

LCG External Agencies - Arts & Culture Funding Program

FY 2022-2023

OPERATIONS GRANT GUIDELINES

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

PROGRAM OVERVIEW

- Foster a vital and resourceful arts community
- Contribute to the sustainability of arts and cultural organizations in Lafayette
- Increase opportunities for local artists
- Expand access to arts experiences to the community, especially to people with otherwise limited opportunities
- Increase efforts for diversity, equity, inclusion and accessibility to the arts
- Encourage new initiatives, expand existing programming and build audiences for arts experiences which are inclusive, accessible, diverse and equitable

IMPORTANT DATES

Funding Cycle: November 1, 2022 to October 5, 2023

Submissions Open: Sunday July 10, 2022

Program Information Session: 11am, Tuesday July 19, 2022 (check website for zoom link)

Draft Review Deadline: Tuesday July 26, 2022 by 5:00pm

Application Deadline: Tuesday August 9, 2022 submitted *via the online form by 5:00pm*

Notification Date: Late October

Mandatory Compliance Meeting: Thursday October 27, 2022 at 2:00pm

APPLICATION AND DRAFT ASSISTANCE

All applicants are encouraged to contact the Community Development Department to discuss eligibility prior to submitting an application.

A draft of your application may be submitted for review in advance of the deadline, but no later than 5pm on Tuesday July 26.

To receive assistance, please call (337) 233-7060, or contact Gwen Richard at

Gwen@AcadianaCenterfortheArts.org or Anna Kojevnikov at

Anna@AcadianaCenterfortheArts.org.

GRANT DETAILS

Minimum Request \$1,000 - Maximum Request \$5,000

- Cash match is not required.
- In-kind support is not mandatory, but strengthens an application.
- Each organization may submit one (1) application.
- Awardees are required to submit receipts/documentation of expenses after the completion of the funded activity in order to receive final payment.
- Funds will be disbursed as follows: 75% of award after submission of agreement (dependent on fund availability) and payment request form; and final 25% of award is reimbursable upon receipt of final report and payment request form along with applicable receipts/documentation of expenses.
- A 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% will be forfeited.
- All grant materials must be retained for three (3) years following the termination of the grant project.
- Credit must be given to the AcA and LCG on all printed materials, etc.

ELIGIBILITY

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

INELIGIBILITY

The following are ineligible to apply:

- Individuals
- For profit businesses
- Non-profit arts and culture organizations receiving line item support from Lafayette Consolidated Government
- Non-Compliant past grant recipients
- Any organization that is not in good standing with the [Louisiana Secretary of State](#), or the [Louisiana Legislative Auditor](#). Check status by clicking on these links.
- Any applicant who does not have an active Federal Employer ID number at the time of application submission

THIS PROGRAM WILL FUND

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.

THIS PROGRAM 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

REVIEW PROCESS

The LCG 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. They will use the following evaluation criteria and corresponding weights:

Quality - 50% Weight

- History of your organization
- 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.
- Programming activities (including productions, exhibits, festivals, educational programs, etc) for the current year and projections for next year.

Need and Impact - 20% Weight

- Community served by your organization's programs and services.
- How the community is involved with the development of programs and services
- How your services impact the greater Lafayette community
- Your efforts to increase access, participation, knowledge and/or exposure to the arts.

Administration and Budget - 30% Weight

- How you plan and evaluate organizational efforts, needs, and programs
- Qualifications and experience of staff
- Sound fiscal history (as shown in financial statements)
- Efforts to diversify funding sources and community support

This is a competitive grant process. The acceptance of an application does not imply that it will be funded automatically. Therefore, an application may or may not be funded, depending on the number of applicants, the amount of 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.

APPLICATION REQUIREMENTS

Before beginning the application, please have the following information ready:

- Name, phone and email address of the Authorizing Official (usually the president of the board or other individual with the authority to enter into a legal contract on behalf of the agency)
- Name, phone and email address of the Chief Fiscal Officer (usually the individual immediately responsible for the disbursement of funds for the project)
- An IRS letter determining nonprofit tax exemption under section 501(c) of the Federal Tax Code
- Articles of Incorporation
- A current Certificate of Good Standing from the Secretary of State
- By-laws of the Organization
- 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
- 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
- Provider of Services forms for any individual receiving salary or funds for services
- OPTIONAL: Applicants are encouraged to submit supplemental materials including, but not limited to: letters of support, resumes/biographies for projected artists, budget details, samples of work and brochures

GRANT WRITING TIPS

- Thoroughly read the guidelines
- Write specifically, in simple, clear language
- Assume the reader of your application knows nothing about your 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 services should all relate and be consistent
- Be sure to proofread. Have another person read your draft. Does it make sense to them? Does it address the evaluation criteria?

