANT GUIDELINES**

For Parishes:

Assumption, Lafourche, St. Charles, St. James,  
St. John the Baptist and Terrebonne

Administered by:

Bayou Regional Arts Council

7910 Park Avenue

Houma, LA 70364

(985) 856-3326

[www.bayouarts.org](http://www.bayouarts.org)



The Decentralized Program is funded by  
Louisiana Division of the Arts, Office of Cultural Development,  
Department of Culture, Recreation, and Tourism,  
Office of the Lt. Governor, State of Louisiana.

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## GENERAL INFORMATION

**APPLICATION DEADLINE: THURSDAY, JUNE 15, 2017**

- Applications must be submitted through the Louisiana Division of the Arts online system at <https://louisiana.culturegrants.org/> by **Thursday, June 15, 2017**. A link to the system can also be found on the [www.bayouarts.org](http://www.bayouarts.org) website. After completion, we recommend that you save a copy of your application in its PDF version on your computer. Applications require an electronic signature. You must submit an original signature page to the Bayou Regional Arts Council, 7910 Park Ave., Houma, LA 70364.
- If you choose to submit a draft of an application for review by staff through our online system, the deadline to submit a draft is **Thursday, June 1, 2017**.

## GRANT WORKSHOPS

The Arts Council will hold free **workshops** that cover grant eligibility requirements, the application process, and tips on how to submit a competitive application. **Workshop attendance is strongly recommended, especially for first-time applicants or for anyone who has not received a grant through this program.** Please feel free to attend any workshop. The same information will be covered at each session.

### **St. James Parish**

Tuesday, May 2nd 2017  
11 a.m. - 12 Noon  
Lutcher Library  
1879 West Main Street  
Lutcher, LA 70071

### **St. John the Baptist Parish**

Wednesday, May 3rd 2017  
11 a.m. - 12 Noon  
Central Library  
2910 Highway 51  
LaPlace, LA 70068

### **Terrebonne Parish**

Thursday, May 4th 2017  
10 a.m. - 11 AM  
Waterlife Museum  
7910 Park Ave.  
Houma, LA 70364

## PROGRAM STAFF

Questions about the Decentralized Program should be directed to the following staff members:

Erica Anderson, Executive Director, (985) 856-3326; [erica@bayouarts.org](mailto:erica@bayouarts.org)

# PREPARING THE GRANT APPLICATION

## PLANNING THE PROPOSAL

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 or project?
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 concrete 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 Erica Anderson, Executive Director, at 985-586-3326 if you have questions.
9. Read the Louisiana Decentralized Arts Funding Program Guidelines again.

## FOLLOWING INSTRUCTIONS

1. Review the evaluation criteria for the type of grant(s) you have selected (project assistance, operating support). Keep it in front of you when you are writing the narrative.
2. Observe word restrictions when answering questions.
3. Attach all required documentation as PDF's to your online grant application.
4. Include up to two YouTube links in the "YouTube" question of the online grant application.
5. Formulate a realistic budget that includes all revenue and expenses for your project. Call with questions.

## WRITING

1. Be specific. Assume that the reader knows nothing about your organization or project except what is presented in the application. Use quantifiable facts and not opinions. Present concrete plans, specific goals and evidence of adequate research and planning.
2. Avoid using too much jargon. Write in simple, clear language.
3. Be consistent. The budget, narrative, and provider of service forms should all relate.
4. Have people who know nothing about your project read your draft. Does it make sense to them? Then have people who were involved in the planning read it. Does the description reflect the intent of your organization? Does it address the evaluation criteria?
5. Rewrite. Proofread, proofread, proofread.
6. You have the option to submit a draft of your application by email by Thursday, June 1, 2017 to receive feedback and suggestions from staff that may strengthen your application. Please note that feedback will be provided on a first come, first served basis.

# DECENTRALIZED ARTS FUNDING PROGRAM

The Louisiana Decentralized Arts Funding Program provides a system for funding arts and cultural projects in every parish of the state. Funds are provided to each parish on a per capita basis utilizing the most recent census figures. As applicants compete only with other organizations in their parish, decisions about cultural priorities are made locally.

The Louisiana Division of the Arts disburses the funds to the Regional Development Agencies, which in turn re-grant those dollars to parishes in their region. A Community Development Coordinator administers each region. The Coordinator identifies arts-sponsoring organizations and provides them with advice and assistance in developing arts programming.

