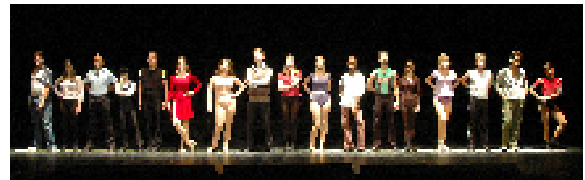
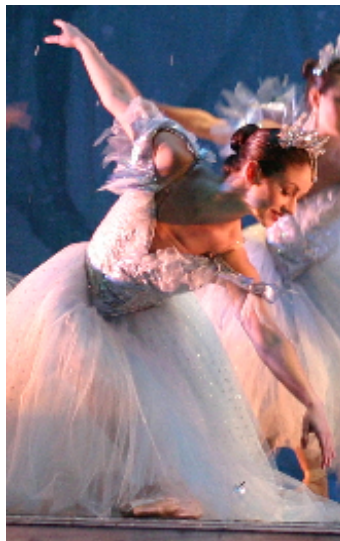


# FY11-12 GUIDELINES

## LOUISIANA DECENTRALIZED ARTS FUNDING (DAF) PROGRAM

### Region 2 DEADLINE: June 1, 2011

For arts programs taking place October 1, 2011 - September 30, 2012



### Region 2

#### Administered by the Arts Council of Greater Baton Rouge

Ascension, East Baton Rouge, East Feliciana, Iberville, Livingston, Pointe Coupee, St. Helena, Tangipahoa, Washington, West Baton Rouge, and West Feliciana Parishes

Arts Council of Greater Baton Rouge 427 Laurel Street Baton Rouge, LA 70801 225-344-8558 [www.artsbr.org](http://www.artsbr.org)

Program funded by the Louisiana Division of the Arts, Office of Cultural Development, Department of Culture, Recreation, and Tourism, Office of the Lt. Governor, State of Louisiana



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## APPLICATIONS AVAILABLE ONLINE AT [WWW.ARTSBR.ORG](http://WWW.ARTSBR.ORG)

Submit applications by 5:00pm JUNE 1, 2011 to:

Grants Department  
Arts Council of Greater Baton Rouge  
427 Laurel Street  
Baton Rouge, LA 70801

For assistance, contact:

Laura Larkin  
Grants & Community Development Director  
225-344-8558  
[llarkin@acgbr.com](mailto:llarkin@acgbr.com)

### CHANGES IN FY12

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The current economic situation has resulted in major changes to state arts funding. The Arts Council of Greater Baton Rouge aims to continue serving as many worthy organizations and projects as possible. Thus, the Council has instituted the following Guideline changes:

**MAXIMUM GRANT AMOUNT:** The maximum grant amount is 35% of the funding available in the applicant's parish (previously 50%) or \$15,000 (previously \$20,000), whichever is less. Funding by Parish is listed on the following page.

**CATEGORIES:** The Technical Assistance application category is not available in FY12. Serving as or using a Fiscal Agent is not eligible in FY12.

**MAXIMUM NUMBER OF APPLICATIONS:** Applicants may submit one (1) Project Assistance grant application rather than the previous two (2). Organizational Support grants remain at maximum one (1) application.

**NARRATIVE:** The Narrative is now part of the application itself rather than being a separate document attached by the applicant. It asks specific targeted questions that applicants should answer in detail. The Narrative should be no more than two (2) single-spaced pages (previously 3 double-spaced). Any additional pages will be removed.

**SCHOOL PROJECTS:** We encourage School Boards rather than individual schools to apply. This will allow grant-funded arts programming to reach a variety of parish students rather than just students at one or two schools. Teachers should work with their School Superintendents to develop this wide-ranging programming. This is a recommendation; individual schools are eligible.

**BOARD OF DIRECTORS LIST:** Should now include Board Terms of Rotation (i.e. "terms of office are 3 years, with 2 terms of 3 years maximum, Officers 1 year") in addition to names and addresses, identifying officers, professional affiliation/job, and race/ethnicity. Applications without all Board information as listed above will be considered ineligible.

**EXAMPLES:** Examples of hypothetical Project Summaries, Provider of Services forms, and Budgets are now included in the Guidelines to assist applicants in making their grants as competitive as possible; see PP. 24-27.

**NUMBER OF APPLICATION COPIES TO SUBMIT:** Applicants should now submit eight (8) stapled copies of the signed application, required documents, and any 8.5" x 11" supplemental materials rather than the previous one (1) copy. The copy with all 3 original signatures in blue ink should go on top; photocopies (including photocopies of the signatures) should go behind. Applications without signatures on all 3 lines, or on all 8 copies submitted, will be considered ineligible.

**CORRECTIONS:** The Arts Council is no longer able to allow applicants to correct application mistakes or add missing information after the June 1 deadline date. Applications must be fully complete and conform to all DAF Guidelines when submitted or they will be considered ineligible. Contact the Grants Director in advance with any questions.

**QUESTIONS / DRAFTS:** Applicants may contact the Grants & Community Development Director, Laura Larkin, at any time at 225-344-8558 or [llarkin@acgbr.com](mailto:llarkin@acgbr.com). Applicants may submit one (1) draft for review and recommendations at least several days in advance of the deadline.

**REMINDER: AMENDMENTS TO GRANT-SPONSORED ACTIVITIES:** Grant funds must be used exclusively for expenses as described in the grant application and approved by the Arts Council on the Revised Budget form. Should a funded grantee need to make programming changes, contact Laura Larkin, Grants & Community Development Director, to discuss requested changes PRIOR to implementation and submit the request on the **Grant Amendment Form** found at [www.artsbr.org](http://www.artsbr.org). Changes in expenditures or activities that have not been approved prior to implementation may not be accepted for final grant payment.

## WORKSHOPS

Workshops to assist grant seekers are held in all 11 parishes administered by the Arts Council of Greater Baton Rouge. They are free and open to the public, and last approximately one hour. Registration is not necessary.

Tues, April 5, 11:00am	West Baton Rouge Museum, 845 N. Jefferson Ave., Port Allen
Tues, April 5, 2:00pm	Iberville Parish Library, 24605 J. Gerald Berret Blvd., Plaquemine
Wed, April 6, 2:00pm	Hammond Regional Art Center, 217 E. Thomas St., Hammond
Thurs, April 7, 11:00am	Audubon Regional Library, Hwy 10 Oak Plaza, Greensburg
Thurs, April 7, 2:00pm	East Feliciana Parish School Board, 12732 Silliman St., Clinton
Fri, April 8, Noon	Arts Council of Greater Baton Rouge, 427 Laurel St., Baton Rouge
Fri, April 8, 2:30pm	Ascension Parish Library, 708 Irma Blvd., Gonzales
Mon, April 11, 11:00am	West Feliciana Parish Library, 11865 Ferdinand St., St. Francisville
Mon, April 11, 2:00pm	Pointe Coupee Parish Library, 201 Claiborne St., New Roads
Tues, April 12, 1:00pm	YMCA, 411 Avenue B, Bogalusa
Thurs, April 14, 3:00pm	Livingston Parish Library, 13986 Florida Blvd., Livingston
Wed, April 20, 4:00pm	Arts Council of Greater Baton Rouge, 427 Laurel St., Baton Rouge

## FY12 FUNDING BY PARISH

The minimum request is \$500 and the maximum request is 35% of the funding available in your parish or \$15,000, whichever is less. You must apply in the parish in which your organization is domiciled (the address registered with the Louisiana Secretary of State). NOTE: DAF Guidelines are posted prior to the Legislative Session; the parish allocations below are based upon FY11 numbers and are likely to change based upon the Legislature's FY12 budget recommendations. Any change will be taken into account during the Panel deliberations; applicants will not need to submit new forms.

PARISH	ALLOCATION	MAX REQUEST
Ascension	\$35,464	\$12,412
East Baton Rouge	\$161,215	\$15,000
East Feliciana	\$8,159	\$2,856
Iberville	\$12,691	\$4,442
Livingston	\$42,793	\$14,977
Pointe Coupee	\$8,769	\$3,069
St. Helena	\$4,020	\$1,407
Tangipahoa	\$41,733	\$14,606
Washington	\$17,486	\$6,120
West Baton Rouge	\$8,477	\$2,967
West Feliciana	\$5,956	\$2,084
<i>REGION 2 TOTAL</i>	<i>\$346,763</i>	

## **FY11-12 DECENTRALIZED ARTS FUNDING GRANTS CALENDAR**

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If the yearly deadline date of June 1 falls on a weekend, the grant is due by 5:00pm the following business day.

### **March 2011**

FY12 Guidelines and Application forms posted online at [www.artsbr.org](http://www.artsbr.org)

### **April 2011**

FY12 Grant Workshops held throughout 11 parishes

### **April through Late May 2011**

Consultations and technical assistance with the CDD provided for DAF applicants

### **May 25, 2011 (Wednesday)**

Arts Advocacy Day at the State Capitol

### **June 1, 2011, 5:00pm (Tuesday)**

FY12 DAF Submission Deadline

### **Late June 2011**

Letters mailed confirming receipt of application and notice of eligibility or ineligibility

### **August 1, 3, & 5, 2011**

FY12 DAF Panels in 3 Clusters based on parish.

*Mon, Aug 1:* Ascension, Iberville, Livingston,

Pointe Coupee, West Baton Rouge

*Wed, Aug 3:* East Baton Rouge

*Fri, Aug 5:* East Feliciana, St. Helena, Tangipahoa,

Washington, West Feliciana

Applicants will be notified of the time/location and may attend to observe deliberations

### **August 8 (Monday), 2011**

Applicants may call or e-mail the Arts Council to learn their preliminary FY12 funding recommendations

### **August 12, 5:00pm (Friday), 2011**

FY12 DAF Appeals Deadline

### **Late August 2011**

Panel recommendations presented to the Arts Council Board of Directors for approval

### **Early September 2011**

FY12 DAF awards announced; paperwork mailed

### **Late September 2011**

Required FY12 DAF Compliance Workshops, dates to be announced in award letter

### **September 30, 2011 (Friday)**

Grant activity end date for FY11 DAF grants

### **October 1, 2011 (Saturday)**

Grant activity start date for FY12 DAF grants

### **November 15, 2011 (Tuesday)**

Last day to submit FY11 DAF Final Reports. After this date grantees will be declared ineligible to apply to the DAF program for 1 year and to further penalties such as loss of final grant payment for failure to meet subsequent deadlines. The Arts Council is not obligated to remind grantees of report deadlines.

### **December 15, 2011, 5:00pm (Thursday)**

Grantees must submit all completed FY12 contracts and paperwork to the Arts Council. After this date, grants with outstanding or incomplete paperwork will be reallocated.

