A Lafayette Consolidated Government sponsored, Arts and Culture Funding Program designed to support arts projects that will significantly enhance the cultural life of the community and promote local artists and arts and cultural organizations in Lafayette Parish, administered in part by the Acadiana Center for the Arts.

Applications are due into the Acadiana Center for the Arts by 4:00 p.m. Friday, August 20, 2021 for projects taking place between November 1, 2021 and October 5, 2022. Applications received after this time will not be accepted. No mailed or emailed applications will be accepted. Please read the guidelines and instructions carefully before completing this application. The minimum grant request is $1,000 and the maximum is $5,000. Contact Gwen Richard, Community Development Director for the AcA at 337-233-7060 ext. 227 or Gwen@AcadianaCenterfortheArts.org if assistance is needed, PRIOR to the application deadline.

Submit Application:
Acadiana Center for the Arts
Community Development Department
101 W. Vermilion St.
Lafayette, LA 70501

PURPOSE OF THIS GRANT PROGRAM

- To foster a vital and resourceful arts community
- To increase opportunities for local artists
- To develop larger and more diverse audiences for arts activities
- To expand access to arts experiences to the community, especially to people with otherwise limited opportunities
- To encourage new initiatives and expand existing programming

GRANT REQUEST --- MINIMUM and MAXIMUM
Applicants may request between $1,000 and $5,000 and may submit only one Operations Grant application per round. There is no cash match. In-kind support is not mandatory, but strengthens an application.

RECOGNIZED ELIGIBLE EXPENSES
An Operations Grant may be used for expenses such as professional salaries, employee benefits, transportation, supplies and materials, telephone, utilities, postage, travel and meetings, rent, equipment/maintenance, and insurance.
WHO MAY APPLY --- ELIGIBILITY REQUIREMENTS
Non-profit arts and culture organizations based in Lafayette Parish, whose purpose is to develop, promote, encourage and/or present arts and culture to the public, to insure community accessibility, and to target diverse populations are eligible to apply.

Applicant organizations must also meet the following requirements:
- Tax-exempt under 501(c)(3) of the Internal Revenue Service Code
- In existence for at least one year
- Governed by a Board of Directors that meets at least quarterly

REQUIRED ATTACHMENTS --- INCLUDE WITH APPLICATION
- Articles of Incorporation
- A current Certificate of Good Standing from the Secretary of State
- An IRS letter determining nonprofit tax exemption under section 501(c) of the Federal Tax Code
- A list of the applicant organization’s Board of Directors
- A Board of Directors resolution or a clause of assurances authorizing the President or the Executive Director to submit the application
- The President of the external agency must sign the application
- An annual budget adopted by applicant agency’s Board of Directors
- A financial statement (audit or IRS Form 990) for organizations with an annual budget of $50,000 or more
- By-laws of the Organization

NEW SUBMISSION PROCESS FOR SUPPLEMENTALS: Applicants are encouraged to submit supplemental materials to include, but not limited to: letters of support, resumes/biographies for projected artists, budget details, samples of work and brochures, via email to gwen@acadianacenterforthearts.org

EVALUATION CRITERIA

Quality - 50% Weight
- Provide a brief history of your organization
- Describe the value, purpose and goals of your organization’s programs and services and how they further the organization’s mission, as well as the artistic merit of the organization’s programs.
- Briefly describe programming activities for the current year and projections for next year with inclusive dates or length of program. Include description of productions, exhibits, festivals, and any educational programs.

Need and Impact - 20% Weight
- Describe the community served by your organization’s programs and services.
- How is the community involved with the development of programs and services?
- How do your services impact the greater Lafayette community?
- Address efforts to increase access, participation, knowledge and/or exposure to the arts.

Administration and Budget - 30% Weight
- Describe your planning process. How do you plan and evaluate organizational efforts, needs, and programs?
- Provide a brief description of qualifications and experience of management staff, either paid or volunteer, full-and part-time.
- Evidence of sound fiscal history (as shown in financial statements)
- Efforts to diversify funding sources and community support
THIS GRANT WILL NOT FUND

- Capital expenditures, unless request will completely fund, or fund "last dollars" required for, capital expenditure
- Scholarships, fellowships, or tuition assistance
- Deficit reduction
- Costs incurred before the effective date of the contract or after the project is complete
- Competitions, pageants, fund-raising events, or hospitality costs
- Individuals
- Administrative costs not associated with the organization
- Events not open to the public
- Organizations currently receiving direct support from Lafayette City-Parish Consolidated Government

GRANT WRITING TIPS

- Write specifically, in simple, clear language. Assume the reader of your grant application knows nothing about your organization or project except what is presented in the application.
- Use facts and not necessarily opinions. Present concrete plans, specific goals and evidence of adequate research and planning.
- The budget, narrative, and provider of service forms should all relate, be consistent.
- Be sure to proofread. Have another person read your draft. Does it make sense to them? Does it address the evaluation criteria?

APPLICATION ASSISTANCE WORKSHOP

Attend a FREE, one hour, Virtual Grants Application Assistance Workshop, Tuesday, July 27, 2021 at 10:00 am via WebEx. The details will be provided on the Acadiana Center for the Arts website link https://acadianacenterforthearts.org/community/lcg/ at a later date. Please check back prior to workshop for WebEx link invitation and password. It is highly recommended that all applicants participate, as there may be new procedures and processes associated with this grants program.

GRANT REVIEW PROCESS

The Lafayette Community Development Department with The Acadiana Center for the Arts (AcA) will designate a grants panel to review the applications and make funding recommendations to be presented to the Lafayette City Council. This is a competitive program, please keep in mind, an application may or may not be funded, dependent on the number of applicants, the amount of award money available and the application’s score based on the evaluation criteria. The acceptance of an application does not intend to imply that it will be automatically funded for the 2021/2022 Fiscal Year. Applicants will be notified prior to the beginning of the grant round about the results of the application.

GRANT PROCEDURE --- IF AWARDED

If a grant is awarded, the organization will receive 75% of the grant award, no sooner than thirty (30) days prior to the start of the project. The remaining 25% will be available after the Final Report has been received and approved. The Final Report is due thirty (30) days after the completion of the project; if the report is not received within sixty (60) days, the remaining 25% is forfeited. All grant materials must be retained for three (3) years following the termination of the grant project.

CREDITING LCG AND THE AcA

If funded, the logos of the Lafayette Consolidated Government (LCG) and the Acadiana Center for the Arts (AcA) must be legibly displayed on all printed materials associated with the project. LCG and AcA
should also be included in any listings of patrons or sponsors, with respect to the level of grant funds awarded. Accordingly, LCG and AcA should be afforded all the rights and privileges associated with their level of sponsorship of the project, including but not limited to the distribution of tickets and/or passes to scheduled events and inclusion on the organization’s mailing list.

TECHNICAL ASSISTANCE --- APPLICATION HELP
To receive technical assistance with the application, prior to submission, applicants may contact Gwen Richard, Community Development Director for the Acadiana Center for the Arts at 337.233.7060 ext. 227 or Gwen@AcadianaCenterfortheArts.org.