BUDGET SHEET GLOSSARY OF TERMS

Admissions, Memberships, Subscriptions

Income earned as a result of the organization's programs and services to which you charge a fee, such as individual ticket sales, price charged for involvement, etc.

Contracted Services Revenue

Income earned from services your agency offers on a contract for services basis, such as touring, school performance, etc.

Other Applicant Cash

Cash that has been earned by your organization through endowments, investments, etc.

Corporate Support

Cash contributed by local, national or international businesses in support of the organization's programs and services.

Foundation Support

Support provided by local or national foundations.

Other Private Support

Solicitation for donations or contributions from individuals in support of the organization's programs and services.

Federal Support

Government support contributed by departments of the United States government.

State Support

Government support contributed by departments and divisions of State of Louisiana government.

Local/Regional

Government support contributed by the local, parish or regional government agencies, such as Lafayette Consolidated Government, etc.

Local Arts Agency Support

Any grants awarded by the local arts council/agency in the organization's city or town.

Community Arts Fund Support

Any grants awarded by an arts fund, like the United Way, but one that targets arts organizations and arts programming.

Arts and Culture Grant Request

The amount received from the Arts and Culture Grant Program for FY 2021, FY 2022, and what is being requested for FY 2023. Include only Operational Support awards and request on this line.

Salaries/Wages/Benefits – Administration

Salaries and benefits paid to permanent employees of the organization, either full- or part-time in executive level and administrative positions. Benefits include paid leave, retirement, health care, etc. Please submit Provider of Service form as an attachment.

Salaries/Wages/Benefits - Artistic

Salaries and benefits paid to artistic employees of the organization, either full- or part-time. Please submit Provider of Service form as an attachment.

Payroll taxes

Amount paid in federal and state employment taxes.

Professional Services - Artistic

Costs paid for artistic and artistic programming services of groups or artists not considered employees of an applicant (e.g., artists, folklorist, curator, technical director, etc.) whose services are contracted. Please submit Provider of Service form as an attachment.

Professional Fees and Services

Costs paid for professional services by firms or people not considered employees of an applicant (e.g., consultants, attorneys, accounting, security, etc.). Professional fees also include any dues or subscriptions paid to professional organizations, such as American Symphony League, American Association of Performing Arts Presenters, etc.

Production

Costs paid to produce artistic programming such as scripts, music, exhibit rentals, insurance, licenses, program books, etc.

Occupancy/Utilities

Costs paid for office, facility, exhibit or performance venue rental or mortgage. Indicate whether you rent or own the facility. Include costs for utilities in this line.

Equipment Rental and Maintenance

Costs paid for renting and maintenance of equipment and other heavy equipment utilized in your programs, services or operations.

Technology and Communications

Costs paid for telephone, internet, website, technical support, hardware/software, etc.

Insurance

Cost of liability insurance.

Supplies

Costs of supplies used for producing your organization's programs, services, or operations, such as pens, pencils, paper, staples, etc.

Postage/Shipping

Costs paid for mailing and shipping.

Print/Publications/Marketing

Cost to print booklets, newsletters, paid advertisements either in magazines, newspapers, street banners, etc. and press releases.

Development

Cost of fundraising and special events.

Travel and Mileage

Costs for travel of outside professional services, per diems, and travel for services outside the area.

Conferences, Conventions and Meetings

Costs for attending workshops, conventions for professional development as well as organization meetings, such as board of directors meetings.

Other

Expenses not listed under any other expense category. If larger than \$500, attach a budget breakdown.

Total Expenses

Refers to all costs paid for by your organization. This number should match Total Revenue for FY 2022.

Surplus

Refers to any excess cash revenue after expenses. Also referred to as Net Income.

Deficit

Refers to excess costs after revenue. Also referred to as Net Loss.