### **45 Days After Completing Your DAF-Funded Program**

Your DAF Final Report is due to the Arts Council 45 days after completing your grant-funded program. Reports can be found online at [www.artsbr.org](http://www.artsbr.org). *Grant scoring criteria includes compliance, be sure to get your report in complete and on time! On time means 45 days after completing your program, not November 15 (unless the last day of your program was September 30). Contact the Arts Council *in writing* if you need an extension. No extensions can be granted past November 15. The Arts Council is not obligated to remind grantees of report deadlines.*

### **December 30, 2011**

Arts Council of Greater Baton Rouge report on the FY11 DAF Program due to the Louisiana Division of the Arts for distribution to the Louisiana Legislature

## **DECENTRALIZED ARTS FUNDING OVERVIEW**

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The Louisiana Decentralized Arts Funding (DAF) Program was initiated in 1995 to provide a system to fund arts and cultural projects in every parish of the state. Funds are provided to each parish on a per capita basis. As applicants compete only with other organizations in their parish, decisions about cultural priorities are made locally. DAF makes the arts available in all areas of the state by giving artists, nonprofit organizations, community groups, and local government agencies in each parish the opportunity to develop arts programs that meet their local needs.

The Louisiana Division of the Arts, a state agency, disburses DAF funds to 8 Regional Distributing Agencies (RDAs), which in turn re-grant those dollars to parishes in their region. In addition, two Local Regranting Agencies service individual parishes within two of the regions. The RDA for Region 2 is the Arts Council of Greater Baton Rouge, which oversees DAF funding for Ascension, East Baton Rouge, East Feliciana, Iberville, Livingston, Pointe Coupee, St. Helena, Tangipahoa, Washington, West Baton Rouge, and West Feliciana Parishes. A Community Development Director (CDD) administers each region. The Region 2 Community Development Director is Laura Larkin. The CDD identifies arts-sponsoring organizations and provides them with advice and assistance in developing arts programming.

### **General Requirements:**

- Applicants must agree to the terms described in the DAF Guidelines upon application submission.
- Read the Guidelines and Application forms thoroughly before preparing the application.
- Deadline is June 1 each year. Envelope must be postmarked or hand-delivered no later than 5:00pm on the due date. If the deadline falls on a weekend or holiday, applications are due the following business day.
- Postmark must be stamped by the Post Office. No metered mail accepted.
- Applications received 7 days after the deadline are ineligible regardless of the postmark date.
- Applications may not be faxed. Originals are required.
- Applications must be typed. Handwritten applications will be considered ineligible.
- Applications must be on an official Decentralized Arts Funding application, available at [www.artsbr.org](http://www.artsbr.org).
- NOTE: Applicants may apply to the Louisiana Division of the Arts (LDOA) for state funded Stabilization and DAF funding for Operating Support. However, if an applicant is awarded a grant from both DAF and the State, only one award may be accepted.
- Do NOT submit DAF applications to the Louisiana Division of the Arts office. Submit it to the Arts Council of Greater Baton Rouge.
- An applicant match is not required, but is strongly recommended.

### **Policies**

- Allocate 50% of the Louisiana Division of the Arts legislative appropriation on a per capita basis.
- Expand efforts to make the arts accessible to all parishes in Louisiana.
- Award grants to organizations located within the parish for which funds are designated.

## Goals

- Strengthen arts organizations.
- Encourage professional artists to undertake projects that have meaningful community involvement and build audiences for the arts.
- Encourage a variety of nonprofit organizations to sponsor arts and cultural activities including classical, contemporary and traditional arts in eight artistic disciplines within the parish funded.
- Leverage additional local support for the arts.
- Provide arts activities to groups which have had limited arts experiences.
- Provide funding for arts and cultural activities that are open to the public.
- Introduce the grants process and develop grant-writing skills.

## Guiding Principles

As the immediate future continues to deliver drastic changes in the funding landscape, the Arts Council of Greater Baton Rouge continues to build opportunities for artists and cultural organizations in our region. As you plan and write your grant application, it is advisable that you consider how your proposal aligns with and demonstrates these principles.

- Priority is given to programming that offers the deepest impact to the cultural landscape in our region including one or more of the following:
  - ♦ Public benefit – projects and organizations that broaden or deepen access to quality, interactive artistic experiences for our region’s residents
  - ♦ Innovation – those that apply thoughtful, resourceful, progressive plans to satisfy the cultural needs of their parish
  - ♦ Leverage – those that bring additional community resources to work with DAF dollars to create the most impact
  - ♦ Value-added – those that add lasting worth to the cultural economy and assets of our region beyond the cost of their programs
  - ♦ Unifying – those that celebrate the diverse artistic and cultural tapestry of our region by incorporating various audiences, artists, and community organizations in the planning and execution of the proposed project
  - ♦ Building infrastructure – those that develop the creative and economic potential of artists and arts organizations in their parish
- Priority is given to organizations with active, diverse boards; effective leadership; clear objectives; sound financial practices; and programming with multiple sources of support.
- Applicants receiving past support should not presume continued support. Funding decisions are based upon the merit of each project, application, and the competing organizations seeking funds in the parish each grant round.

## Cash Matches

No cash or in-kind match is required; however, a match is strongly recommended as it demonstrates commitment to the proposed activities and community involvement in the project. Thus a match gives the applicant an advantage in the review process. In addition, given the competitive nature of the DAF program, it is unlikely that even successful applicants will be fully funded. It is prudent for applicants to consider a variety of funding sources for their programs.

## ELIGIBILITY

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### Arts Disciplines

The DAF Program funds art only. It will not fund programming considered entertainment rather than fine/cultural art, history or living history, or non-professional artists. If the arts are only one portion of a larger program, such as a festival or series, the grant funds will support the artistic portion only. For the purposes of the DAF program, the following are considered eligible artistic disciplines:

Dance Design	Folklife Literature	Music Media	Theatre Visual Arts & Crafts	Multidiscipline
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### Descriptions of the Eligible Arts Disciplines

#### DANCE

Ballet, modern, jazz, or ethnic dance. Dance project grants assist artists and organizations to make quality dance programs accessible to the public and to encourage innovation in dance as an art form.

#### DESIGN ARTS

Promotes excellence in architecture, landscape architecture, urban design, historic preservation and planning, interior design, industrial design, graphic design, and fashion design. Does not include purchase of plantings, seeds, gardening equipment, construction equipment, or building supplies. Provides an opportunity for visual arts and design professionals to collaborate on projects involving design practice, media, theory, research, and education about design. May include publications, audiovisual presentations, or conferences.

#### FOLKLIFE

Folklife refers to traditions currently practiced within a community that have been passed down informally over time and not learned through workshops, classes, or magazines. Includes *Performing Traditions* (music, dance, storytelling) and *Traditional Arts and Crafts* (occupational, festive, and foodways traditions). Cultural specialists (folklorists, anthropologists, ethnomusicologists) should be involved in project planning and implementation. Does not include historical re-enacting or living history.

#### LITERATURE

Poetry, fiction, and creative non-fiction; support to nonprofit small presses and magazines that publish fiction, poetry, creative prose, or literary criticism for production and distribution. Such magazines must have been published at least once. Projects must present the literary arts to the public.

#### MEDIA

Film, video, radio, or related media. Projects should focus on the development of film, video, and radio as art forms where experimentation, technique, and creative processes are involved in the project design.

#### MUSIC

Band, chamber, ethnic, jazz, new, opera, orchestral, popular, solo/recital. Development of musicians, composers, and/or music ensembles and orchestras in all genres.

#### THEATER

Professional and community theater, puppetry, mime, and storytelling. Intended to make high quality dramatic and musical theater available to the public.

#### VISUAL ARTS AND CRAFTS

Drawing, painting, printmaking, sculpture, photography, glass, ceramics, fiber, wood, metal, mixed media, art in public places, and conservation. Supports projects or services of museums, galleries, art centers, and other visual arts organizations.

#### MULTIDISCIPLINE

Projects involving two or more of the art forms listed above, such as in a festival or series.

If you have questions about whether artists or programs you are considering fall into an eligible category, contact Laura Larkin at 225-344-8558 or [llarkin@acgbr.com](mailto:llarkin@acgbr.com).

### **Applicant Requirements**

- Louisiana nonprofit tax-exempt organizations registered as nonprofit with the Louisiana Secretary of State, or with 501(c)(3) status with the IRS are eligible. Nonprofit status must be current and in good standing *at the time of application*. You may check your status in the Louisiana Secretary of State Corporations Database at:  
<http://www.sos.louisiana.gov/Home/Commercial/Corporations/SearchDatabase/tabid/819/Default.aspx>
- Local, parish, or state governmental agencies such as libraries, municipalities, colleges/universities, public or private schools, and school boards are eligible and not required to submit proof of nonprofit status.
- College and university arts programming must have a demonstrated impact to the public outside the university community. Each university department is considered a separate entity and may submit a maximum of 1 application per department. Credit-producing or curriculum-oriented projects are ineligible.

### **Ineligible Organizations**

- Past grant recipients who are not in compliance with the DAF program or other grants programs administered by the Arts Council of Greater Baton Rouge
- Organizations receiving line item support from the State Legislature. These organizations are ineligible to receive grants for arts programming related to those line items.
- Organizations receiving funding in parallel categories from the Louisiana Division of the Arts. Please read P. 12 for further information.
- The Arts Council of Greater Baton Rouge is not eligible to be an applicant or paid Provider of Service on any DAF grant.

### **Chapter Organizations**

Chapter organizations using the federal group tax-exempt status of their central organization are eligible to apply in Project Assistance but not in Organizational Support. Requirements:

- Applicants must attach the IRS nonprofit tax-exempt designation letter for the central organization and documentation from the IRS indicating the applicant chapter is under the central organization.
- Chapter organizations must apply in the parish in which they are domiciled.
- A Letter of Support from the central organization must be submitted with the application.

### **Fiscal Agent Requirements - NOT ELIGIBLE IN FY12**

If you are an individual artist or an organization without nonprofit status, you may apply to the DAF program by collaborating with a nonprofit organization that will serve as your Fiscal Agent. Please note:

- The Fiscal Agent serves as the main applicant and you are the sub-applicant.
- The Fiscal Agent assumes legal and financial responsibility for the grant funds.
- Fiscal Agents must be domiciled in the same parish as the sub-applicant.
- Fiscal Agents may not serve as a paid Provider of Service within the same project.
- Nonprofit organizations may serve as Fiscal Agents for up to 2 other applicants in addition to their own application(s).
- Fiscal Agents may charge the sub-applicant for administrative expenses not to exceed the lesser of 8% of the total grant request or \$150.

