



Terrebonne Parish Arts Funding Program
as administered by the
Bayou Regional Arts Council
7910 Park Avenue, Houma, LA 70364
(985) 856-3326



2017 Application

APPLICATION DEADLINE: Delivered to the Bayou Regional Arts Council no later than 4 PM June 15th, 2017. Applications MUST be submitted on an official application form. Handwritten applications are ineligible. Applicants may not be submitted via fax. Applicants are encouraged to contact the Bayou Regional Arts Council for assistance prior to the application deadline. Please read the guidelines and instructions carefully before completing this application form.

1. **Amount requested** (Not to exceed \$1,500):

2. THE APPLICANT

Organization Name:

Federal ID#:

Mailing Address:

City:

State:

Zip:

Physical Address (if different from above):

City:

State:

Zip:

Council Representative:

Recreation District #:

Project Director:

Phone:

E-mail:

If you or your organization are applying on behalf of a sub-applicant, please have the sub-applicant fill out the sub-application section below. Information for Parish Council Representative is available from your Registrar of Voters, Clerk of Court or visit www.tpcg.org. Do not use a post office box as a mailing address unless the mail is picked up regularly.

THE PROPOSAL

3. **Title of your project:**

4. **Description of your project** (ONE sentence that summarizes the major activity):

5. **Sub-Applicant**

An applicant organization (or an individual) lacking the legal status to be an applicant must make arrangements for another organization to act as its fiscal agent to submit and sign a funding application on its own behalf and to pass on such funds for project implementation. Please note that in such cases, the fiscal agent remains the legally responsible party for the use of the funds. Auditors generally will not provide an “unqualified” financial audit statement for an organization that acts a fiscal agent for a sub-applicant unless the sub-applicant’s financial records and related activities are also audited. The sub-applicant and the fiscal agent must be domiciled in Terrebonne Parish. The agent acting on behalf of the sub-applicant is referred to as the “fiscal agent.” A charge for administrative services by the organization acting as the fiscal agent (cost of personnel, time, supplies used in the administration of the funds for the funded project only) is allowable. Fiscal agent fees should not exceed 5% of the total project costs.

Note: Representatives of the fiscal agent organization must sign lines 48 & 49 as Authorizing Official and Chief Fiscal Officer.

Sub-Applicant Name:

Address:

City:

State:

Zip:

6. THE NARRATIVE

Artistic Merit: 35%

Your application will be reviewed on the basis of: (a) artistic merit of the proposed project, (b) expertise of artists involved as providers of service, and (c) contribution to the art form or the understanding and appreciation of the art form(s) proposed.

Answer the following questions:

- Describe the art project for which you are seeking funding.
- What do you want the art project to accomplish?
- Who are the artists involved with the project? *Note: Samples of work are strongly encouraged for artists involved in the project. Provide relevant past work experience and qualifications in the Provider of Services form for each artist involved.*

Need and Impact: 30%

Your application will be reviewed on the basis of: (a) need for the project, (b) merit of the project's purpose and objectives according to community standards, (c) efforts for increased access, participation, and exposure to the arts, (c) involvement of diverse (social, geographic, economic) populations reflective of the community, including those with limited access to the arts, and (d) level of community collaboration or involvement. For Folklife projects only: cultural significance of the art and the involvement of trained cultural specialists (folklorists, anthropologists, ethnomusicologists).

Answer the following questions:

- Address efforts to increase access, participation, knowledge and/or exposure to the arts.
- How does this relate to the needs of the general public and the mission of your organization?
- Are there long-term goals you hope to achieve through this project, and if so, how will this project help achieve those goals?

Planning and Design: 20%

Your proposal will be reviewed on the basis of: (a) well-planned and designed project, (b) adequate people and resources specified, (c) realistic time frame as proposed, and (d) involvement of target audience in the planning process.

Answer the following questions:

- What are you proposing to do?
- Describe how your community is involved with the project (planning, funding, donating equipment, supplies or time, etc).
- Where will it happen?
- Who is your target audience?
- How will you select the artists and the participants?
- How will you promote or endorse the project to the public?

Administration and Budget: 15%

Your application will be reviewed on the basis of: (a) ability of applicant to administer and deliver activities proposed, (b) appropriate request level and use of grant funds, (c) clarity and completeness of financial information, and (d) compliance with past grant contracts, if applicable. You may also use this section of the narrative to explain any budget details.

Answer the following questions:

- Who will implement the program? What is his/her relationship to the organization?
- How will grant funds be used to implement the project?
- What is your method of evaluating the project?

7. Number and Actual Dates of Proposed Activities.

List the number of activities and the actual dates, times and locations on which events, programs, concerts, exhibitions or activities will occur:

8. Individuals to Benefit.

Number of individuals participating (i.e. actively involved with hands-on activities, master classes, etc.):

Number of individuals in the audience:

PROVIDER OF SERVICE

The provider of services cannot be substituted by a resume or information contained in attachments. You may, however, include a complete resume, brochures, and/or CD or thumb-drive with samples of work for the provider as attachments to the application.

