

## LCG External Agencies - Arts & Culture Funding Program

# FY 2022-2023

# PROJECT GRANT GUIDELINES

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.

## PROGRAM OVERVIEW

- Foster a vital and resourceful arts community
- Increase opportunities for local artists
- Develop larger and more diverse audiences for arts activities
- 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 and expand existing programming

## 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](mailto:Gwen@AcadianaCenterfortheArts.org) or Anna Kojevnikov at

[Anna@AcadianaCenterfortheArts.org](mailto: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

Projects for this program can include, but are not limited to:

- Performances
- Exhibits
- Classes
- Workshops
- Technical assistance
- Creation of new artworks involving the recognized arts disciplines

This list is not exhaustive and offers suggestions only. Applicants are encouraged to contact the Community Development Department to discuss potential projects prior to submitting.

Recognized artistic disciplines include:

- **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 nonfiction
- **Media** - film, video, radio, related media
- **Music** - band, chamber, choral, ethnic, jazz, new, opera, orchestral, pop, 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

## THIS PROGRAM WILL NOT FUND

- Capital expenditures or the purchase of equipment
- Operational support
- 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
- Projects submitted by organizations currently receiving direct support from Lafayette 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:

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

- Describe the art project for which you are seeking funding.
- Describe what you are proposing to do.
- Provide details and qualifications of artists involved and how they add to the project.

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

- Address how you plan to increase access, participation, knowledge and/or exposure to the arts.
- Demonstrate how this project relates to the needs of citizens of Lafayette Parish, as well as the mission of your organization.
- Identify your targeted audience.
- If there are long-term goals you hope to achieve through this project, detail how this project will help achieve those goals.
- Detail what you want the art project to accomplish.

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

- Describe how you intend for your community to be involved with the project (planning, funding, donating equipment, supplies, or time, etc)
- Provide details of project location.
- Provide details on how you plan to select the artists and participants.
- Provide details on how you plan to promote or endorse the project to the public.
- Provide details on what methods you plan to use to evaluate the project.

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

- Provide details of who will be implementing the project and their relationship to the organization.
- Provide details on how grant funds will be used to implement the project.

*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 of Authorizing Official (usually the president of the board/other individual with authority to enter into a legal contract on behalf of the agency)
- Name, phone and email address of 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, brochures, etc.

## 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 project you are applying for, such as individual ticket sales, price charged for involvement, etc. If an admission is charged for this project, applicants are encouraged to include price of admission in the narrative section of the application.

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

**Other Applicant Cash** Cash on hand that will be used towards the project you are applying for.

**Corporate Support** Cash contributed by local, national or international businesses that will be used towards the project you are applying for.

**Foundation Support** Support provided by local or national foundations.

**Fundraising** Solicitation for donations or contributions from individuals in support of this project.

**Federal, State, Regional** Government support contributed by the United States Government, State of Louisiana, or Parish government.

**Local** Cash contributed by a local government or community group.

**Arts and Culture Project Grant Request** The amount requested by the applicant organization for this project. This line should be broken down under the Grant Expenses column of the Project Budget to represent what items grant money will support, if funded.

**Total Revenue** All cash income that will be used to administer the project.

**Personnel** Permanent employees of the organization who will be paid for their time as a part of this project.

**Outside Professional Services – Artistic** Artistic services by firms or people not considered employees of the applicant (e.g., individual artists, folklorist, curator, etc. whose services are contracted for the project). A provider of services form is required for anyone listed under this category.

**Outside Professional Services – Other** Non-artistic services by firms or people not considered employees of the applicant (e.g., project director, consultants, technical director, publisher, etc.). A provider of services form is required for anyone listed under this category.

**Utilities** Costs associated with telephone, gas and electric, water, etc.

**\*\***Only project related utilities may be claimed as expenses for an organization if there is a clear increase in utilities due to the project being funded.

The organization must document claimed expenses and provide supporting evidence.

**Space Rental** Cost to rent a facility, exhibit or performance venue.

**Travel** Cost of travel for *outside professional services*, per diems, lodging, and travel for services outside the area.

**Marketing** Cost associated with advertising, soliciting involvement, or promoting the project and includes design, printing, advertising, flyers, playbills, tickets, etc.

**Equipment Rental** Costs associated with renting equipment for the purpose of producing the project.

**Supplies and Materials** Cost of items that are needed to produce or create the project, such as fabric, paints, disposable cameras, paper, etc.

**\*\***If supplies and materials exceed \$500, a detailed budget breakdown must be included.

**Postage/Shipping** Cost for mailing and shipping related to the project.

**Insurance** Cost of liability insurance related to the project.

**\*\***Only project related insurance expenses may be claimed by an organization. Existing insurance needed to operate as a business cannot be claimed as a grant expense. However, additional costs to insure exhibits, artwork or artifacts can be claimed using supporting evidence to document expenses.

**Other** Expenses not listed under any other expense category.

**Total Expenses** All cash costs involved to administer the project being proposed.

**In-kind** Donated personnel and volunteer time, materials, and services associated with the project.

**Source** is either an organization contributing materials, facilities, services, etc. for the project or an individual contributing volunteer time.

**Contribution** is the item being donated, such as a facility space or for individuals, the number of hours.

**Cash Equivalent** is the amount the applicant would pay in cash for items, services or time listed.