## MISSION

The Louisiana Decentralized Arts Funding Program (DAF), initiated in 1995, makes the arts available in all areas of the state by giving artists, nonprofit organizations, community groups, and local government agencies in each parish the opportunity to develop arts programs that meet their local needs.

## POLICIES

The Decentralized Arts Funding Program is designed to:

- Expand efforts to make the arts accessible to all parishes in Louisiana.
- Award grants to organizations (and individuals with fiscal agents) located within the parish for which funds are designated.

## GOALS

The goals of the Decentralized Arts Funding Program are to:

- Strengthen arts organizations.
- Encourage professional artists to undertake projects that have meaningful community involvement and build audiences for the arts.
- Encourage a variety of nonprofit organizations to sponsor arts and cultural activities including classical, contemporary and traditional arts in eight artistic disciplines within the parish funded.
- Leverage additional local support for the arts.
- Provide arts activities to groups which have had limited arts experiences.
- Provide funding for arts and cultural activities that are open to the public.
- Introduce the grants process and develop grant-writing skills.

## Funds Available To Be Determined

Funds available for activities to take place **between October 1, 2017 – September 30, 2018** have yet to be determined and are contingent upon the level of funding appropriated to the Louisiana Division of the Arts by the state legislature.

## WHAT TYPES OF GRANTS ARE AVAILABLE?

There are two (2) grant categories in the Bayou Regional Arts Council's Decentralized Arts Funding Program:

### **Project Assistance**

Provides funding for a specific arts project.

### **Operating Support**

Provides funding for operating expenses, such as salaries, supplies, and utilities, of arts organizations with 501(c)(3) status from the IRS. Applicants may apply for up to 25% of their previous year's annual operating revenues and no more than the maximum grant request listed for the specific parish.

You may submit up to **two** grant applications; one **Operating Support** and one **Project Assistance**.

**No cash or in-kind match is required in this year for the Decentralized Arts Funding Program; however, a match demonstrates community involvement in—and commitment to—the project and is considered heavily by the community review panels. 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 imperative to consider additional sources of funding. A cash match will be required for FY2018/2019 applications.**

## WHO IS ELIGIBLE?

	PROJECT ASSISTANCE	ORGANIZATIONAL SUPPORT
<b>Non-profit arts organizations</b>	•	•
<b>Non-profit organizations</b>	•	
<b>Governmental Agencies</b>	•	
<b>Schools and school boards</b>	•	
<b>Colleges and Universities</b>	•	
<b>Individuals (with Fiscal Agent)</b>	•	

All applicants must apply in the parish 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 to receive a grant.

The following types of organizations may apply:

- Louisiana non-profit tax-exempt organizations
- Organizations without nonprofit tax-exempt status from the IRS must be registered as a nonprofit corporation with the Louisiana Secretary of State
- Local, parish, or state governmental agencies such as libraries or municipalities
- 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 lacking 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. Organizations currently receiving a grant from the Division of the Arts' Stabilization Grants Program may serve as a fiscal agent in Project Assistance. (*See Fiscal Agent Requirements below.*)
- Individuals may apply by using an eligible nonprofit organization as a fiscal agent for projects developed by an individual but directly benefiting the community and including community participation. This is not a fellowship or award of merit. The fiscal agent assumes legal and financial responsibility for the project. (*See Fiscal Agent Requirements below.*)

### **FISCAL AGENT REQUIREMENTS**

- Organizations may serve as a fiscal agent for other applicants in addition to their own applications.

- Fiscal agents must be domiciled in the same parish as the applicant.
- Fiscal agents may not serve as a provider of service within the same project.

#### **CHAPTER ORGANIZATIONS/FEDERAL GROUP TAX EXEMPTION REQUIREMENTS**

Chapter organizations using federal group tax-exempt status of central organization, if central organization is domiciled in Louisiana, are eligible to apply for project assistance 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.
- Chapter organizations must apply in the parish in which it is domiciled.
- A letter of support from the central organization must be submitted with the application.

## WHO IS INELIGIBLE?

- Organizations receiving line item support from the state legislature. These organizations are ineligible to receive grants for arts programming related to those line items.
- The Bayou Regional Arts Council is not eligible to be an applicant or a paid provider of services on a grant.
- Last grant recipients who are not in compliance with the Decentralized Arts Funding Program.
- Applicants may not receive 2017/2018 funding in the Louisiana Division of the Arts' General Operating Support grant program and an Organizational Support grant from the Decentralized Program. If an applicant is recommended for funding by both programs, they may only accept one award.

## ITEMS WE DO NOT FUND

- Activities that occur before October 1, 2017 and after September 30, 2018
- Expenses incurred prior to October 1, 2017 and after September 30, 2018 for the proposed project, program or services
- Activities not open to the general public, except in projects involving schools or school systems
- Activities intended to serve only an organization's membership
- Projects that primarily serve social or religious purposes
- Exhibits or activities that primarily focus on historical topics rather than current folklife traditions
- Regrant by the applicant to other organizations for programming activities
- Activities intended primarily for fund-raising purposes
- Accumulated deficits or debt retirement
- Contingency funds
- Acquisition of entire collections of works of art
- Capital improvements including restoration of buildings
- Restoration of historic buildings and sites
- Conservation of non-arts related collections
- Projects used for academic degrees
- Tuition for academic study
- Creation of textbooks or costs associated with recurring curriculum
- Classroom supplies to be used outside of a professional artist residency
- 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 for hospitality or entertainment functions
- 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
- Projects and tours to take place outside the state
- Purchase or long-term rentals of equipment, property, capital improvements or library holdings
- Fiscal agent as a paid provider of service within the same project
- Licensing fees of any kind

# PROJECT ASSISTANCE GRANTS

Project Assistance provides funds for a wide variety of arts projects and programs with artistic value that meet specific community needs. Arts projects are supported within the following arts disciplines only:

**Dance**  
**Design Arts**  
**Folklife**

**Literature**  
**Media**  
**Music**

**Theater**  
**Visual Arts & Crafts**  
**Multidiscipline**

## EVALUATION CRITERIA

A grant review panel will evaluate your proposal using the following criteria to determine recommended funding. Your responses in the narrative along with the project budget and provider of services will be evaluated accordingly. The evaluation criteria and corresponding weights for the Project Assistance grant category includes:

<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%**

- Artistic merit of the proposed project
- Expertise of artists involved as providers of service
- Contribution to the art form or the understanding and appreciation of the art form(s) proposed

### NEED AND IMPACT

**WEIGHT: 30%**

- Need for the project
- Merit of the project's purpose and objectives according to community standards
- Efforts for increased access, participation, and exposure to the arts
- Involvement of diverse (social, geographic, economic) populations reflective of the community, including those with limited access to the arts
- Level of community collaboration or involvement
- *Folklife Projects Only:*
- Cultural significance of the art form and the involvement of trained cultural specialists (folklorists, anthropologists, ethnomusicologists)

### PLANNING AND DESIGN

**WEIGHT: 20%**

- Well-planned and designed project
- Adequate people and resources specified
- Realistic time frame as proposed
- Involvement of target audience in the planning process

### ADMINISTRATION AND BUDGET

**WEIGHT: 15%**

- Ability of applicant to administer and deliver activities proposed
- Appropriate request level and use of grant funds
- Clarity and completeness of financial information
- Compliance with past grant contracts, if applicable

### In Project Assistance, We Do Not Fund:

- Operating costs not directly associated with the proposed project
- Non-arts oriented exhibitions or productions and related expenses

# PROJECT ASSISTANCE IDEAS

This list offers possible suggestions of various types of projects, but is not to be considered exhaustive. Applicants are not limited to selecting a project from this list.

## 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 ARTS

Design Arts projects promote excellence 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 prior to the submission of a grant application.

## 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 high 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.

# OPERATING SUPPORT GRANTS

Operating Support is only available to arts organizations with 501(c)(3) tax-exempt status from the Internal Revenue Service. An arts organization is generally defined as one 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, to insure community accessibility and to target diverse populations. Organizations may request up to 25% of the previous year's annual operating revenues and no more than the maximum grant for its parish listed on page 6 of these guidelines. Grants may only be used for operating expenses, such as professional salaries, rent and utilities, supplies and materials, etc. incurred between October 1, 2017 and September 30, 2018.

For the purposes of this grants program, acceptable arts disciplines are defined as:

**Dance**  
**Design Arts**  
**Folklife**

**Literature**  
**Media**  
**Music**

**Theater**  
**Visual Arts & Crafts**  
**Multidisciplinary**

## EVALUATION CRITERIA

A grant review panel will evaluate your proposal using evaluation criteria below to determine recommended funding. Your responses to the questions in the application will be evaluated accordingly. The evaluation criteria and corresponding weights for the Operating Support grant category includes:

**Quality** \_\_\_\_\_ **50%**

**Need and Impact** \_\_\_\_\_ **30%**

**Administration and Budget** \_\_\_\_\_ **20%**

### QUALITY

**WEIGHT: 50%**

- Artistic merit of the organization's programs
- Value of the organization's programs and services to the community
- Contribution to the understanding or appreciation of the art form(s)

### NEED AND IMPACT

**WEIGHT: 30%**

- Need for the organization's programs or services
- Involvement of diverse (social, geographic, economic) populations reflective of the community, including those with limited access to the arts
- Use of grant funds to further the mission of the organization
- Efforts for increased access, participation, and exposure to the arts

### ADMINISTRATION AND BUDGET

**WEIGHT: 20%**

- Sound fiscal history as shown in financial statements
- Diverse funding sources and community support
- Quality of organizational planning
- Compliance with past grant contracts, if applicable

### IN OPERATING SUPPORT, WE DO NOT FUND:

- Non-arts organizations
- Non-profit arts organizations without 501(c)(3) status
- Governmental agencies, colleges, universities, schools
- Organizations that receive General Operating Support Grants from the Louisiana Division of the Arts, see page 7.

For a complete list of what is not allowable with Decentralized funds, see page 10.

## WHAT TO SUBMIT WITH YOUR APPLICATION

The following documents must be submitted with grant applications. Required documents must be submitted in **PDF FORM** and attached to the online application in the order listed below.

- All applicants are required to submit a PDF of supplemental materials. Applicants may choose to submit two sets of supplemental materials up to **4 MB each** – one mostly narratives and one of mostly photos. Supplemental materials may include samples of work, letters of support, brochures, reviews, or programs, detailed budgets about your project or operations and photos. PDFs should be called “Supplemental Material” or “Supplemental Material - Photos”.
- Proof of Louisiana nonprofit or federal nonprofit tax-exempt status: Attach a PDF of an IRS letter determining nonprofit tax exemption under Section 501(c)(3) of the Federal Tax Code or a letter from the Louisiana Secretary of State’s office if the organization does not have tax-exempt status. This PDF should be called “Nonprofit Status”. *Public schools, parish libraries, municipal governmental agencies and state universities do not have to submit proof of nonprofit status.*
- Proof of parish domicile: Certificate of Incorporation from the Secretary of State’s office indicating the city in which the registered office of the applicant is located. Must be the most recent address as indicated on the Annual Report filed with the Secretary of State. This PDF should be called “Certificate of Incorporation”. *Public schools, parish libraries, municipal governmental agencies and state universities do not have to submit proof of domicile.*
- Chapter organizations must attach the 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. This PDF should be called “Chapter Organization”.
- Schools and projects working with schools must submit a letter of support from the local school board and/or principal(s) of the school(s) serviced. This PDF should be called “School Support Letter”.
- Board of Directors list including names, mailing addresses and email addresses. Identify officers, ethnic make-up and professional affiliation. This PDF should be called “Board List”.

**All applicants are encouraged to submit media samples.** Applications requesting creation of a new work (performing arts/art in public places/design) or media production (film, video or radio) must submit a sample of work, no longer than 3 minutes in length that illustrates artistic merit of artists involved. **Two media samples may be submitted. Please save work on YouTube and place link(s) in the “Media Sample” question” of the online application.** To ensure the samples are viewed by the entire panel, they must be submitted as YouTube (**not** Vimeo, etc.) and the link pasted in the Media Sample section, not in the narrative.

**Arts organizations applying in the Operating Support category must also submit:**

- Year-end financial statement or audit for last completed fiscal year OR most current IRS Form 990. If a 990 Form is submitted, it must contain a year-end revenue and expenditure budget breakdown. This PDF should be called “Financial Information”.

# DECENTRALIZED GRANTS CALENDAR

## **April 15, 2017**

Grant guidelines and posted at [bayouarts.org](http://bayouarts.org). Online application available at <https://louisiana.culturegrants.org/>

## **May 2nd, May 3rd and May 4th**

Grant workshops are held in the Houma Region. Times and locations of workshops are listed on page 3 of these guidelines.

## **June 15, 2017**

### **Online Application Deadline**

Online application forms must be submitted through the Louisiana Division of the Arts online granting system.

## **Early July 2017**

Applicants emailed list of grant panel dates.

## **July/August 2017**

Grant panels convene to review applications and make funding recommendations.

## **Sept. 12th, 2017**

Decentralized grants recommendations presented to the Arts Council's Board of Directors for approval.

## **Sept. 13th 2017**

Starting September 13th, 2017 applicants may phone to request preliminary funding recommendations and panel comments.

## **Wednesday, Sept. 20th 2017**

**Appeals Deadline** - Grant funding appeals must be received by the Arts Council by 5:00 p.m.

## **October 3rd 2017**

Grant award letters are sent to grantees.

## **October 2017**

Compliance sessions held for grantees. First-time grantees and grant managers must participate in a compliance session before receiving a grant payment.

## **November/December 2017**

Contracts submitted by grantees.

## **October 31, 2018**

Final reports due on the Louisiana Division of the Arts online granting system.

## HOW FUNDING DECISIONS ARE MADE

**Grant review panels make the funding recommendations.** Comprised of community volunteers who are representative of the ethnic, demographic, and geographic diversity of the areas served, panels also embody the artistic, community, and administrative expertise needed for application review. Policies are in place to avoid a conflict of interest in the panel review process, i.e. an employee of an applicant organization is not allowed to serve on a review panel for a grant category the organization has made an application in; a panelist who has a close affiliation with an applicant (organization or individual) which may be viewed as a conflict of interest cannot participate in the review of that application; and a panelist who is a board member of an applicant organization (or whose spouse is a board member) cannot participate in the review of that application.

Applicants will be notified by email of the grant review panel dates. The schedule of grant review panels will also be posted on the Arts Council's website.

Grant review panel meetings are open to the public. Applicants may attend panel review meetings to hear comments made about their proposal but they may not make remarks. Applicants may call Arts Council Grants staff to find out whether they have been recommended for funding and to hear panel comments beginning **Wednesday, September 13th**.

Applicants may appeal the panel funding recommendation by submitting a letter to the Arts Council stating the grounds for appeal. Appeal letters must contain a justification for the appeal which indicates that the panel's recommendation was based on insufficient or incorrect panel review due to something other than a lack of information in the application. Incomplete applications or those lacking sufficient information are not grounds for appeal. The appeal letter must be received by the Arts Council office by **5:00 p.m., Wednesday, September 20th** and should be addressed to the Arts Council's Executive Director, Erica Anderson. A signed appeal may be scanned and emailed. If emailed, the appeal should be sent to [erica@bayouarts.org](mailto:erica@bayouarts.org). An appeals panel will consider and recommend appeal awards.

# WHAT TO DO IF I AM FUNDED?

## CONTRACT AND PAYMENT REQUIREMENTS

If funded, congratulations! Grant recipients will enter into a contract with the Bayou Regional Arts Council. Recipients who receive partial funding should be prepared to revise the plan and budget accordingly. Once the contract has been signed and is approved by the Arts Council, you will receive the first payment of 75% of your grant award by check in the mail to the address provided on your application.

## FINAL REPORT REQUIREMENTS

During the course of your project, you are responsible for keeping track of activities and financial information related to your project, programs or services 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, programs or services and to evaluate the use of State of Louisiana grant funding. This information will be compiled at the end of your activity in the Final Report provided on the Arts Council's website.

The Final Report documents the programs or services provided by your organization. Information in the Final Report compares the original information contained in your application with what actually happened as a result of your project, programs or services. 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? Photographs of grant-sponsored activities (digital images submitted on a labeled disk) and samples of publicity showing that the appropriate grant crediting was used are also required with the Final Report.

Once you have submitted the Final Report with all required documentation and it has been approved, you will receive the final 25% of your grant award through a check in the mail to the address provided on your application or to the grantee's or its fiscal agent's address. Final payments will not be made prior to **December 1, 2018**.

The deadline to submit final reports for 2017/2018 Decentralized grants is **October 31, 2018**. Grants with reports not received by that deadline will be subject to a loss of 10% of the final grant payment. Further payment penalties will be assessed according to a penalty schedule until the final report is received. Recipients in noncompliance status may also be required to return all or some of their initial grant payment. Subsequent failure to comply with Arts Council requirements may result in legal action and the grantee may become ineligible to receive future grants.

## CREDITING REQUIREMENTS

Grant recipients are required to acknowledge the grant in public presentations; in printed, electronic, and broadcast promotion and advertising; and in printed programs pertaining to grant-funded activities by using the following credit line and logos:



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 Bayou Regional Arts Council.



## **GRANT MONITORING**

Arts Council staff makes efforts to attend grant-supported programs. Grant recipients are required to provide Arts Council staff with two complimentary tickets to sponsored programs for which admission is charged. Notification of grant-sponsored events is requested at least a few weeks in advance. An email publicizing the event or offering complimentary tickets should be sent to Erica Anderson, Executive Director at [erica@bayouarts.org](mailto:erica@bayouarts.org).

# GLOSSARY OF TERMS

**Activity period** – actual dates of programming activities. Must fall between October 1, 2017 and September 30, 2018.

**Accrual Basis of Accounting** - An accounting basis wherein revenue and expenses are recorded in the period in which they are earned or incurred regardless of whether cash is received or disbursed in that period. This is the accounting basis that generally is required to be used in order to conform to generally accepted accounting principles (GAAP) in preparing financial statements for external users.

**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.

**Appeals process** a means by which applicants may petition a reevaluation of the preliminary funding decision regarding their applications. Funding decisions based on insufficient or incorrect information resulting from something other than the fault of the applicant are legitimate grounds for an appeal. The applicant must submit justification for appeal.

**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 arts 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.

**Capital outlay** – money earned or contributed for the specific purpose of building facilities or structures.

**Cash Basis of Accounting** - The accounting basis in which

revenue and expenses are recorded in the period they are actually received or expended in cash. Use of the cash basis generally is not considered to be in conformity with generally accepted accounting principles (GAAP) and is therefore used only in selected situations, such as for very small businesses and (when permitted) for income tax reporting.

**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 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** 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, 2017 and September 30, 2018.

**Decentralized Arts Funding Program (DAF)** program of the Louisiana Division of the Arts, administered by Regional Development Agencies and Local Regranting Agencies. Provides grant funds to every parish in the state based on a per capita formula.

**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.

**Domicile** - 1) a 501(c)(3) nonprofit organization's current address as indicated in its record in the Louisiana Secretary of State's corporations database; 2) the address where a group without legal status conducts business; 3) an individual's fixed, permanent, and principal home for legal purposes.

**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** - see Permanent Equipment.

**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.

**Fiscal agent** – a nonprofit organization, acting on behalf of an applicant, assuming responsibility for the legal and fiscal management of grant funds.

**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 subapplicant's grant only. Fiscal agent fees may not exceed eight (8) percent of the total grant award or \$150 for any project.

**Fiscal year** any 12month 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 subcategories within each discipline (for example, literature poetry, fiction and creative nonfiction).

**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 multistate consortia of state agencies.

**Grants Review Panel** a committee composed of community volunteers that make funding recommendations to Arts Council's board for final approval of grant awards.

**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 persons expected to be involved directly with a project or other activity. Activities include master classes, workshops, in school residencies (not presentations).

**Individuals to benefit** the number of persons expected to benefit – passive involvement such as watching or listening - 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.

**Inkind** – 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 inkind contributions (for example, time records for volunteers). Reporting in-kind contributions is highly encouraged.

**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.

**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.

**Local Re-granting Agency (LRA)** local arts agency that administers Decentralized Arts Funds for a given parish within a region.

**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** amount of money--hard cash--estimated to fund the portion of a project not covered by grant funds.

**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.

**Noncompliance** 1. If the Arts Council determines that a grantee has failed to comply with the terms and conditions

set forth in the Letter of Agreement, that grantee shall become ineligible to receive any remaining payments as stipulated in the grant guidelines. For one year following a determination of noncompliance, that grantee will be ineligible to receive any new grants. 2. Grantees ruled ineligible may reapply one year after receipt of an acceptable final report. Subsequent failure to comply with the Arts Council requirements may result in legal action and the grantee may become ineligible to receive future grants.

**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 Support** – an application category through the Decentralized Arts Funding Program that awards grants to 501(c)(3) Louisiana arts organizations for operational support including staff, supplies and materials, or facility operations.

**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 nonartistic 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.

**Permanent Equipment** - items costing \$250 or more per unit with an expected useful life of more than one year.

**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 fulltime** employees or volunteers who work at least 35 hours per week for at least 48 weeks per year.

**Personnel parttime** 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** 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** 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** that page of the application 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.

**Regional Development Agency (RDA)** - a local arts agency that administers the Louisiana Decentralized Arts Funding 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).

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

**Technical Assistance** – a category of the Decentralized Arts Funding Program that provides professional consultants and training in the areas of organizational development, gaining nonprofit status, long range planning, professional development, grantsmanship, project design, planning, evaluation, etc. as it relates to specific arts related activities or programming.

**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 diems). Mileage is reimbursed at the I.R.S. reimbursable rate of .56 cents per mile.

**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.