## WHAT DAF DOES NOT FUND:

- Activities occurring prior to October 1, 2011 and after September 30, 2012.
- Expenses incurred prior to October 1, 2011 and after September 30, 2012.
- Projects considered entertainment rather than fine/cultural art forms. Examples of ineligible activities would include magic, cheerleading, rock concerts, etc. See P. 8.
- History or living history rather than folklife traditions. See P. 8.
- Activities not promoted to and open to the general public, except in projects involving schools or school systems (K-12), detained youth, or other special populations.
- Activities intended to primarily serve only an organization's own membership.
- Projects that primarily serve social or religious purposes such as reunions, church events, liturgical dance, etc.
- Re-grant by the applicant to other organizations for programming activities.
- Projects funded in the same year (or overlapping year) by the Louisiana Division of the Arts' Statewide Arts Grants Program. See P. 12.
- Activities intended primarily for fundraising purposes (gala events, parties, membership drives, etc.). Ticketed programming such as theatrical productions, dance or music concerts, independent film festivals, etc. is eligible if not considered specifically fundraising events.
- Accumulated deficits, debt retirement, or contingency funds.
- Acquisition of entire collections of works of art.
- Capital improvements including restoration of structures, historic buildings, and sites.
- Conservation of non-arts related collections.
- Projects used for academic degrees, tuition for academic study, creation of textbooks, and costs associated with recurring curriculum.
- Normal, traditional school activities such as regularly scheduled visual art or music classes, evening performances by a school class or club, etc.
- Operational and administrative expenses such as any portion of full- or part-time staff salaries, general overhead costs, utilities, office supplies, security, insurance, etc. except in the Organizational Support category.
- Artists filling teacher vacancies.
- Hospitality items such as meals, beverages, flowers, or decorations.
- Scholarships, purchase awards, trophies, or cash prizes.
- Exhibitions or productions by children without the involvement of professional artists.
- Artist's fees to non-professional artists, including hobbyists, student artists (including college/university students seeking undergraduate or graduate arts degrees), and anyone under the age of 18. See the Glossary P. 31 for the definition of "professional artist." All individuals and groups to be paid with grant funds must meet this definition.
- Art projects produced or presented by non-professional artists, whether or not the artists receive any fee.
- Fines, penalties, interest on loans or costs of litigation, or lobbying expenses.
- Plantings, seeds, gardening equipment, construction equipment, or building supplies.
- Projects and tours to take place outside the parish in which the applicant is applying. Funds are allocated to each parish to benefit the citizens of that parish.
- Purchase or long-term rentals of equipment, property, capital improvements or library holdings.
- Licensing fees of any kind, including music and theatrical licensing.
- Association or organization dues.

## APPLICATION CATEGORIES

### In FY12, there are 2 DAF Application Categories

There are 2 DAF Application Categories offered in FY12. Review them below to determine which best fits your organization's needs. Applying in the wrong category (for example, submitting a grant for a project on an Organizational Support form) will cause the application to be ineligible. Technical Assistance is not offered in FY12.

<b>Project Assistance</b>	Funds a specific art project such as a performance, exhibit, presentation, or series. Any nonprofit organization may apply. The organization may submit 1 application.
<b>Technical Assistance NOT OFFERED IN FY12</b>	Funds professional training or consultancy in arts administration or any of the artistic disciplines. Any nonprofit organization except universities may apply. The organization may submit 1 application.
<b>Organizational Support</b>	Funds operating costs such as staff salaries, overhead, utilities, equipment, supplies, etc. Only arts organizations with 501(c)(3) IRS status may apply. An organization must meet the following definition to be considered an arts organization: An organization whose mission statement makes it clear that its primary purpose is to develop, promote, encourage, and/or present the arts (not history) to the public. The organization may submit 1 application.

**Due to budget considerations, no organization may submit more than 1 application in FY12.**

### Organization Types Eligible in the 3 DAF Categories:

Different types of organizations are eligible to apply for the 3 different DAF Application Categories. Review the column on the left to find your type of organization, then scan the columns in the same row to the right to determine the category of DAF grants for which your organization is eligible.

ORGANIZATION TYPE	PROJECT ASSISTANCE	TECHNICAL ASSISTANCE Not Offered in FY12	ORGANIZATIONAL SUPPORT
501(c)(3) arts organization	•	•	•
Any nonprofit organization presenting an arts project	•	•	
Government Agency	•	•	
Schools or School Board	•	•	
College or University*	•		
Individual (with Fiscal Agent) <b>Not Offered in FY12</b>	•		

*\*NOTE: Colleges and Universities may submit a maximum of 1 application per department, and programs must have a demonstrated impact on the public outside the university community.*

**If ALSO Applying to the Louisiana Division of the Arts**

Eligible grant seekers may apply for funding from parallel grant categories of the Louisiana Division of the Arts (LDOA) grant program and the DAF program. However, if recommended to receive grants from both agencies, the applicant may accept only one. If you are eligible, we encourage you to apply to both DAF and the LDOA and, if funded for both in the same fiscal year, choose which you prefer to accept. Contact the LDOA at 225-342-8180 or [www.crt.state.la.us/arts](http://www.crt.state.la.us/arts) for LDOA Grant Guidelines. Restrictions and protocols when applying to both agencies are:

LDOA Grant Category	DAF Grant Category	How to Proceed if Recommended for Both Grants
Stabilization	Organizational Support	If you are recommended to receive both a Stabilization grant and an Organizational Support grant, you may only accept one. Select the grant award that is most appropriate for your agency. You must notify both the Arts Council and the Louisiana Division of the Arts of your decision <b><u>in writing</u></b> .
Capacity Building Not Offered in FY12	Technical Assistance Not Offered in FY12	An organization may not accept a Capacity Building and a Technical Assistance grant. If an organization has been recommended to receive both grants, the organization must choose one. You must notify both the Arts Council and the Louisiana Division of the Arts of your decision <b><u>in writing</u></b> .
Arts-in-Education Not Offered in FY12	Project Assistance	If you are recommended to receive both an AIE grant and a Project Assistance grant <i>for the same project</i> , you may only accept one. Select the award that is most appropriate for your project. You must notify both the Arts Council and the Louisiana Division of the Arts of your decision <b><u>in writing</u></b> .

## Project Assistance

The Project Assistance category provides funds for a wide variety of arts projects and programs with artistic value that meet specific community needs. Any nonprofit organization or government entity may apply for a specific art project such as a performance, exhibit, or art presentation, 1 applications maximum. Applicants may request up to 35% of their parish allocation or \$15,000, whichever is less.

### Examples of Types of Projects

The following are suggestions representative of types of projects funded and not meant to be an exhaustive list.

- Presentation of art exhibitions or performances
- Arts components of festivals
- Creation of new works of art for the public
- Artist-led workshops to teach an art form to the public or in schools
- School residencies by guest artists
- Visiting artist series
- Exhibition catalogues
- Publications on artists or art forms
- Marketing and promotion of art activities
- Projects that encourage the development of emerging professional artists
- Projects that present, document, or interpret folklife activities and/or folklife artists

### Special Note: Projects Involving Schools

Whether the project engages with students or uses a school as a facility, a Letter of Permission and Intent from the school's Principal or the School Superintendent is required. Proposals that do not include this letter will be considered ineligible.

Rather than individual schools applying for programs serving only their own students, we encourage School Boards to apply for programs serving the entire school system and reaching a variety of local schools. Teachers should work with their School Superintendents to develop this wide-ranging programming. This is a recommendation; individual schools are eligible.

### Project Assistance Grants do NOT fund:

- Operating costs such as any portion of full- or part-time staff salaries, general overhead, general office supplies, utilities, insurance, etc.
- Non-arts oriented exhibitions or productions and related expenses

## Evaluation Criteria

A Community Review Panel will evaluate and score your application based upon the below criteria. Each panelist will score your application out of 100, then the Panel's scores will be averaged to give your total score out of 100. Your score will then be compared with the scores of competing applications in your parish. Because DAF is a competitive program, the higher your score, the better your chances of receiving funding. Thus it is useful to review the following details when developing your project and application to ensure that the criteria are evident.

Artistic Merit	35%
Need and Impact	30%
Planning and Design	20%
Administration and Budget	15%
<i>Total</i>	<i>100%</i>

### Artistic Merit Weight 35%

- Artistic merit of the proposed project
- Expertise of artists involved as providers of service
- Contribution to the art form or the understanding and appreciation of the art form(s) proposed

### Need and Impact Weight 30%

- Need for the project
- Merit of the project's purpose and objectives according to community standards
- Efforts for increased access, participation, and exposure to the arts
- Involvement of diverse (social, geographic, economic) populations reflective of the community, including those with limited access to the arts
- Level of community collaboration or involvement
- *Folklife Projects Only*: Cultural significance of the art form and the involvement of trained cultural specialists (folklorists, anthropologists, ethnomusicologists).

### Planning and Design Weight 20%

- Well-planned and designed project
- Adequate people and resources specified
- Realistic time frame as proposed

### Administration and Budget Weight 15%

- Appropriate request level and use of grant funds
- Ability and capacity of applicant to administer and deliver activities proposed
- Clarity and completeness of financial information
- Compliance with previous Arts Council grants including use of Arts Council and LDOA logos and credit statement on all promotional materials, timely submission of past Final Reports. Documented instances of noncompliance will be presented to the Panel.

## Organizational Support

Arts organizations with 501(c)(3) IRS status *only* may apply for funding for operating and overhead expenses such as salaries, supplies, utilities, rent, insurance, etc. For purposes of the DAF program, an arts organization is an organization whose mission statement makes it clear that their primary purpose is to develop, promote, encourage, and/or present the arts (not history) to the public. See P. 9 for eligible art forms. Organizations may request up to 25% of the previous year's annual operating revenues and no more than 35% of the parish's allocation, whichever is less. May submit 1 application maximum. In FY12 applicants may not serve as Fiscal Agents.

### Organizational Support Grants do NOT fund:

- Non-arts organizations
- Nonprofit arts organizations without 501(c)(3) status from the IRS
- Governmental agencies, colleges, universities, schools, libraries
- Organizations receiving Louisiana Division of the Arts Stabilization funding in the same fiscal year

### Evaluation Criteria

A Community Review Panel will evaluate and score your application based upon the below criteria. Each panelist will score your application out of 100, then the panel's scores will be averaged to give your final score out of 100. Your score will then be ranked with competing applications in your parish. As DAF is a competitive program, the higher your score, the better your chances. Thus it is useful to review the following details when developing your project and application to ensure that the criteria are evident.

