

# APPLICATION GUIDELINES



## Jean Breaux Awards 2021-2022

Awards Up to \$1,000

Funding Period – May 1, 2021 to April 30, 2022

### ONLINE APPLICATION DEADLINE EXTENDED: April 30, 2021, 4:30 pm

All applications must be completed and submitted online to the Acadiana Center for the Arts, Community Development Department, using this online form by 4:30 pm April 30, 2021. Hand delivered, mailed or emailed applications are ineligible and will not be excepted.

**PLEASE NOTE:** The Jean Breaux Awards 2021-2022 program is administered by the Community Development Department of the Acadiana Center for the Arts (AcA) and is financially supported by the AcA, individual donors and AcA Board fund-raising efforts.

This is not a scholarship program to pay for high school or college classes/courses, tuition or school supplies/books. Please read the Jean Breaux Awards 2021-2022 Guidelines for more information before beginning this application.

For assistance prior to the deadline, please contact Gwen Richard, Community Development Director at the AcA , [Gwen@AcadianaCenterfortheArts.org](mailto:Gwen@AcadianaCenterfortheArts.org) or 337-233-7060 ex 227.

### PURPOSE OF THIS PROGRAM

- Increase participation in the arts by providing support for short-term arts educational opportunities or arts administration, which encourage the creation of art by local (Acadiana) high school and college students/artists, as well as, non-profit organizations or groups proposing arts productions/activities, which involve and benefit high school and/or college students/artists.
- Assist in the artistic growth of the youth in Acadiana through professional development arts opportunities, beyond those available in their present school based programs through such recognized arts disciplines as dance, design, folklife, literature, media arts, music, theater, visual arts and crafts.
- Contribute to building more diverse audiences for arts activities, in Acadiana art communities and especially providing opportunities to those with limited resources.
- Introduce standard grant-writing practices to student/artists, while providing them experiences and support with customary arts grants administration.

### WHO IS ELIGIBLE TO APPLY

- The student/artist must be a citizen of the United States and a resident of Acadiana (Acadia, Evangeline, Iberia, Lafayette, St. Landry, St. Martin, St. Mary, or Vermilion Parishes), and remain a resident for the duration of the grant period
- The student/artist must be enrolled in a public or private high school, community college or university and is a practicing artist, defined as one who is dedicated to producing artwork on a regular basis

- The student/artist must have a parent or guardian's signature giving the student/artist permission to participate in this program
- The student/artist must have an overall grade point average of "B" or higher on their high school or college transcript
- Non-profit organizations or groups proposing arts productions/activities, which involve and benefit high school and/or college students/artists

### WHO IS INELIGIBLE TO APPLY

- The student/artist cannot be a current board member, honorary committee member, major funder, current panelist, AcA staff member or immediate family member of such a person
- The student/artist cannot apply on behalf of another person or organization
- Students/artists, non-profit organizations or groups, who have already received an award from this program (previously known as the L. Hill Bonin Memorial Awards) must wait two (2) full cycles before reapplying.

### PROPOSAL WRITING TIPS

- Write specifically, in simple, clear language
- Be sure to proofread. Have another person read your application draft. Does it make sense to them? Does it address the evaluation criteria?
- Assume the reader of your application knows nothing about your project except what is presented in the application
- Use facts and not opinions. Present concrete plans, specific goals, and evidence of adequate research and planning
- The budget and narrative should be consistent, clear, and well documented. (Include a description of program and costs from the agency)

### SELECTION

Recipients of this award are chosen by the Jean Breaux Awards Committee and approved by the AcA Board of Directors, after their applications are thoroughly reviewed, have met eligibility criteria, and exhibited a well done proposal based on the artistic merit of the project. In addition, the recipient must present an appropriate budget request for the use of grant funds. This is a competitive program. Please keep in mind that an application may or may not be funded, dependent on the number of applicants, the amount of award money available and the strength of the proposals presented. The acceptance of an application does not intend to imply that it will be automatically funded. Applicants will be notified prior to the beginning of the funding cycle about the results of their applications.

## **FUNDING PROCEDURE AND REQUIREMENTS**

If awarded, the awardee will receive 90% of the grant award at the beginning of the funding period. The remaining 10% of the award is reimbursable and will be given to the awardee once he/she has completed the Jean Breaux Awards 2021-2022 Final Report, which is due fifteen (15) days after the completion of the project/activity/performance/workshop, etc., but no later than May 1, 2022. This final report requires receipts or invoices plus copies of canceled checks showing how the awardee spent grant funds.

In addition, awardees are required to make a brief presentation to the AcA Board of Directors about my activity/project/performance/workshop, etc., in the summer of 2022 (exact date, time and location will be provided by the Committee Chairperson Mary B. Neiheisel at least two weeks before).

## **CREDITING**

In all printed materials associated with the project, the logo of the AcA must be legibly displayed. The AcA should also be included in any listings of patrons or sponsors, with respect to the level of funds awarded.