- Must be completed for the paid or unpaid Project Director whose fee may not exceed 5% of the total grant request.
- Must be completed for paid and unpaid artists, artistic personnel, or other individuals directly involved with the implementation and production of the proposed project.
- Use a separate copy of this form for each person or group. If more than one of these forms is needed, download additional copies. You must save each additional downloaded form as a different title.

9. Person or Group to Provide Services:

Name:

Address:

City:

State:

Zip:

Phone:

Email:

10. Number/Length of Activities/Services to be Provided:

11. Professional Fee: per (hour, session, activity)

12. Mileage:

Per Diem:

Lodging:

TOTAL FEE FOR SERVICE:

13. Is the Professional Fee for Service paid for with: PAF, CASH, IN-KIND

14. BRIEF BIO OR QUALIFICATIONS

Directions: Describe the qualifications, including education and training, and related work experience for the individuals or organizations hired for this project.

15. DESCRIPTION OF SERVICES

Directions: Detail the services to be provided.

THE PROJECT BUDGET DIRECTIONS AND DEFINITIONS

- Round all dollar amounts to the nearest \$1.
- Include ALL CASH Revenue and Expenses pertaining to the project.
- Total Revenues must match Total Expenses.
- List the source of revenue where indicated.
- Line 27. Parish Arts Funding Request must equal Line 44 Total Expenses - PAF Funding column total amount only.
- Line 27. Parish Arts Funding Request must equal Page 1 - Question 1.
- If using line 32, you must complete Question 5 on page 1 of this application for the sub-applicant.
- All columns and rows should total correctly. Forms completed on-line will total automatically.
- You may also attach more detailed budget information, although it does not substitute for the information on the Project Budget.
- While a match (cash and/or in-kind) is not required under this program, it is encouraged and will be considered by the community review panel in their evaluations.

Revenue:

- Admissions, Memberships, Subscriptions refer to income earned as a result of the project you are applying for, such as individual ticket sales, price charged for involvement, etc. if an admission is charged for this project, applicants are encouraged to include the price of admission in the narrative section of the application.
- Contracted Services refer to income earned from services your agency offers on a contract for services basis, such as touring, school performance, etc.
- Other Applicant Cash refers to agency cash on hand that will be used towards the project you are applying for. The applicant will provide cash that is not earned as a part of this project.
- Corporate Support refers to cash contributed by local, national or international businesses that will be used towards the project you are applying for.
- Foundation Support refers to support provided by local or national foundations.
- Fundraising refers to any solicitation for donations or contributions from individuals in support of this project.
- Federal, State, Regional refers to government support contributed by the United States Government, State of Louisiana, or Parish government.
- Local refers to cash contributed by a local government or community group.
- Parish Arts Funding Program Request refers to the amount requested from the applicant organization for this project. This line should be broken down under the PAF Funding Expense column of the Project Budget to represent what items PAF Funding money will support, if awarded.
- Total Revenue represents all cash income that will be used to administer the project.

Expenses:

- Personnel refers to permanent employees of the organization who will be paid for his/her time as a part of this project. A provider of services form is required for anyone listed under this category.
- Fiscal Agent Fees are defined as fees charged by an organization to act as the applicant for another organization and are intended to offset the cost of personnel, time, and supplies.
- Outside Professional Services - Artistic refers to artistic services by firms or people not considered employees of the applicant (e.g., individual artists, folklorists, curator, etc. whose services are contracted for the project). A provider of services form is required for anyone listed under this category.
- Outside Professional Services - Other refers to non-artistic services by firms or people not considered employees of the applicant (e.g., project director, consultants, technical director, publisher, etc.). A provider of services form is required for anyone listed under this category.
- Utilities refer to costs associated with telephone, gas, and electric, water, etc.
- Space Rental refers to the cost to rent a facility, exhibit or performance venue.
- Travel refers to the cost of travel for outside professional services, per diems and lodging.
- Marketing refers to the cost associated with advertising, soliciting involvement, or promoting the project and includes design, printing, advertising, flyers, playbills, tickets, etc.
- Equipment Rental refers to the costs associated with renting equipment for the purpose of producing the project.
- Supplies and Materials refer to the cost of items that are needed to produce or create the project, such as fabric, paints, disposable cameras, paper, etc. A detailed budget breakdown must be included.
- Postage/Shipping refers to the cost of liability insurance related to the project.
- Insurance refers to the cost of liability insurance related to the project.
- Other refers to expenses not listed under any other expense category.
- Total Expenses represents all costs involved to administer the project being proposed.

In-Kind Support:

- In-kind refers to donated personnel and volunteer time, materials and services associated with the project.
- Source is either an organization contributing materials, facilities, services, etc. for the project or an individual contributing volunteer time.
- Contribution is the item being donated, such as a facility space or for individuals, the number of hours volunteered.
- Cash Equivalent is the amount the applicant would pay in cash for items, services or time listed.

