

Lafayette Consolidated Government

External Agencies – Arts and Culture Funding Program
LCG-AC 2023-2024



Administered by:



Acadiana Center
for the Arts

New this cycle

One stream of funding

Operations support only

Increase in requested amounts

min \$2,500, max \$7,500

Purpose of this grant

This program is designed to support arts & cultural organizations who significantly enhance the cultural life of the community in Lafayette Parish by providing funding for operational expenses.

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 FY24 Cycle Dates

Funding Cycle: November 1, 2023 to October 5, 2024

Draft Review Deadline: July 31, 2023 by 4:00pm

Application Deadline: August 14, 2023 submitted via the online form by 4:00pm

Notification Date: Mid-October, 2023

Mandatory Compliance Meeting (if funded): October 26, 2023 at 2:00pm

Operations Grant

An Operations Grant may be used for expenses such as professional salaries, employee benefits, contractor fees, 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, fundraising 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 Consolidated Government

Eligibility

Non-profit arts and culture organizations based in Lafayette Parish, whose mission 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
- Applicant must have an active Federal Employer ID number at the time of application submission

Review Process

EVALUATION CRITERIA

Organization History and Programming - 50% Weight

Need and Impact - 20% Weight

Administration and Budget - 30% Weight

Before you begin

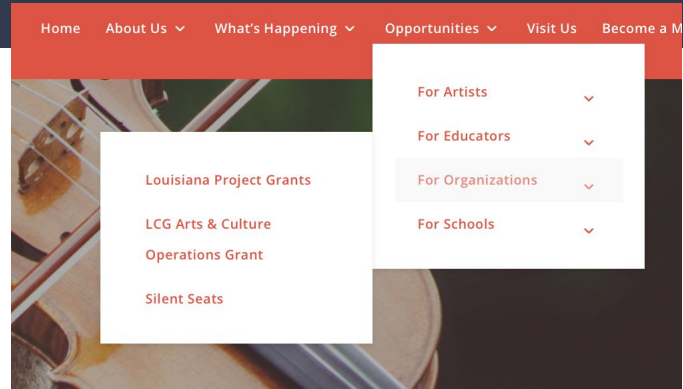
- READ GUIDELINES BEFORE BEGINNING THE APPLICATION
- WRITE CLEARLY, SIMPLY AND SPECIFICALLY
- USE FACTS, CONCRETE PLANS, SPECIFIC GOALS, NOT OPINIONS
- RELATE THE BUDGET TO THE NARRATIVE QUESTIONS AND THE PROVIDER OF SERVICES
- BE CONSISTENT
- PROOFREAD
- UNDERSTAND THAT THIS IS A COMPETITIVE PROGRAM

How to apply

Online via the AcA website: acadianacenterforthearts.org

Opportunities > For Organizations > LCG Arts & Culture Operations Grant

Scroll to the bottom of the page and click on the red bar



Download Guidelines 

LCG ARTS & CULTURE OPERATIONS GRANT APPLICATION 2023-24



Have the following information ready

- ❑ Name, phone and email address of the Authorizing Official
- ❑ Name, phone and email address of the Chief Fiscal Officer
- ❑ 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

Narrative Questions

- organizational history
- program value, purpose, goals, and service programming activities
- the community you serve
- accessibility
- qualified administrators
- internal evaluations
- how will you use grant funds

Revenue + Expenses = Budget

Revenue

- admissions, memberships, subscriptions, etc.
- contracted services revenue
- list other applicant cash
- corporate, foundation, private support
- federal, state, regional, local support
- local arts agency, community arts fund support

Expenses

- personnel – administrative, artistic, technical/production
- outside professional services – artistic, other
- utilities, space rentals, equipment rentals
- travel
- marketing, supplies and materials, postage, shipping
- insurance

Example budget sheet

	FY 2022 (Last Year)	FY 2023 (This Year)	FY 2024 (Next Year)
INCOME			
1. Admissions, Memberships, Subscriptions			
2. Contracted Services Revenue			
3. Other			
4. Other			
5. Other			
Contributed Support			
6. Corporate Support			
7. Foundation Support			
8. Individual/Private Support			
9. Other			
10. Other			
Government Support			
11. Federal Support			
12. City/Parish			
13. State			
14. Local/Regional Support			
15. Local Arts Agency Support			
16. Community Arts Fund Support			
SUBTOTAL (add lines 1 to 16)	0	0	0
LCG Arts and Culture Grant Request			
TOTAL REVENUE (subtotal + grant request)	0	0	0

	FY 2022 (Last Year)	FY 2023 (This Year)	FY 2024 (Next Year)
EXPENSES			
Personnel			
17. Salaries/Wages/Benefits - Administration			
18. Salaries/Wages/Benefits - Artistic			
19. Payroll Taxes			
20. Professional Services - Artistic			
21. Professional Fees and Services			
22. Production			
Other Operational Expenses			
23. Office/Space Rental			
24. Utilities			
25. Equipment Rental and Maintenance			
26. Technology & Communications			
27. Insurance			
28. Supplies**			
29. Postage & Shipping			
30. Print/Publications/Marketing			
31. Development			
32. Travel and Mileage			
33. Conferences, Conventions and Meetings			
34. Other Expenses**			
TOTAL EXPENSES (add lines 17 to 34)	0	0	0
SURPLUS/DEFICIT (subtract TOTAL REVENUE from TOTAL EXPENSES)	0	0	0

Supplementals

This can include:

- letters of support
- artist resumes/biographies
- additional budget details
- samples of work
- brochures
- etc.

After the deadline

All eligible applications will be reviewed by a grants panel of local artists, arts supporters and business professionals, who will make funding recommendations based on scoring criteria. The recommendations are then reviewed by the Acadiana Center for the Arts Board of Directors, before being presented to the Lafayette Consolidated Government City Council for final approval.

If Awarded

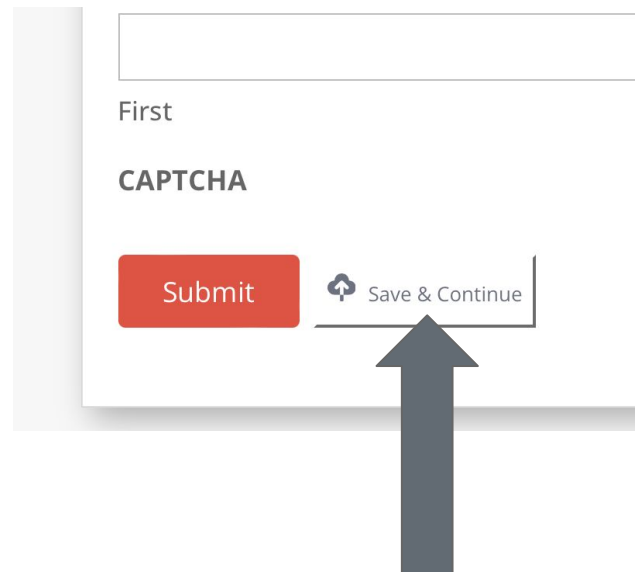
Your organization will receive 75% of the grant award no sooner than thirty (30) days prior to the start of the project. The remaining 25% is reimbursable and will be disbursed after you have spent the total of your award, submitted a Final Report and it is received and approved.

Technical 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 4pm on July 31, 2023. To submit a draft, please press the 'save & continue' button at the end of the form and copy and paste the link provided into an email to the Community Development Department.

To receive technical assistance with your application, prior to submission, please contact Gwen Richard, AcA Community Development Director gwen@acadianacenterforthearts.org or Anna Kojevnikov, AcA Community Development Manager at anna@acadianacenterforthearts.org or on (337) 233-7060.



The image shows a portion of a web form. At the top is an empty text input field. Below it is the label "First". Underneath is a "CAPTCHA" section. At the bottom of the form are two buttons: a red "Submit" button and a "Save & Continue" button with a circular arrow icon. A large, dark blue arrow points upwards from the bottom of the frame towards the "Save & Continue" button.

Good Luck!

Gwen@AcadianaCenterfortheArts.org

Anna@AcadianaCenterfortheArts.org

(337) 233-7060