Quality	50%
Need and Impact	30%
Administration and Budget	20%
<i>Total</i>	<i>100%</i>

- |  |            |
|--|------------|
| Quality  | Weight 50% |
| <ul style="list-style-type: none"><li>▪ Artistic merit of the organization's programs</li><li>▪ Value of the organization's programs and services to the community</li><li>▪ Contribution of the organization to the understanding or appreciation of the art form(s)</li></ul>  |            |
| Need and Impact  | Weight 30% |
| <ul style="list-style-type: none"><li>▪ Need for the organization's programs or services</li><li>▪ Involvement of diverse (social, geographic, economic) populations reflective of the community, including those with limited access to the arts</li><li>▪ Use of grant funds to further the mission of the organization</li><li>▪ Efforts for increased access, participation, and exposure to the arts</li></ul>  |            |
| Administration and Budget  | Weight 20% |
| <ul style="list-style-type: none"><li>▪ Sound fiscal history as shown in financial statements</li><li>▪ Diverse funding sources and community support</li><li>▪ Quality of organizational planning</li><li>▪ Compliance with past grant contracts, if applicable</li><li>▪ Compliance with previous Arts Council grants including use of Arts Council and LDOA logos and credit statement on all promotional materials, timely submission of past Final Reports. Documented instances of noncompliance will be presented to the Panel.</li></ul> |            |

## PREPARING YOUR APPLICATION

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### Grant Writing Tips

- Review the goals and mission of the DAF Program and compare them with your proposed programming. Is it a good fit for this grant? Does the community want or need the services your programming offers? Would it be in the public interest for a government grant like the DAF grant to support your work? If so, find concrete ways to demonstrate it in your application. If not, other funding sources may be more appropriate. If you have read through the DAF Guidelines but still aren't sure, contact Laura Larkin, CDD at 225-344-8558 or [llarkin@acgbr.com](mailto:llarkin@acgbr.com).
- Realistically assess the costs, personnel needs, and time requirements.
- Plan for ways to revise the project but still accomplish it successfully if it receives partial funding. We strongly recommend seeking additional funding sources beyond the grant.
- Your application should answer the following:
  - ♦ What exactly are you planning to do? Be *very specific*.
  - ♦ Why are you proposing this activity? What purpose will it serve?
  - ♦ Who will handle each task and what are their qualifications?
  - ♦ How were artists, companies, and consultants selected?
  - ♦ When and where will it happen?
  - ♦ Who will benefit from your programming?
  - ♦ How will you evaluate your programming after completion?
- Again, be *very specific*. The Community Panel will have no way to judge your programming if they find it vaguely described. It is your job to use the application to sell yourself, not the Panel's job to do additional investigation or to assume information about you or your programming not listed in the application. The application should speak entirely for itself.
- Be consistent. The Budget, Narrative, and Provider of Service forms should all relate to each other.
- Use facts and tangible examples, not flowery adjectives and personal opinions, including when describing artistic merit (i.e. "Sally has won 3 Grammy Awards" is much more convincing than "Sally is a well-known talented musician loved by everyone"). Present concrete plans, specific goals and evidence of adequate research and planning.
- Avoid using jargon. Write in clear, straightforward language.
- If you feel you don't have enough room to give the detail you need within the application, submit additional information as supplementary materials *behind the application form and required documents*. Supplementals may include timelines, charts, professional resumes, organization brochures, media clippings, scrapbooks, letters of support, etc. Items submitted in a format that can be photocopied will be sent to the Community Panel with your application in advance. Items that cannot be photocopied will be reviewed during the panel meeting.
- The Community Panel appreciates professional-looking applications. Proofread, proofread, proofread. If your application does not appear professional, the Panel will wonder about the professionalism of your organization and program.
- To ensure clarity, ask people who know nothing about your project to read your draft before submitting. Is it clear to them? Does the description reflect the intent of your organization? Does it meet all DAF Guidelines and address the DAF evaluation criteria?
- Plan in advance to obtain all required documents that must be submitted with the application by the June 1 deadline (see P. 17).

### Following Instructions

- The Guidelines have changed significantly this year, and we can no longer allow applicants to correct mistakes after the deadline date. Read thoroughly to ensure you understand and follow all instructions. Fill out the form completely. Attachments *cannot substitute* for filling out the form. Contact the Arts Council in advance if you still have questions.
- Make sure your requested amount is within the funding limits for your parish. Formulate a realistic budget that includes all revenue and expenses for your entire project.
- Observe length restrictions, type font and size, rules about attachments, etc.

### Required Documents

All DAF applicants must submit the following required documentation WITH their applications. Plan in advance to obtain these documents in time for the June 1 submission deadline. Applications missing any required documentation will be considered ineligible.

- Proof of Nonprofit Status from the Louisiana Secretary of State or Internal Revenue Service, in good standing. Government agencies such as public schools, libraries, municipal governments, state universities, etc. are exempt from this requirement.
- Proof of Parish Domicile: Certificate of Incorporation from the Louisiana Secretary of State, if not included above. Must be in good standing. Government agencies such as public schools, libraries, municipal governments, state universities, etc. are exempt from this requirement. To determine if your organization is in good standing, visit the corporations database at <http://www.sos.louisiana.gov/Home/Commercial/Corporations/SearchDatabase/tabid/819/Default.aspx>
- List of the organization's programming for the current year (FY11) and projected for FY12.
- Board of Directors list including *all* the following: names and addresses, identifying officers, ethnicity, professional affiliation/job, and Terms of Office/Rotation (example: *Terms of Office are 3 years, with 2 terms of 3 years maximum. Officers 1 year.*). Do not leave any out of the item required on the Board List or the application will be considered incomplete.
- Schools and projects working with schools must submit a Letter of Permission and Intent from either the local School Board or the Principal.
- Applications requesting creation of a new work of art (performing arts/art in public places/design) or media production (film, video, or radio) must submit a sample of work that illustrates artistic merit of artists involved. Requests for art in public places such as a mural or sculpture must also include the artist's rendering of what the final artwork will look like and a photo or map of the location where it will be placed, to ensure greatest public benefit.
- Year-end financial statements or a copy of the most recently completed audit.
- Chapter organizations must attach a IRS 501(c)(3) nonprofit tax-exempt designation letter from the central organization and documentation from the IRS indicating that the chapter is under the supervision of the central organization. A Letter of Support from the central organization must be submitted with the application.
- Optional: Organizational Support applicants may also submit their most recent strategic, annual, or long-range plan.
- Optional: All applicants are strongly encouraged to submit supplemental materials such as samples of work, letters of support, brochures, reviews, programs, and detailed budgets about their organization or project. These items can be a significant factor when the panel evaluates your application.

Submit Required Documents and optional Supplemental Materials WITH the application. Supplementals submitted after the June 1 deadline will not be distributed to the Community Panel.

## FUNDING DECISIONS

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### Confirmation of Receipt

The Arts Council will mail applicants a letter by the end of June confirming receipt of the application and advising if the application is eligible, complete, and proceeding to Panel. Panel dates and locations will be provided in the confirmation letter. Applicants are welcome to attend the Panel to observe deliberations on their grant and competing grants from their parish.

### Corrections No Longer Allowed

**IMPORTANT!** The Council is no longer able to allow applicants to correct application mistakes or add missing information after the deadline date. **Applications must be complete when submitted** or they will be considered ineligible.

### Community Panel

Funding decisions are made by a Community Review Panel, whose recommendations are then presented to the Board of Directors of the Arts Council of Greater Baton Rouge for final approval. After the **June 1, 2011** deadline, the Arts Council of Greater Baton Rouge Grants Department will review the applications for completeness, determine if the applicant and the proposal are eligible, and that the application complies with Decentralized Arts Funding Program Guidelines. See the Calendar on P. 5 for information. The Council will then notify the applicant of their eligibility status. At that point, a Community Review Panel that reflects the area's ethnic, demographic and geographic diversity in addition to having the artistic and administrative expertise needed to evaluate applications will convene to review the applications. To avoid conflict of interest, the Board Members of the Arts Council of Greater Baton Rouge and employees and paid Providers of Service of applicant organizations will not be allowed to serve as panel members. Board members of applicant organizations may serve, but must recuse themselves by physically leaving the room when those applicants are discussed and voted on. Other reasons for recusals are: a panelist's immediate family is a board member or the panelist has some other close affiliation or potential bias with an applicant organization.

The Panel reserves the right to restrict funding to specific items or aspects of a project.

### Notification and Appeal Process

Applicants will receive notice by mail of the dates and times of the review panels, and are welcome to attend and observe the discussion (observe only; applicants may not participate in the discussion or speak to panelists). Once the Community Review Panel has met, applicants may call the Arts Council to find out the recommended funding level and comments. Applicants not recommended for funding or recommended for reduced funding may appeal the funding recommendation by submitting a written appeal to the Arts Council of Greater Baton Rouge by 5:00pm on Friday, August 12, 2011 (one week after the last panel). For an application to be considered for appeal, the organization must submit a letter *justifying* the appeal. There must be a cause for the appeal other than fault of the applicant, such as a Panel member not disclosing a conflict of interest with your organization. Submitting an incomplete application is not grounds for appeal. Lack of clarity in the application or information not provided is not grounds for appeal. Competitiveness of the program is not grounds for appeal. Once any appeals have been reviewed by the Arts Council's Appeal's Committee, the Arts Council Board of Directors will review and give final approval of panel recommendations in late August 2011.

## **IF YOU'RE FUNDED**

Congratulations! You will enter into a **legal contract** with the Arts Council of Greater Baton Rouge. Contract terms correspond to the terms listed in the DAF Guidelines.

### **Contract and Payment Requirements**

Grantees will be mailed their packet of grant paperwork in mid-September 2011. The packet will contain a Contract, Revised Budget, and Check Request form; you must complete and submit *all 3* forms before your funds will be distributed. The packet also contains a list of Panelists who approved your grant, Legislators in your area who fund the DAF program, and members of the State Arts Council; we encourage you to place these individuals on your mailing list so they may continue to be aware of your DAF-funded programming.

**NOTE: You must submit your paperwork within 2 months after your award is announced or the funds will be reallocated. The final day to submit grant paperwork is December 15, 2011.**

### **Partial Reimbursement Process**

DAF grants are managed on a partial reimbursement system. Once you return your 3 completed forms to the Arts Council, you will receive your first payment of 75% of your grant award. In managing your program you must spend 100% of your award amount, meaning your organization must be willing and able to cover the 25% until your program is complete. Once you submit a complete and acceptable Final Report, you will be *reimbursed* the remaining 25% of your award. (For example, if your award is \$1,000, you will receive a check for \$750 after submitting your paperwork. You then hold your program and spend the full \$1,000. After you submit your acceptable Final Report, the Arts Council will reimburse you \$250.)

