



## PROJECT GRANT GUIDELINES 2021-2022

### EXTERNAL AGENCIES ARTS AND CULTURE FUNDING PROGRAM

November 1, 2021 to October 5, 2022

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](mailto:Gwen@AcadianaCenterfortheArts.org) if assistance is needed, **PRIOR** to the application deadline.

Please remember, this is a competitive grant process. Therefore, an application may or may not be funded, dependent on the number of applicants, the amount of External Agencies funding available, and the application's score, which is based on the evaluation criteria. It is the responsibility of the applicant to be sure that the application is complete and that all required documents are included when turning in the application. **The acceptance of an application does not imply that it will be funded automatically in the 2021-22 Fiscal Year.**

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** Project Grant application per round. There is no cash match. In-kind support is not mandatory, but strengthens an application.

## RECOGNIZED ARTS DISCIPLINES

- **Dance** - ballet, modern, jazz, ethnic dance
- **Design Arts** - architecture, interior design, industrial design, graphic design, fashion design
- **Folklife** - performing traditions (music, dance, storytelling) and traditional arts & crafts (occupational, festive and food ways traditions)
- **Literature** - poetry, fiction, creative non-fiction
- **Media** - film, video, radio, related media
- **Music**- band, chamber, choral, ethnic, jazz, new, opera, orchestral, popular, solo/recital
- **Theater**- community theater, puppetry, mime, storytelling
- **Visual Arts and Crafts** - drawing, painting, printmaking, sculpture, photography, glass, ceramics, fiber, wood, metal, mixed media, art in public places

Projects can include - but are not limited to: performances, exhibits, classes, workshops, technical assistance, and the creation of new art works. This list offers possible suggestions, but is not to be considered exhaustive. Applicants are not limited to selecting a project from this list.

## WHO MAY APPLY --- ELIGIBILITY REQUIREMENTS

Non-profit arts and cultural 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 meet all of 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](mailto:gwen@acadianacenterforthearts.org)

## EVALUATION CRITERIA

### **Artistic Merit - Weight 35%**

- Describe art project for which you are seeking funding.
- What are you proposing to do?
- Who are the artists involved with the project?

### **Need and Impact - Weight 20%**

- Address efforts to increase access, participation, knowledge and/or exposure to the arts.
- How does this project relate to the needs of citizens of Lafayette Parish, as well as the mission of your organization?
- Who is your targeted audience?
- Are there long-term goals you hope to achieve through this project, and if so, how will this project help achieve those goals?
- What do you want the art project to accomplish?

### **Planning and Design - Weight 20%**

- Describe how your community is involved with the project (planning, funding, donating equipment, supplies, or time, etc)
- Where will the project happen?
- How will you select the artists and participants?
- How will you promote or endorse the project to the public?
- What is your method of evaluating the project?

### **Administration and Budget - Weight 25%**

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

## THIS GRANT WILL NOT FUND

- Capital expenditures or the purchase of equipment
- Scholarships, fellowships, or tuition assistance
- Deficit reduction
- Costs incurred before the effective date of the contract or after the project is complete
- Operational support
- Competitions, pageants, fund-raising events, or hospitality costs
- Individuals
- Administrative costs not associated with the project
- Events not open to the public
- Projects submitted by organizations currently receiving direct support from Lafayette 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?

## GRANTS 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 City 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](mailto:Gwen@AcadianaCenterfortheArts.org).