



# Terrebonne Parish Arts Funding Program

## 2021 Guidelines

### **Serving Terrebonne Parish**

Program Administered By:  
Bayou Regional Arts Council  
7910 Park Avenue  
Houma, LA 70364  
(985) 856-3326  
[www.bayouarts.org](http://www.bayouarts.org)



## INTRODUCTION

The Terrebonne Parish Arts Funding Program supports accessibility to the arts for the residents of Terrebonne Parish by giving non-profit organizations the opportunity to develop and strengthen arts programs that meet the needs of the community.

- **DEADLINE:** Applications are accepted until 4:00 p.m. July 13th, 2018 at the Bayou Regional Arts Council located on the second floor of the Bayou Terrebonne Waterlife Museum, 7910 Park Avenue, Houma, LA 70364.
- Applications may not be faxed.
- Hand-written applications will not be accepted.
- This program supports activities that occur between September 1st 2018 - October 31st, 2019.
- Applicants may submit 2 applications.
- Applicants may request a minimum of \$500 and a maximum of \$1,500.
- No cash or in-kind match is required in the Parish Arts Funding Program. However, a match demonstrates community involvement and commitment to the project, which strengthens the application.

Applications should be submitted directly to:  
Bayou Regional Arts Council  
7910 Park Avenue  
Houma, LA 70364

For assistance, contact  
Erica Anderson  
phone: (985) 856-3326 or email: [erica@bayouarts.org](mailto:erica@bayouarts.org)

## **WHAT ARE THE GOALS OF THE PROGRAM?**

### **The Terrebonne Parish Arts Funding Program hopes to:**

- Strengthen arts programming in Terrebonne Parish
- Encourage professional artists to undertake projects that have meaningful community involvement and impact
- Encourage non-profit organizations to sponsor arts activities including the classical, contemporary, and traditional arts in the eight artistic disciplines: dance, design arts, folklife, literature, media, music, theater, visual arts and crafts
- Stimulate additional local support for the arts
- Provide arts activities for groups which have had limited arts experiences
- Provide funding for arts activities that are open to the public
- Develop the grant-writing skills of our local arts organizations

## **WHO IS ELIGIBLE TO APPLY**

The following types of organizations may apply for arts funds:

- Non-profit 501(c)3 organizations domiciled in Terrebonne Parish
- Organizations domiciled in Terrebonne Parish that have a letter from the Secretary of State registering them as a non-profit organization.
- Local, parish, or state governmental agencies such as libraries, towns, senior citizen bureaus and sheriff departments domiciled in Terrebonne Parish
- Individuals may apply by using an eligible non-profit organization listed above as a fiscal agent to do a Community Artist Project. The fiscal agent assumes financial responsibility for the project. A Community Artist Project is one that is developed by an individual but directly benefits the community and includes community participation. This is not a fellowship or award of merit.

The Terrebonne Parish Arts Funding Program will provide funds for a wide variety of arts projects and programs with artistic value that meet specific community needs. Arts activities are supported within the following arts disciplines only: Dance, Design Arts, Folklife, Literature, Media, Music, Theater, Visual Arts and Crafts.

## EVALUATION CRITERIA

A Community Review Panel will evaluate your proposal using the following evaluation criteria by assigning percentage points for each:

### **Artist Merit - 35%**

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

### **Need and Impact - 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 - 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 - 15%**

- Appropriate request level and use of grant funds
- Ability of applicant to administer and deliver activities proposed
- Clarity and completeness of financial information

## **ART DISCIPLINES AND PROJECT IDEAS**

This list offers possible suggestions but is not to be considered exhaustive.

### 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 and Crafts** (occupational, festive and food ways traditions). Folklife does not include historical re-enacting. 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. In addition to the evaluation criteria for Project Assistance, folklife projects are evaluated for the cultural significance of the art form and the involvement of trained cultural specialists (folklorists, anthropologists, and 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 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.

## **WE DO NOT FUND IN ANY PROGRAM**

- Activities that occur before September 1, 2018 and after October 31, 2019
- Expenses incurred prior to September 1, 2018 and after October 31, 2019 for the proposed project, program or services
- Activities intended to serve only an organization's membership
- Projects funded in the same year (or overlapping year) by the Louisiana Decentralized Arts Funding Program or the Louisiana Division of the Arts' Statewide Arts Grants Program
- Conservation of non-arts related collections
- Payment of administrative or teaching staff for any school or school system
- Artist filling teacher vacancies
- Scholarships, awards or cash prizes
- Operating costs not directly associated with the proposed project
- Non-arts oriented exhibitions
- Out-of-parish travel except for the provider of services' travel expenses
- Accumulated deficits or debt retirement
- Capital improvements including restoration of historic buildings and sites
- Acquisition of works of art
- Activities not open to the general public, except in projects involving schools or school systems
- Re-grants by the applicant to other organizations for programming activities
- Creation of textbooks or costs associated with recurring curriculum
- Classroom supplies to be used outside of a professional artist residency
- Traditional school activities
- Projects used for academic study
- Contingency funds
- Food or beverages
- Productions or exhibitions by children without the involvement of professional artists
- Projects that pay fees to children under the age of 18
- Fines, penalties, interest on loans or costs of litigation
- Lobbying expenses
- Projects that primarily serve social or religious purposes
- Activities intended primarily for fund-raising purposes

- Projects and tours to take place outside the parish
- Long-term rentals of equipment, property, capital improvements or library holdings
- Fiscal agent as a paid provider of service within the same project
- Equipment costing \$500 or more per unit

## **PARISH ARTS FUNDING TIMELINE**

**June 18th, 2018:** Application period opens.

**July 13th, 2018:** Application deadline

**Week of July 23rd, 2018:** Check your mail! You should receive a letter acknowledging the receipt of your application by the arts council. This letter requests any missing documentation required to make your application eligible for funding.

**August 1st, 2018:** The deadline to submit any missing documentation.

**August/September 2018:** Funding Review Panel will score applications.

**September 14th, 2018:** The deadline to appeal funding decisions.

**Week of October 1st, 2018:** Check your mail! You should receive a letter of award or regret.

## **HOW ARE FUNDING DECISIONS MADE?**

After the July 13th, 2018 deadline, a community review panel that reflects the area's ethnic, demographic and geographic diversity in addition to having the artistic and administrative expertise needed to review applications will convene to review the applications. To avoid having conflict of interest problems, 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 leaving the room when those applicants are discussed. Other reasons for recusals are: a panelist's immediate family is a board member or the panelist has some other close affiliation with an applicant organization.

The panel makes a recommendation to the funding agency's board, which makes a final decision. Applicants may call the funding agency on the day following the panel meeting to find out the recommended funding level and panel comments. Applicants not recommended for funding or



recommended for reduced funding may appeal the funding recommendation by submitting a written appeal to the funding agency. The date that the panel will meet and the appeal deadline will be included in the letter notifying applicants that their application has been received. Appeal requests must contain a justification indicating that the decision to not fund the project was based upon insufficient or incorrect information resulting from something other than the fault of the applicant. Incomplete applications are not grounds for appeal. Information not provided in the original application will not be considered as grounds for appeal. The funding agency executive board considers the appeal and then makes a final decision.

Applicants may receive partial funding and should be prepared to revise the plan and budget accordingly.

### **WHAT DO I DO IF I'M FUNDED?**

You will enter into a contract with the Bayou Regional Arts Council. Applicants who receive partial funding should be prepared to revise the plan and budget accordingly. Once the Amended Budget Form, the Confirmed Activities Form, and the First Request for Payment Form has been signed and approved by all parties, you will receive the first payment of 75 percent of your grant award. Please allow 4 - 6 weeks for payments to be processed. Organizations with funded activities scheduled for July may not receive the first 75% payment until after the activity.

During the course of your project, you are responsible for keeping track of information and statistics related to your project, programs or services for which you received funding. You should keep track of copies of all receipts and invoices. In addition to financial and budget tracking, you will also be responsible for keeping track of the number of individuals that benefited from the project, the number of artists that participated, actual dates of activities, a list of outside professional services hired for the project, photos of funded activities, and proof of the entire acknowledgement statement. This information will be compiled at the end of your project in the Final Report/Final Request for Payment.

Once you have submitted the Final Report/Final Request for Payment Form with all required documentation and it has been approved, you will receive the final 25 percent of your grant award. Your organization is required to submit proof that 100% of the amount awarded has been spent before the final 25% reimbursement is mailed. Final Reports must be submitted no later October 31st, 2019.

## **NOTIFICATION & CREDITING**

Organizations funded through this program are required to credit the Terrebonne Parish Consolidated Government and the Bayou Regional Arts Council as a funding source in printed public material as stated below. The following credit statement and the logos of the Arts Council and the Parish Government must be included in printed public material as appropriate and in media material such as film and video projects. The appropriate logos are available online for download at [www.bayouarts.org](http://www.bayouarts.org) under the “grants” page.

### **THIS PROGRAM WAS SUPPORTED BY FUNDS FROM TERREBONNE PARISH CONSOLIDATED GOVERNMENT’S ARTS FUNDING PROGRAM AS ADMINISTERED BY THE BAYOU REGIONAL ARTS COUNCIL**

You are required to notify the Bayou Regional Arts Council two weeks prior to any project or program funded by the Terrebonne Parish Arts Funding Program. You should invite those individuals responsible for funding your project, program or service.

If at any time you are unable to complete the project, programs or services for which you are funded, immediately contact Erica Anderson at the Bayou Regional Arts Council.

If the Bayou 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 Terrebonne Parish Arts Funding Program.