TOTAL PROJECT BUDGET AND GRANT REQUEST

See directions for completing the project budget.

REVENUE

16. Admissions, Memberships, Subscriptions:

17. Contracted Services (workshops, packaged presentations, etc.):

18. Other Applicant Cash: *List Source*

19. Corporate Support: *List Source*

20. Foundation Support: *List Source*

21. Fundraising:

22. Federal: *List Source*

23. State: *List Source*

24. Regional: *List Source*

25. Local: *List Source*

26. SUB-TOTAL:

27. PARISH ARTS FUNDING REQUEST:

28. TOTAL REVENUE (Must match line 44.):

EXPENSES

29. Personnel - Administrative:

30. Personnel - Artistic:

31. Personnel - Tech/Production:

32. Fiscal Agent Fees:

33. Outside Professional Services - Artistic:

34. Outside Professional Services - Other:

35. Utilities:

36. Space Rental:

37. Travel/Lodging/Mileage (.32 cents per mile):

38. Marketing (promotion, print):

39. Equipment Rental:

40. Supplies & Materials (Itemization required):

41. Postage/Shipping:

42. Insurance:

43. Other: *List*

44. TOTAL EXPENSES:

45. IN-KIND SUPPORT

(list source, contribution and cash equivalent)

For example: Source: ABC Printing, Inc./Marketing Contribution: Flyers and Street Banners.

The ABD Printing company is donating the materials for flyers that will be used in a mailing and street banners that will hang above Main Street the day of the event. Cash Equivalent: \$575.00.

Source (List Budget Category or Company): Contribution (Item or Hours): Cash Equivalent (\$):

TOTAL IN KIND SUPPORT:

46. In the event of partial funding, what is your alternate plan?

How will this project be modified?

47. CHECK LIST

Received by the Bayou Regional Arts Council by 4:00 PM June 15th, 2017.

Amount requested does not exceed \$1,500.

Attach an IRS letter determining nonprofit tax exemption under section 501(c)3 of the Federal Tax Code or a Certificate of Incorporation from the Louisiana Secretary of State registering the organization as a non-profit corporation. Governmental subdivisions (public schools, parish libraries, municipal governments, state universities, etc.) are not required to submit proof of nonprofit status.

Completed Provider of Services forms (p.5) for each individual/group hired with program funds.

List of applicant organization's board members including mailing addresses and email addresses. Indicate officers, ethnicity and professional affiliations.

Appropriate signatures are below (original signatures, not photocopies)

Optional, but recommended: One or two sets of supplemental materials, including a scrapbook or set of materials to document recent projects, artist samples, extended resumes, brochures/ marketing materials, detailed budgets and letters of recommendation and support. Include all supplemental materials with this application. Supplemental materials will only be made available to the funding review panel for ten (10) minutes the day of review. Supplemental items may be returned after May 1, 2009.

Keep a copy of the completed application form for your records. Do not staple, bind or tape the application, the required attachments or the supplemental materials together.

Schools must submit a letter of support from the Terrebonne Parish School Board and/or the principal.

If supply costs are included on line #40 of the budget under either the PAF Funding expense column or the Cash expense column, an itemized list of supplies must be attached. This itemized list should be submitted on a clean white sheet of paper.

ASSURANCES: *The applicant hereby gives assurances to the Terrebonne Parish Consolidated Government and the Bayou Regional Arts Council that: The applicant has read and understands all information contained in the Terrebonne Parish Arts Funding Program Guidelines. The activities and services proposed in this application will be administered by the applicant organization. Any program funds received for this application will be used exclusively for payment of allowable expenditures incurred for proposed services, and such funds will be administered by the applicant. The applicant will comply with all rules, regulations, laws, terms and conditions described in the Terrebonne Parish Arts Funding Program Guidelines. The undersigned have been duly authorized by the governing authority of the applying organizations submit this application to the Houma Regional Arts Council. We hereby certify that all figures, statements, and representations made in this application, including and attachments are true and correct to the best of our knowledge. Signatures are required and indicate that the signers have read the above "Assurances" and agree to the funding conditions. "Authorizing Official" should be the president of the board or governing authority or the principal of a school. "Chief Fiscal Officer" should be the individual immediately responsible for the disbursement of funds for the project. "Project Director" is the individual who will be directly responsible for the implementation of the activities of the above described project. The application with the signatures constitutes a legal document. The signatures MUST be original (not photocopies) and must be completely filled in all three places.*

48. Authorizing Official

(required, usually the president or chair)

Signature:

Date:

Typed Name:

Title:

Phone:

49. Chief Fiscal Officer

(required, usually the treasurer, may be the same person as Authorizing Official)

Signature:

Date:

Typed Name:

Title:

Phone:

50. Project Director
(required)

Signature:

Date:

Typed Name:

Title:

Phone: