

# Lafayette Consolidated Government

External Agencies Funding Program – Arts and Culture  
LCG AC 2024-2025



Administered by:



Acadiana Center  
for the Arts

Lafayette Consolidated Government Arts and Culture 2024-2025

LCG AC FY25 **Operations Grant**

## Purpose of this grant...

Provide funding for operational expenses to support **Lafayette Parish non-profit arts & cultural organizations** that significantly enhance the cultural life of the community.

# LCG AC FY25 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

# *This is a competitive grant program...*

*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.*

# Eligibility

*who may apply...*

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***.

How much money may  
be requested?

**Your organization may request**  
*minimum \$2,500 to maximum \$7,500*

**One LCG AC application per**  
*organization (per grant cycle)*

**No cash match required**

# Important LCG AC FY25 Cycle Dates

**Funding Cycle:** November 1, 2024 to October 5, 2025

**Applications Open:** Monday, July 1, 2024

**Draft Review Deadline:** Wednesday, July 24, 2024, 5:00pm via email to Anna or Gwen

**Application Deadline:** Monday, August 5, 2024, submitted via the online form by 4:00pm

**Notification Date:** mid-late October 2024



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*Eligible Expenses*

## Funds from this program 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*

*insurance*

*this program*

# WILL NOT FUND

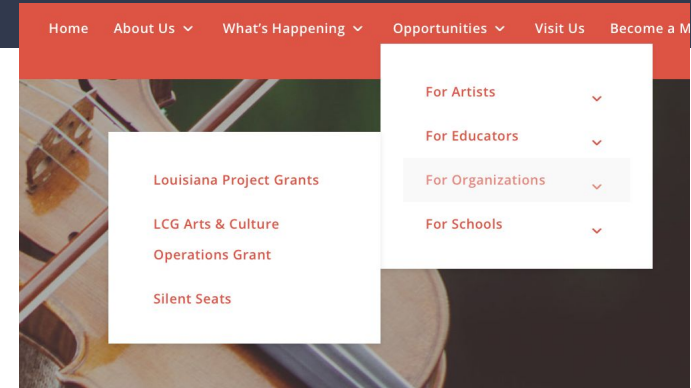
- ❑ **Capital expenditures**, *unless request will completely fund, or fund "last dollars" required for, capital expenditure*
- ❑ **Scholarships**, fellowships, or tuition assistance
- ❑ **Deficit** reduction
- ❑ **Costs incurred before** the effective date of the contract **or after** the project is 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**

# How to apply

Online via the AcA website: [acadianacenterforthearts.org](http://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 2024-25



BUT...

# 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

# Have the following information ready

- ❑ Name, phone and email address of the **Authorizing Official** and **Chief Fiscal Officer**
- ❑ **IRS letter** determining nonprofit tax exemption under section 501(c) of the Federal Tax Code
- ❑ **Articles of Incorporation**
- ❑ Current **Certificate of Good Standing** from the Secretary of State
- ❑ **By-laws** of the Organization
- ❑ List of the applicant organization's **Board of Directors**
- ❑ **Board of Directors resolution** or a clause of assurances authorizing the President or the Executive Director to submit the application
- ❑ **Annual budget** adopted by applicant agency's Board of Directors
- ❑ **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 from the grant
- ❑ **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

And...



Pay close attention to the following when completing your application...

# Review Process

## *Evaluation Criteria*

### **50% Weight**

Organization History and Programming

### **20% Weight**

Need and Impact

### **30% Weight**

Administration and Budget

# 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

# Budget Sheet

	FY 2023 (Last Year)	FY 2024 (This Year)	FY 2025 (Next Year)
<b>INCOME</b>			
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			
<b>SUBTOTAL</b> (add lines 1 to 16)			
<b>LCG Arts and Culture Grant Request</b>			
<b>TOTAL REVENUE</b> (subtotal + grant request)			

	FY 2023 (Last Year)	FY 2024 (This Year)	FY 2025 (Next Year)
<b>EXPENSES</b>			
<b>Personnel</b>			
17. Salaries/Wages/Benefits - Administration			
18. Salaries/Wages/Benefits - Artistic			
19. Payroll Taxes			
20. Professional Services - Artistic			
21. Professional Fees and Services			
22. Production			
<b>Other Operational Expenses</b>			
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**			
<b>TOTAL EXPENSES</b> (add lines 17 to 34)			
<b>SURPLUS/DEFICIT</b> (subtract TOTAL REVENUE from TOTAL EXPENSES)			

\*\*If more than \$500, upload a detail budget breakdown in the Supplemental Attachments section

# Supplementals

## **This can include:**

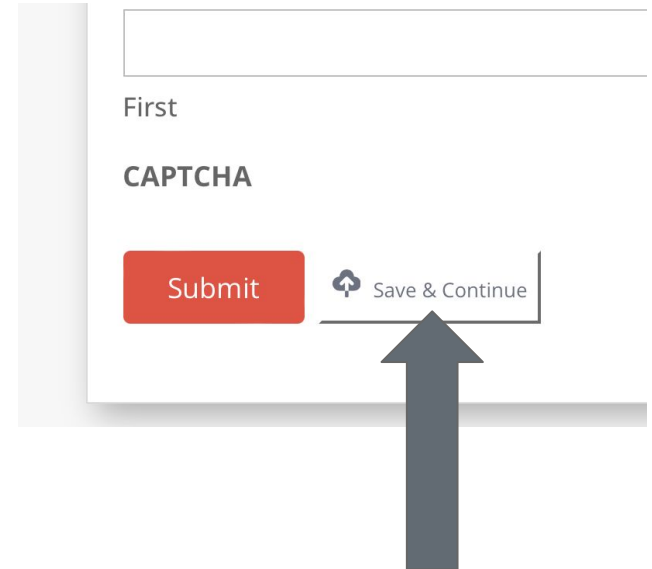
- letters of support
- artist resumes/biographies
- additional budget details
- samples of work
- brochures
- etc.

# 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 24, 2024. 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](mailto:gwen@acadianacenterforthearts.org) or Anna Kojevnikov, AcA Community Development Manager at [anna@acadianacenterforthearts.org](mailto:anna@acadianacenterforthearts.org) or on (337) 233-7060.



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

So...What happens after the application deadline?



# Panel Review

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.

# Notification

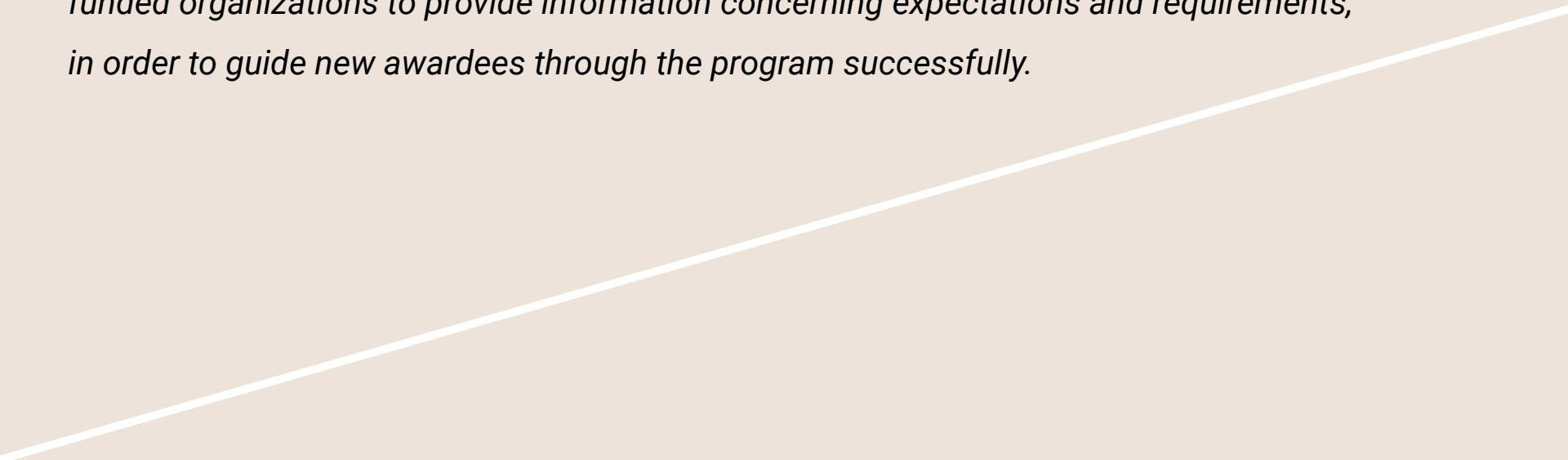
**Congratulatory Letters** and **Letters of Regret** are sent to applicants, and public notices, press releases and social media is used to announce the awardees.

Contact is made with those not funded with an offer to review panelist comments, and they offered assist with future applications.

If Awarded...

# LCG AC FY25 **AWARDEE COMPLIANCE MEETING**

*Acadiana Center for the Arts, Community Development Staff will hold a **compliance meeting** with funded organizations to provide information concerning expectations and requirements, in order to guide new awardees through the program successfully.*



# How Are Award Funds Distributed?

Your organization will receive 75% of the grant award upon submission of a signed statement of assurances (grant agreement) and request of payment form.

The remaining 25% is reimbursable, and will be disbursed after you have spent the total award, and submitted a final report and request of final payment form.

# SUPPORT

*ongoing throughout the grant cycle*

- ❑ We will conduct site visits, stays in touch through zoom and in-person meetings, emails, and other correspondences
- ❑ We will share relevant resource information from other sources, as well as from the AcA

# Ongoing Support and Assistance Contact

Gwen Richard, AcA Community Development Director

**[gwen@acadianacenterforthearts.org](mailto:gwen@acadianacenterforthearts.org)**

(337) 233-7060 ex 227

Anna Kojevnikov, AcA Community Development Manager

**[anna@acadianacenterforthearts.org](mailto:anna@acadianacenterforthearts.org)**

(337) 233-7060 ex 231

*Thank You* for your interest in LCG AC FY25

**GOOD LUCK!**