### **IMPORTANT! Unused Grant Funds**

If at any time you are unable to complete the project, programs or services for which you are funded, *immediately* contact Laura Larkin, CDD at the Arts Council of Greater Baton Rouge, so those funds can be redistributed to other grantees in your parish. It is our goal to ensure that ALL available funds in our region are allocated to develop our area and citizenry both culturally and economically. We cannot roll unused funds over; we must return any unused DAF funds to the state at the end of each grant year, so **failure to notify the Arts Council of unused DAF funds with adequate time for us to reallocate before September 30, 2012 harms other grantees in your parish and may affect the eligibility of your future requests.** It is a serious violation of the grant contract to leave funds unused.

### **Amendments to Grant-Sponsored Activities**

All grant funds must be used exclusively for expenses as described in the DAF Application and Revised Budget form. Grantees should contact the CDD first to discuss any changes regarding grant activities or expenditures. Any amendments to the grant contract including dates, artists/providers hired, or grant expenditures are to be requested in writing on the **Grant Amendment Form** found at [www.artsbr.org](http://www.artsbr.org) and approved by the Arts Council *before* they are implemented by the grantee. Changes in grant expenditures or activities that have not been approved may not be accepted for final grant payment.

## REPORTING REQUIREMENTS

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Final Reports may be obtained online on the Grants page at [www.artsbr.org](http://www.artsbr.org).

### Final Reports

Final Reports must be submitted to the Arts Council WITHIN 45 DAYS OF PROGRAM COMPLETION or November 15, 2012, WHICHEVER COMES FIRST. *Submitting a late Final Report may affect eligibility of your future requests.* Once you have submitted an acceptable Final Report with all required documentation, you will be *reimbursed* the final 25% of your grant award.

The DAF Program is a State of Louisiana program funded with taxpayer dollars, and the Arts Council is subject to the Legislative Auditor. Thus in accepting these government grant funds, you also accept responsibility for tracking activities and financial information related to your project, programs or services. The Final Report documents the programs or services provided by your organization. Information in the report compares the original information contained in your application with what actually happened as a result of your project, programs or services. At this point, we want to know what worked and what didn't work; how many people benefited; what were the results? What was the intent of the project and was it achieved? Keep in mind the goals of the Decentralized Arts Funding Program and the appropriate evaluation criteria. This information must be submitted to the Arts Council on an official DAF Final Report form within **45 days** of program completion, along with proof of grant payments and any program related items such as brochures, media clippings, photos, etc.

### IMPORTANT! Tracking and Reporting Use of Grant Funds

In spending your grant funds, **make all payments BY BUSINESS CHECK (not personal check) and retain all accompanying receipts, invoices, and provider timesheets as documentation for the expenditures. With your Final Report submit a photocopy of the front and back of each CASHED check** (the back to demonstrate it successfully cleared the bank) along with the accompanying receipt or invoice as proof of how 100% of grant funds were spent. If your bank sends you a page with copies of fronts of several cashed checks with the date underneath showing when each was cashed, that is also acceptable; simply highlight the checks pertaining to the grant. This format allows the Arts Council and its auditors to determine exactly why a grant payment was made, that the payment was for an expense eligible under the DAF Guidelines, and that the payment was successful (i.e. check did not bounce). Plan ahead to ensure you can make your grant payments in this format. If you find yourself in an emergency situation such as needing last-minute supplies or purchasing online and only have a credit card, we will accept the credit card receipt along with store invoice showing what was purchased, however we expect your other payments to be made by business check. Receipts showing "paid in cash" will not be accepted. Do not submit invoices alone without accompanying payment. Do not submit payments alone with no accompanying invoices showing what was purchased or why the payments were required. No other forms of proof of payment will be accepted. (Exception: school systems and universities ONLY may submit copies of the front of checks plus a bank statement with the cashed checks highlighted, along with invoices.)

Remember that due to the partial reimbursement process, proof of payments submitted with your Final Report should total 100% of your grant award.

### Tracking Performance Indicators

In addition to financial and budget tracking, you will also be responsible for keeping track of performance indicators as your program progresses. Performance indicators are evaluation tools used to determine the effectiveness of your project, programs, or services and to evaluate the use of State of Louisiana grant funding. They include such items as attendance at each program, amount paid to artists, number of performances and artist residencies, etc. This information must be submitted with your Final Report. Review your Final Report before beginning your program to ensure you are tracking the correct information.

### **Crediting the Grant**

Organizations funded through the DAF program are required to credit the Louisiana Division of the Arts, Office of Cultural Development, Department of Culture, Recreation and Tourism, Louisiana State Arts Council and the Arts Council of Greater Baton Rouge by name, logo, and credit statement in printed public material as appropriate, including in media releases. Credit statements and logos should be included in ALL materials distributed to the public.

*Supported by a grant from the Louisiana Division of the Arts, Office of Cultural Development, Department of Culture, Recreation and Tourism in cooperation with the Louisiana State Arts Council as administered by the Arts Council of Greater Baton Rouge.*

Additional credit statements may be added as required by Arts Council of Greater Baton Rouge. Submit 1 copy of each of the above materials demonstrating use of the logos and credit statement with your Final Report. Publicly crediting the grant is an important part of the organization's grant compliance. *Failure to credit the grant properly in promotional materials will affect eligibility for future grant requests.*

### **Notification of Program Activities**

Keep the Arts Council updated on activities related to any DAF funded program. Notify Laura Larkin at least 2 weeks prior to any performance, workshop, etc. and upon request provide the Arts Council 2 complimentary tickets. We also encourage you to notify or invite those individuals responsible for funding the project, i.e. DAF grant panelists, local legislators, and local and state elected officials from your town or region. In addition, add Laura Larkin to your media/publicity list.

### **Noncompliance Penalties**

If the Arts Council of Greater Baton Rouge determines that a grantee has failed to comply with the terms and conditions set forth in these Guidelines and/or their contract, the grantee may be subject to certain penalties. Penalties include being declared ineligible to receive the final 25% award payment, being declared ineligible to apply again to the DAF Program for 1 year, or being declared permanently ineligible to apply to DAF. Recipients in noncompliance status may also be asked to return all or some of their 75% grant payment. Noncompliant grantees may also be declared ineligible to apply for any other Arts Council of Greater Baton Rouge or Louisiana Division of the Arts grant programs.

## **WHERE TO SUBMIT YOUR APPLICATION**

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Submit **EIGHT (8)** copies of the signed application, with **ORIGINAL SIGNATURES IN BLUE INK** on the TOP copy, and all supplemental materials to:

Laura Larkin  
Grants & Community Development Director  
Arts Council of Greater Baton Rouge  
427 Laurel Street  
Baton Rouge, LA 70801  
225-344-8558  
[llarkin@acgbr.com](mailto:llarkin@acgbr.com)  
[www.artsbr.org](http://www.artsbr.org)

Keep a photocopy of your signed application for your own records.  
Do **NOT** submit your DAF application to the Louisiana Division of the Arts.

## **CONTACT INFORMATION**

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For help with the DAF application, questions about DAF Guidelines, and assistance in developing cultural programs in your parish, contact:

Laura Larkin, Grants & Community Development Director  
Arts Council of Greater Baton Rouge  
427 Laurel Street  
Baton Rouge, LA 70801  
225-344-8558  
[llarkin@acgbr.com](mailto:llarkin@acgbr.com)  
[www.artsbr.org](http://www.artsbr.org)

Submit your DAF application to the address **ABOVE**.

**For info on Louisiana Division of the Arts grants, contact:**

Louisiana Division of the Arts  
PO Box 44247  
Baton Rouge, LA 70804  
225-342-8180  
[arts@crt.state.la.us](mailto:arts@crt.state.la.us)  
[www.crt.state.la.us/arts](http://www.crt.state.la.us/arts)

## **INSTRUCTIONS FOR SUBMITTING SUPPLEMENTARY MATERIALS**

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Applicants are strongly encouraged to submit Supplemental Materials demonstrating the merit of the organization and its programming. While not required, such items can be very beneficial in helping the Panel make funding determinations. Items in 8.5" x 11" format (such as Artist Resumes, Letters of Support, etc.) should be photocopied and stapled to the back of each copy of the application, behind the required materials (Proof of Nonprofit Status, etc.). Applicants submitting items that cannot be photocopied such as scrapbooks, DVDs, CDs, etc. should submit ONE copy for review during the Panel Meeting. Supplemental items should be submitted with the application, not sent separately. Items submitted separately, or after the June 1 deadline, will not be considered.

### COMPACT DISCS (music only) and DVDs

Submit ONE copy. Clearly label each CD or DVD. List the following information on the label: your name, which track(s) should be played, title of the piece, length of the work, and date performed. Attach an additional sheet listing the names of all musicians or performers with their instruments or roles. CDs and DVDs will be reviewed for approximately one (1) minute, therefore it is crucial to select the section you feel best represents your work.

### MANUSCRIPTS

Literature manuscripts of recent work must be on 8 ½ X 11 inch paper and stapled to the back of each copy of the application. Submit up to thirty (30) pages for fiction or creative non-fiction. Submit up to fifteen (15) pages for poetry with one poem on each page. Media productions should submit a scenario or script treatment of up to five (5) pages.

### PHOTOGRAPHS

Submit a maximum of ten (10) photographs of your artwork or activities. Label each photograph on the back with the following: your name, title of work, date of execution, medium, and dimension (height X width X depth). You may also photocopy photographs onto an 8.5" x 11" format and staple to the back of each copy of the application.

Photographers must submit slides only. If submitting photographs of activities, label with name of participants and activities undertaken.

### LETTERS OF SUPPORT

Submit Letters of Support, Permission, Intent, Reference etc. *with* the application, at the back of each copy. Letters sent separately will not be considered. Letters should be written by individuals qualified to comment on the applicant's expertise, not related to the applicant, and include the sender's professional title and contact info.

### SLIDES

Submit a maximum of ten 35 mm. slides of recent work. Artists should consider quality and consistency in the body of work submitted for review. Photographers must submit slides only. All slides must be clearly numbered one through ten and placed accordingly in a clear plastic slide sheet. Slides must be suitable for 35 mm. carousel projection. Glass or thick plastic slide mounts will not be accepted. Label each slide with the following: your name, title of work, date of execution, medium and dimension (height X width X depth). Place a red dot in the bottom, left corner of the slide mount.

### SCRAPBOOKS

Applicants may submit one (1) scrapbook demonstrating their artistic programming or activities. Scrapbooks will be reviewed at the Panel Meeting.

### MISCELLANEOUS

You may include supplemental materials that highlight your activities, including (but not limited to) production programs, brochures, news clippings, etc. If in an 8.5" x 11" format, photocopy and staple to the back of each copy of the application. If in another format, submit one (1) copy for review at the Panel Meeting.

### RETURN OF SAMPLES

Decisions will be made approximately two (2) months after the deadline and your supplementary materials and samples can be returned to you after that time if you wish. If you prefer them mailed back to you, include with your application a self-addressed, stamped envelope large enough to fit all your materials and with the correct amount of postage. You may also personally pick up your materials at our office; call first to ensure a Grants Department staff member will be on-hand to assist you.

## PROJECT SUMMARY EXAMPLES

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The following are hypothetical examples similar to previously submitted DAF grants.

Louisiana Theatre seeks support for its 2011-12 season production of Henrik Ibsen's *Hedda Gabler*, directed by Associate Director Sam Archer. The play will run from March 3-15 for 18 performances, including one Pay-What-You-Can Preview and one \$8 Sneak Preview. An accompanying Student Matinee Series will impact approximately 500 students from 6 parish schools.

Arts Fest, held the weekend of Sept 1-2 under the majestic oaks of Main Street, celebrates Louisiana's arts and cultural heritage with 70 visual artist booths, 20 jazz and blues performances on 3 music stages, and performing arts including ballet and modern dance, storytelling, choral music, and poetry reading. The festival is free and open to the public, with attendance of 20,000. This year's distinguished juror is Jane Prince, Photography Curator at the Lane Museum.

Louisiana Children's Theatre seeks funding to develop and implement new Educational Outreach Programs that will connect local students with outstanding arts experiences, supplemental lesson plans, and other educational materials consistent with state-mandated arts education standards. LCT will also partner with service organizations Big Buddy and Boys & Girls Club to include at-risk children who may not otherwise have access to high quality arts and cultural programming.

Buddy's Annual Jazz Symposium, a collaborative project with the Louisiana Music Museum, celebrates the work of renowned local jazz musician Buddy Bob with an emphasis on South Baton Rouge's distinctive and underappreciated jazz history. The 2-day symposium will feature 3 public concerts, 5 master classes, presentations by regional musicians and industry professionals, and workshops on jazz history with visiting artists. Merit and need-based scholarships are available for student musicians to attend.

Mozart's *Don Giovanni*, Grosse Tete Opera's fourth offer of the 2011-12 season, will run for 6 performances from June 1-4. The fully-staged opera will star Metropolitan Opera soprano Liz Mason and local tenor Tom Roberts accompanied by select professional musicians from the Lagniappe Orchestra. The Opera is collaborating with the local school system to offer 2 matinee performances free of charge for local schoolchildren, with the aim of growing future audiences for opera.

*Frida Kahlo: A Personal Portrait*, a 6-week exhibition and related educational programming, celebrates the life and work of the renowned Mexican surrealist folk artist best known for her portraits of pain and passion. Twenty-five of Kahlo's self-portraits will be displayed along with rare photographs of her at work and with her husband, muralist Diego Rivera. Accompanying programming includes free family days, hands-on workshops, and panel discussions.

This Public Art project is collaboration with the Parish Tourism Commission, Redevelopment District, and City Hall to create a large, visually striking, and thought-provoking mural depicting the parish's unique culture. The Committee and Board selected artist Frank Allen through a statewide Call to Artists. Allen will create the mural on downtown's most prominent building, which is passed by 11,000 cars daily. It will enhance tourism, economic development, and quality of life for residents and visitors.

The Summer Arts Camp will provide 80 underserved children aged 6-12 from rural West Baton Rouge Parish with theatre, modern dance, jazz, painting, sculpture, and drawing classes for 4 weeks with artists from the Arts Council of Greater Baton Rouge's Roster. Need-based scholarships will allow children from all backgrounds to attend. The camp will culminate with an art exhibit and performance for the general public, demonstrating the students' new artistic skills.

## PROVIDER OF SERVICES EXAMPLES

In the following example, the Glenberg Art Center is hiring the Lagniappe Orchestra to perform 1 concert each at 4 parish schools, for 4 total concerts.

### Project Director

#### 5. PROVIDERS OF SERVICE

Use a separate form for each individual or group. ORDER: Project Director first, additional management second, then each artist or group, whether paid or volunteer. Extra Provider of Services forms are available at [www.artsbr.org](http://www.artsbr.org). Fill out the form completely and do not substitute resumes or attachments; these items may be submitted with your supplemental materials. **Provider fees should equal fees listed in the Budget.** All artists to be paid with grant funds must meet the definition of "Professional Artist" as listed in the DAF Guidelines, P. 31.

**Person or Group** Fred Smith, Arts Education Director, Glenberg Art Center

**Mailing Address:** 101 Main Street **City/State/Zip:** Baton Bleu, LA 70777

**Phone:** 225-555-4033 **Fax:** 225-555-9067 **E-mail:** Fredsmith101@glenberg.org

**Professional Fee:** \$20 per hour (unit) x 10 hours (# units) = Total: \$200 **Total travel costs (if not included in fee):** \$       

**Total Fee:** \$200

**How will the fee be paid (List monetary amounts, NOT an 'X'):** \$        DAF Grant \$        Cash \$200 In-Kind  
(Amounts must add up to Total Fee)

#### Brief Biography/Qualifications:

Describe the individual or group's qualifications, including education, training, and related work experience.

Project Director Fred Smith is Arts Education Director for the Glenberg Art Center, where his duties include arts education programming, school outreach, and supervising department operations. He has served as a member of the State Superintendent's Task Force for Arts Education on both the Professional Development Committee and the State Arts Assessment Team. He has also worked with the Arts Assessment Writing Committee, Teacher Guide for Arts Assessment Team, and Arts Content Standards Writing Team to revise the Louisiana State Arts Content Standards. His current affiliations include regional Vice-President for the Louisiana Arts Education Association, Iberville Parish Education Advisory Committee, and Arts Watch. He obtained his B.A. in Theatre from Louisiana College. He has over 30 years experience as a professional arts administrator and artist/educator and has worked for Glenberg Art Center for over 8 years.

#### Description of Services:

Describe the exact services this individual or group will provide for the project.

Mr. Smith will oversee all aspects of the project including budgeting, booking the artists, program logistics, marketing/promotion, venue rental, and distribution of related educational materials.

Note: Since Mr. Smith is an employee of Glenburg Art Center, his time spent managing the grant requested by the Art Center is listed as in-kind rather than being paid in grant funds or cash.

## Artistic Group

### 5. PROVIDERS OF SERVICE

Use a separate form for each individual or group. ORDER: Project Director first, additional management second, then each artist or group, whether paid or volunteer. Extra Provider of Services forms are available at [www.artsbr.org](http://www.artsbr.org). Fill out the form completely and do not substitute resumes or attachments; these items may be submitted with your supplemental materials. **Provider fees should equal fees listed in the Budget.** All artists to be paid with grant funds must meet the definition of "Professional Artist" as listed in the DAF Guidelines, P. 31.

**Person or Group** Lagniappe Orchestra

**Mailing Address:** 300 South St. **City/State/Zip:** Lake Rouge, LA 70888

**Phone:** 225-555-4444 **Fax:** 225-555-4445 **E-mail:** info@lagniappeorchestra.org

**Professional Fee:** \$1,500 per concert (unit) x 4 concerts (# units) = Total: **Total travel costs**  
\$6,000 **(if not included in \$75**  
**fee):**

**Total Fee:** \$6,075

**How will the fee be paid (List monetary amounts, NOT an 'X'):** \$5,500 DAF Grant \$400 Cash \$175 In-Kind  
(Amounts must add up to Total Fee)

#### Brief Biography/Qualifications:

Describe the individual or group's qualifications, including education, training, and related work experience.

The Lagniappe Orchestra's mission is to provide cultural enrichment to the parish and surrounding communities by performing top quality orchestral and chamber concerts in a variety of genres from baroque to world music. Now in its 22<sup>nd</sup> year, the orchestra is led by conductor Ann Smith, whose compositions have been performed around the world including at Lincoln Center, Carnegie Hall, and Boston's Symphony Hall. She is a member of the Louisiana Artist Roster and Louisiana Symphonic Association, and has been honored with Excellence in the Arts Awards from both the parish and the state. She obtained her PhD in Music Composition from the University of Louisiana, writes in nearly every medium, and travels frequently as a composer, conductor, and master class instructor. The orchestra itself is composed of professional musicians selected through a competitive audition process to meet the highest standards of performance. It also hosts occasional international soloists. Nearly all orchestra members hold advanced music degrees. The orchestra has been featured frequently on the Louisiana Public Radio show *Chamber Music Weekly* and has received excellent reviews from media sources including being praised by the Times-Picayune as, "stunning and powerful." It performs approximately 20 concerts per season to a variety of audiences around South Louisiana, and prides itself on its extensive outreach and educational programming.

#### Description of Services:

Describe the exact services this individual or group will provide for the project.

The orchestra will perform four free 1-hour concerts of baroque music in Spring 2012 to benefit the 420 middle school students of Iberville Parish. The concerts will be held on Mon, March 1 at noon Iberville Middle School, Tues March 2 at 2:00pm at Johnson Middle School, Wed March 3 at 1:00pm at Jones Middle School, and Thurs March 4 at noon at James Middle School and will feature Bach's *Brandenburgische Konzerte*, Handel's *Water Music Suite*, Vivaldi's *The Four Seasons*, and Pachelbel's *Canon in D*. The orchestra will allow a question-and-answer session after each concert and hold an 'instrument petting zoo' for students to touch and become familiar with the instruments. It will also make related arts education materials conforming to state arts content standards available to the accompanying teachers, to help integrate learning from the concert into the students' regular studies.

Note: In this example, the applicant will pay the orchestra with \$5,500 in grant funds and \$400 of its own cash. The orchestra is giving the applicant a \$100 discount (listed under in-kind) and is also not charging the applicant for its travel expenses (listed as \$75 in-kind). These figures should be equal to accompanying figures listed in the Budget.

## PROJECT BUDGET EXAMPLE

REVENUE				
<b>A. DAF GRANT REQUEST</b>				<b>A \$5,925</b> <i>must equal Column A Total below</i>
<b>B. TOTAL CASH REVENUES</b> (list each below)				<b>B \$800</b> <i>must equal Column B Total below</i>
	Admissions/Ticket Sales			\$
	Concessions			\$
	Advertising			\$
	Tuition/Fees			\$
	Other Grants (list)			\$
	Sponsorships (list) Bill's Music Shop		\$300	
	Fundraising / Events			\$
	Government Funds			\$
	Individual Contributions Parents		\$100	
	Applicant Funds		\$400	
	Other (list)			\$
<b>C. TOTAL IN-KIND DONATIONS</b> (list each below; if additional space needed, write "see attached" and attach list behind this page)				<b>C \$775</b> <i>must equal Column C Total below</i>
	Orchestra fee reduction & travel		\$175	
	Project Director		\$200	
	School venue rental (\$100 x 4)		\$400	
<b>D. TOTAL REVENUES (A + B + C = D)</b>				<b>D \$7,500</b> <i>must equal Column D Total below</i>
EXPENSES				
Expense	A. DAF Grant	B. Cash	C. In-Kind Donations	D. TOTAL
Professional Artist Fees	\$5,500	\$400	\$100	\$6,000
Administration	\$	\$	\$200	\$200
Tech/Production	\$	\$	\$	\$
Facility Rental	\$	\$	\$400	\$400
Equipment Rental	\$	\$100	\$	\$100
Travel	\$	\$	\$75	\$75
Marketing/Promotion	\$200	\$100	\$	\$300
Design/Printing	\$	\$200	\$	\$200
Supplies/Materials*	\$225	\$	\$	\$225
Postage/Shipping	\$	\$	\$	\$
Insurance	\$	\$	\$	\$
Other (list)	\$	\$	\$	\$
<b>TOTAL EXPENSES</b>	<b>\$5,925</b> <i>Should equal Line A above</i>	<b>\$800</b> <i>Should equal Line B Total above</i>	<b>\$775</b> <i>Should equal Line C Total above</i>	<b>\$7,500</b> <b>(A + B + C = D)</b> <i>Should equal Line D Total above</i>

*\*If Supplies/Materials exceed \$500, a detailed breakdown of each cost is required. Insert behind this page.*

**Budget Summary**

Grant Request: \$5,925

Total Project Expense: \$7,500

Grant is 79% of Total Project Budget (Grant Amount divided by Total Project Expenses)

## BUDGET DIRECTIONS AND DEFINITIONS

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- Describe the budget for your **entire program**, not just the grant-funded portion.
- Round all amounts to the nearest \$1. Do not include cents.
- Total all columns and rows. All columns and rows should total correctly (i.e. Revenue Line A should match Expense Column A, Revenue Line B should match Expense Column B, etc.).
- In Project Assistance applications, Total Revenue MUST match Total Expenses.
- An applicant match is not required but is recommended. A match may be cash, in-kind, or any combination of the two.
- If supplies and materials exceed \$500, include a detailed supply budget breakdown.

### DEFINITIONS

Don't forget to include your in-kind support! Although not required, in-kind is looked at closely by the Panel because it demonstrates that the community values your programming. **In-Kind Support** refers to the monetary value of donated personnel and volunteer time, materials, and services associated with the program. For example, an art supply store donates \$200 worth of supplies to the applicant specifically for the grant-funded program; the applicant may list \$200 under in-kind contributions. Or, a volunteer spends 10 hours working on the project; general volunteer hours are counted at \$10 per hour, so the volunteer donated \$100 of in-kind services. In-kind contributions must be expended only for the proposed activities and under the direct supervision of the applicant.

#### Revenue:

- **Admissions/Ticket Sales** income earned by selling tickets to your proposed programming, for example to a theatrical performance.
- **Concessions** income earned from sales of food, drink, souvenirs, etc.
- **Advertising** income earned from selling ads in your event program or in other materials to be distributed to an audience.
- **Tuition/Fees** income earned by charging tuition to participate in the funded programming, for example to an arts camp or arts workshop.
- **Other Grants** subsidies or allocations bestowed by government agencies (such as the National Endowment for the Arts) or foundations to be used for the proposed programming.
- **Sponsorships** income contributed by for-profit businesses to be used for the proposed programming.
- **Fundraising/Events** solicitation of donations or contributions through fundraising methods such as memberships or through fundraising events to be used for the proposed programming.
- **Government Funds** funding allocated to the organization from city, parish, or other municipal agencies to be used for the proposed programming.
- **Individual Contributions** solicitation of funds from individuals to be used for the proposed programming.
- **Applicant Funds** applicant cash on hand that will be used towards the proposed programming. The applicant will provide cash that is not earned as part of the project.
- **In-Kind Donations** the monetary value of goods or services donated to help fund the proposed programming. Includes work done on the proposed programming by applicant personnel.

#### Expenses

- **Professional Artist Fees** payments to be made to the artists or artistic groups participating in the proposed programming.
- **Administration** Payments made to outside individuals administrating the proposed programming. In Project Assistance grants, administrative fees are only eligible to be paid in grant funds if the applicant is hiring a new staffer from outside the organization specifically to administer the proposed programming. Work on the proposed programming done by regular full- or part-time applicant staff should be listed as in-kind.
- **Tech/Production** Payments made to outside individuals providing technical or production work on the proposed programming, for example a set or lighting designer, or sound technician. In Project grants, Tech/Production fees are only eligible to be paid in grant funds if the applicant is hiring a new staffer from outside the organization specifically to assist in the proposed programming. Work on the proposed programming done by regular full- or part-time applicant staff should be listed as in-kind.
- **Facility Rental** costs charged to the applicant for renting a venue appropriate for the proposed programming. If the applicant is using its own venue, facility rental should be listed as in-kind.
- **Equipment Rental** costs of renting equipment necessary to present the proposed programming, such as sound or light equipment.
- **Travel** Cost for the artist or group to travel from their location to the site where they will participate in the proposed programming; cost incurred by programming staff to pick up or transport participating artists. Travel costs outside the parish in which the applicant is applying are ineligible to be paid with grant funds. Does not include food.
- **Marketing/Promotion** costs incurred to advertise or promote the proposed programming to the public or audience to encourage attendance, including purchasing advertising, photocopying flyers, etc.
- **Design/Printing** costs incurred to develop printed materials such as graphic designer fees and professional printing.
- **Supplies/Materials** costs incurred in purchasing supplies needed for the proposed programming, including canvas, paintbrushes, costumes or fabric for costumes, film, photographic supplies, paper used to produce programs, etc. In the Project Assistance category, general office supplies may not be purchased with grant funds.
- **Postage/Shipping** costs incurred to mail promotional materials, supplies, exhibits, etc. related to the funded programming.
- **Insurance** costs of insurance related specifically to the funded programming, for example as needed for an event. In the Project Assistance category, general overhead insurance is not eligible to be paid with grant funds.
- **Other** any other costs incurred. List each item.

# GRANT GLOSSARY

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**Activity period** – actual dates of programming activities. Must fall between October 1, 2011 and September 30, 2012.

**Admissions** - revenue from the sale of admission, tickets, subscriptions, memberships, etc., for events attributable or prorated to the project. If an admission is charged for this project, applicants are encouraged to include price of admission in the budget section of the application.

**Appeals process** - a means by which applicants may petition a re-evaluation of the preliminary funding decision regarding their applications. Funding decisions based on insufficient or incorrect information resulting from something other than the fault of the applicant are legitimate grounds for an appeal. The applicant must submit justification for appeal.

**Applicant** - the organization registered as a Louisiana nonprofit corporation with the Secretary of State's office and/or the IRS under section 501(c). The applicant assumes legal and financial responsibility for administering a grant-funded project.

**Applicant cash** - funds from applicant's present or anticipated accumulated resources that will be used on the proposed project.

**Arts organization** - An organization whose mission statement makes clear that the organization's primary purpose is to develop, promote, encourage and/or present the arts (not history) to the public, insuring community accessibility and targeting diverse populations. Only organizations with 501(c)(3) tax-exempt status from the Internal Revenue Service are eligible to apply for Organizational Support.

**Artists paid** - the number of artists providing art or artistic services specifically identified with the project for a fee; including the number of individual artists of a company, troupe or touring group; including living artists whose work is represented in an exhibition, regardless of whether the work was provided by the artist or by an institution.

**Artists benefiting/participating** – the number of artists who will directly benefit from programs or services offered by the applicant. This includes the number of artists involved with the project or programming on a volunteer basis and the number of individuals who will gain knowledge or expertise as a result of the project or programming.

**Artists employed** - number of artists employed by your programs, educational residencies, and services.

**Authorizing official** - the person with authority to legally obligate an organization, usually the president of the board of directors.

**Capital outlay** – money earned or contributed for the specific purpose of building facilities or structures.

**Chief fiscal officer** - person with immediate responsibility for an applicant organization's financial management and fiscal control.

**Community Arts Project** – one to multiple arts activities that are participatory and emphasize collaborations between artists and other members of the public.

**Community Support** - the amount of money or services contributed from the community toward this project either through money, time, or planning (organizations, agencies, or individuals). Also includes the degree to which the community needs or wants the project or programming being proposed. In other contexts, may refer to letters of support encouraging and contributing in some way to the success of this project.

**Contact person** - the person to contact for additional information about an application, usually the project director or person responsible for implementing proposed activities.

**Contracted services revenue** - revenue derived from fees earned through sales of services (for example, sale of workshops to other community organizations, contracts for specific services, performance or residency fees, tuition, etc.).

**Contracted staff** – number of paid individuals who are contracted to perform services for the applicant organization.

**Corporate support** - cash support from businesses, corporations or corporate foundations allocated to this project or programming.

**Current fiscal year (FY2011)** - the organization's present, active fiscal year at the time of application. Current year financial figures are estimated amounts based on active budgets.

**Dates of project activities** - the dates of project activities for which grant assistance is requested. Dates must fall between October 1, 2011 and September 30, 2012.

**Decentralized Arts Funding Program (DAF)** - program of the Louisiana Division of the Arts, administered by Regional Distributing Agencies and Local Regranting Agencies. Provides grant funds to every parish in the state based on a per capita formula.

**Discipline** - the primary focus of an arts activity as defined among the following eight fields: dance; design arts; folklife; literature; media; music; theater; visual arts and crafts. See also Multi-disciplinary and Inter-disciplinary.

**Division** - the Louisiana Division of the Arts, Office of Cultural Development, Department of Culture, Recreation and Tourism, Office of the Lt. Governor, State of Louisiana.

**Emerging artist** - an individual with a career commitment to an art form, but lacking an extensive resume or body of work.

**Endowment funds** - restricted or unrestricted funds invested by the organization and secured for purposes that extend beyond the organization's annual operating cycle. Interest income or dividends from investments may be used by the organization for its annual operations and should be classified as other applicant cash.

**Engagement** - a set of services with at least one public performance provided by an artist for a presenter and which may include additional performances and residency activities such as student performances, workshops, master classes, and lecture-demonstrations.

**Equipment** - see Permanent Equipment.

**Evaluation criteria** - standards by which an application will be evaluated or the measurement of a project or other activity. Evaluation criteria are used to evaluate the total application, including the narrative, provider of services form, budget, and required attachments.

**Evaluation methods** – a tool to monitor the effects of the goals, purpose or intent of a project or programming.

**Expenses (expenditures)** - costs required to implement a project or programming.

**Federal Employee Identification Number** - an account number identifying an applicant for purposes of reporting wages and taxes to the Internal Revenue Service. Can also be the Social Security Number of the registered agent of the organization as reported to the Louisiana Secretary of State's office on the Annual Report.

**Fiscal agent** – a nonprofit organization, acting on behalf of a sub-applicant, assuming responsibility for the legal and fiscal

management of funds granted for use by a sub-applicant. See Sub-applicant. Not available in FY12.

**Fiscal agent fee** - a charge for administrative services by the organization acting as the fiscal agent. Fiscal agent fees are intended to offset the cost of personnel, time and supplies used in the administration of the sub-applicant's grant only. Fiscal agent fees may not exceed the lesser of eight (8) percent of the total grant award or \$150 for any project. Not available in FY12.

**Fiscal year** - any 12-month period used for financial record-keeping and reporting suited to the organization's operating cycle or programming season.

**Folk Artist** - an individual maintaining a traditional art form learned informally (orally or by example) within the artist's own traditional culture and not learned through books or classes within the performing arts (music, dance, storytelling), traditional arts and crafts, or ritual, festive, occupational and foodways traditions.

**Foundation support** - cash support derived from grants given for this project by private foundations.

**Full-time staff employed** - number of paid full-time staff employed by the applicant organization.

**Genre** - specific sub-categories within each discipline (for example, literature - poetry, fiction and creative non-fiction).

**Government support/federal** - cash support derived from grants or appropriations given for this project by agencies of the federal government, such as the National Endowment for the Arts, US Department of Education, etc.

**Government support/local** - grants or appropriations from city, parish or other government agencies given for a project.

**Government support/regional** - cash support derived from grants or appropriations given for a project by agencies of state government or multi-state consortia of state agencies.

**Income** - present or anticipated funds and resources required to accomplish the proposed activities (for example, revenues which are earned income, support which is unearned income, such as cash contributions and grants).

**Individuals to participate** - the number persons expected to be involved directly with a project or other activity. Activities include master classes, workshops, in school residencies (not presentations).

**Individuals to benefit** - the number of persons expected to benefit - passive involvement such as watching or listening - directly from a project or other activity, for example, the audience. Large public events will require an applicant to estimate the number of persons to benefit.

**In-kind** - the monetary value of time, materials and other tangible goods or services contributed free of charge by businesses and individuals, such as volunteer hours, administrative staff salaries already being paid by the applicant, and donated supplies. In-kind contributions may be provided by an applicant or any other organization or individual, but they must be expended only for the proposed activities and under the direct supervision of the applicant. An applicant must be prepared to substantiate in-kind contributions (for example, time records for volunteers).

**Inter-disciplinary** - pertaining to art works that integrate more than one arts genre or discipline to form a single work (for example, collaboration between the performing and visual arts). Excluded from this category or genre is Musical Theater, which is a genre included under Theater.

**Letter of Intent** - a signed document indicating intent to contract with individuals or organizations to provide services, usually in cases

where a formal contract is contingent upon availability of funds. A letter of intent should include terms that will become a part of the contract (for example, specific services to be performed, fees for each of those services, dates of said services, locations, persons or organizations to perform the services) and should be signed by the persons authorized to sign the anticipated contract for both the contractor and applicant.

**Letter of Support** - a signed document indicating endorsement of an organization or project. Such letters should be written by individuals unrelated to the applicant, qualified to comment on the applicant's expertise, and include the writer's professional title and contact information.

**Local Regranting Agency (LRA)** - local arts agency that administers decentralized arts funds for a given parish within a region.

**Marketing costs** - publicity or promotion costs specifically for the project. Includes costs of newspaper, radio and television advertising; printing and mailing of brochures, flyers and posters; publicity or advertising.

**Match** - amount of money--hard cash--estimated to fund the portion of a project not covered by grant funds.

**Multi-disciplinary** - pertaining to engagements that include activities in more than one discipline, for example, a summer arts camp that will sponsor activities in dance, theater, and visual arts.

**Nonprofit tax-exempt** - organizations eligible to apply with IRS nonprofit tax-exemption under sections 501(c)(3) through 501(c)(10) and 501(c)(19).

**Objectives** - statements defining the desired outcome of proposed activities and identifying the persons to be served. Objectives should be attainable, measurable and limited to a specific time period.

**Operating funds** - all funds budgeted for an organization's operations, activities, programs, and services during a fiscal year. Operating funds do not include capital funds, endowment funds, reserve funds or any other funds not allocated to the annual operating cycle of the organization.

**Organizational Support** - an application category through the Decentralized Arts Funding Program that awards grants to 501(c)(3) Louisiana arts organizations for operational support including staff, supplies and materials, or facility operations.

**Other revenue** - cash revenue derived from sources other than those specifically listed in the budget, including catalog sales, advertising in programs, gift shop income, concessions, parking, investment income, etc.

**Outside professional services-artistic** - payments to artists or arts organizations not considered full- or part-time employees of an applicant. Examples include, artistic directors, curators, dance masters, composers, choreographers, designers, video artists, sculptors, film makers, painters, poets, authors, graphic artists, actors, dancers, singers, musicians, teachers, puppeteers, etc.

**Outside professional services-other** - payments for non-artistic services to firms or persons not considered full- or part-time employees of an applicant (for example, consultants or employees of other organizations). Examples include project directors, managing directors, business managers, clerical staff, bookkeepers, etc.

**Part-time staff** - number of part-time staff employed by the applicant organization.

**Performance Indicator** - numbers and statistics reported to the Louisiana State Legislature and Division of Administration to evaluate the effective use of State of Louisiana tax funds.

**Permanent Equipment** - items costing \$1000 or more per unit with an expected useful life of more than one year.

**Personnel-administrative** - non-employees receiving payments for salaries, wages, fees and benefits specifically identified with the managing the programming. Operating costs such as any portion of full- or part-time salaries, general overhead, office supplies, insurance, etc. are not eligible in the Project Assistance category.

**Personnel - artistic** - employees receiving payments for salaries, wages, fees and benefits specifically identified with the project. Examples include, artistic directors, curators, dance masters, composers, choreographers, designers, video artists, sculptors, film makers, painters, poets, authors, graphic artists, actors, dancers, singers, musicians, teachers, puppeteers, etc.

**Personnel - full-time** - employees or volunteers who work at least 35 hours per week for at least 48 weeks per year.

**Personnel - part-time** - employees or volunteers who work fewer than 35 hours per week.

**Personnel-technical/production** - employees receiving payments for salaries, wages, fees or benefits specifically identified with the project for technical management and staff services. Examples include, technical directors, wardrobe, lighting and sound crew, stage managers, exhibit preparers, video and film technicians, etc.

**Presenter** - an organization that presents for public performance artists/companies in programs that have been produced elsewhere. A presenter "buys" a packaged tour from artists/companies or professional managers of those artists. The presenter provides the space and technical support, promotes the event to the community and pays the artist a fee.

**Prior year (FY 2009)** - an organization's most recently completed fiscal year at the time of application. Prior year financial figures are actual amounts based on complete financial records.

**Private support** - cash support derived from cash donations or a proportionate share of general donations allocated to a project. Does not include corporate, foundation or government contributions or grants.

**PROFESSIONAL ARTIST** - an individual with a serious career commitment, degree of peer acceptance and a substantial and developed body of work. Only individuals and groups meeting this definition may be paid with DAF grant funds. Student artists (including college/university students seeking undergraduate or graduate arts degrees), hobbyists, and artists under age 18 are ineligible.

**Project Assistance** - an application category through the Decentralized Arts Funding Program that awards grants for support of a specific arts project.

**Project director** - person with immediate responsibility for implementing project activities.

**Projected year (FY 2012)** - an organization's next fiscal year. Next year's financial figures are projected amounts based on budgets which have been approved by an organization's board of directors or governing authority at the time of application.

**Provider of Services Form** - that page of the application form which seeks information on the 1) project director, and 2) artistic and other person(s) being hired or engaged to implement the grant, the services to be provided, the fee for those services and the qualifications of the individual/group. This page may be photocopied.

**Regional Distributing Agency (RDA)** - a local arts agency that administers the Louisiana Decentralized Arts Funding Program for a multi-parish region of the state.

**Rural** - parish with 100,000 or fewer residents or a city with 25,000 or fewer residents.

**Schools to benefit** - the number of schools (Pre-K - 12) that will be directly affected by your organization's programming.

**Series of related events** - a project composed of two or more exhibitions or performances which, taken as a whole, are necessary to achieve the project's goals and objectives. Events that occur simultaneously, consecutively or within the same venue are not "related" unless individually they provide a necessary component toward the realization of the project's goals and objectives.

**Site** - the actual location of proposed activities.

**Space rental** - payments for rental of space specifically identified with a project (for example, offices, rehearsal halls, theaters, galleries).

**Sub-applicant** - an individual artist or organization lacking legal status to be an applicant who makes arrangements for another organization to act as its legal applicant. The fiscal agent agrees to submit and sign a grant application on the sub-applicant's behalf and to pass on such grant funds for project implementation. Please note that in such cases the applicant remains legally and financially responsible for the use of grant funds. Auditors generally will not provide an "unqualified" financial audit statement for an applicant who acts as fiscal agent for a sub-applicant unless the sub-applicant's financial records and related activities are also audited. See Fiscal Agent. Not available in FY12.

**Supplies** - supplies and materials include consumable supplies, raw material for the fabrication of project items.

**Teachers to benefit** - the number of teachers that will be directly affected by your organization's programming.

**Technical Assistance** - a category of the Decentralized Arts Funding Program that provides professional consultants and training in the areas of organizational development, gaining non-profit status, long-range planning, professional development, grantsmanship, project design, planning, evaluation, etc. as it relates to specific arts related activities or programming.

**Tour** - two or more engagements at different sites, in different communities, contracted through any number of presenters included in one trip away from the artist's home base. Engagements within the artist's home base do not constitute a tour.

**Travel** - costs directly related to travel specifically identified with a project (for example, fares, lodging, food, tolls, auto rental, mileage allowance for private vehicles, tips and per diems).

**Underserved population** - people who genuinely lack access to arts programs, services, or resources for geographic, economic, cultural, social, physical, or other demonstrable reasons. The term "population" can refer to a group of people with common heritage, regardless of whether they live in the same area.

**Urban** - a parish with more than 100,000 residents or a city with more than 25,000 residents.

**Volunteers** - individuals who volunteer time on behalf of your organization, including board members. In-kind values for general volunteers are \$10/hour. In-kind values for special volunteers such as professional artists, administrators, etc. are valued at the hourly rate they would make if they were being paid.

**Youth to benefit** - the number of people under the age of 18 that are involved or will be impacted by your programming or your outreach activities.