



EVERETT G. POWERS FUND FOR CREATIVITY
2023 Guidelines

Submission Opening Date: September 11, 2023
Submission Closing Date: 4:00 PM Central on November 10, 2023
Award: \$5,000 annually to one recipient
Submit online at artsbr.org. No printed, emailed or faxed applications will be accepted.
Awarded Project must take place between January 1-December 31, 2024

PROGRAM OVERVIEW

The purpose of the Everett G. Powers Fund for Creativity is to inspire innovation through the creative process. One award will be offered annually to an *individual or organization* and will support **new projects** that focus on **creativity/innovative or artistic excellence**. Applicants do not have to be an artist or an arts organization. This award is given in recognition of the difficulty of finding funds for innovative work which may, at times, not be popular work, with primary consideration given to creativity, excellence and artistic or innovative quality. In no way will this award censor or limit artistic or innovative freedom.

The most successful proposals will clearly articulate:

- ï How the proposed project aligns with the grant's funding priority
- ï What methods will be used to achieve the project's objectives

ELIGIBILITY

- ï Individuals must be a resident of one of the 11-parishes served by the Arts Council of Greater Baton Rouge
- ï Organizations possessing a 501(c)3 designation by the Internal Revenue Service, that are domiciled in one of the 11-parishes served by the Arts Council of Greater Baton Rouge

Arts Council of Greater Baton Rouge 11-parish region: *East Baton Rouge, West Baton Rouge, East Feliciana, West Feliciana, Iberville, Pointe Coupee, St. Helena, Ascension, Livingston, Tangipahoa, Washington*

WHAT WE FUND

Examples of eligible expenses include:

- ï Professional fees
- ï Production costs
- ï Supplies
- ï Equipment rental
- ï Consultant fees
- ï Other direct costs associated with the effort

WHAT WE DO NOT FUND

- ï Capital Improvements
- ï Deficit reduction
- ï Mortgage payments
- ï Fundraising events or expenses (though admission-paid events are eligible)
- ï Purchase of permanent equipment or real property
- ï Scholarships, fellowships, or tuition assistance
- ï Activities intended to primarily serve only an organization's own membership
- ï Refreshments and event decor
- ï General operational support
- ï Administrative costs not associated with the project

CRITERIA FOR EVALUATION

Grants are reviewed based on the following criteria.

- ï **Creative Innovation and/or Artistic Excellence (60 %)**
 - Alignment with goals of EPFC program
 - Description of proposed project
 - Support Material demonstrating creative innovation and/or artistic merit
 - Expertise/professional experience of individuals and/or organizations involved (demonstrated in narrative, bios and/or supplemental attachments of work samples)
 - Contribution to the art form/discipline.
 - For projects containing an educational component, qualifications of instructors/materials

- ï **Viability and Impact (40%)**
 - Relevance of proposed project to the community and/or artistic profession
 - Uniqueness and non-duplicative nature
 - Plan for engaging targeted populations, if applicable
 - Marketing/promotional plan, if appropriate
 - Clarity of project goals and objectives and alignment with applicant's mission
 - Feasibility of timeline for implementing the project
 - History of project management
 - Qualifications of the artist or key personnel
 - Plans for evaluating the project
 - Plans for continuation of the project beyond the funding period, if appropriate
 - Clarity and completeness of project budget
 - Overall fiscal health of organization (if application is submitted by an organization)
 - Overall clarity and completeness of proposal

FUNDING AVAILABILITY

- ï One \$5,000 award annually
- ï 60% of the grant will be awarded upon receipt of the signed grant agreement and invoice for first payment; the remaining 40% will be *reimbursed* after acceptance of the Final Report showing compliance with all grant requirements.

This is not an official application form. You must apply online.

APPLICATION PROCEDURE

- ï Applications due **November 10, 2023**, at 4:00 pm. No applications submitted after the deadline will be accepted.
- ï Submit applications online at artsbr.org. No emailed, faxed, or hand delivered applications will be accepted.
- ï Contact the Arts Council's Philanthropy & Grants Officer for technical assistance or other questions regarding grant application procedures. The Arts Council typically receives a high volume of calls and emails immediately before grant deadlines. We recommend starting your application early to ensure that you can submit on time, especially first-time applicants. Call 225-344-8558 ext. 206 or email edouget@artsbr.org for assistance.

GRANT REVIEW PROCESS

- ï The Arts Council appoints a panel of community advisors from various professional sectors to review grant applications and make funding recommendations.
- ï The Arts Council will review all applications for completion and eligibility prior to panel review. Applicants cannot make changes to submitted applications after the deadline has passed or interact with panelists during the review process.
- ï The Arts Council Board reviews the panel's recommendations and makes the final decisions on funding and awards.
- ï Arts Council staff will notify applicants of funding status within 6-8 weeks of the grant application deadline.

OBLIGATIONS

Organizations and individuals receiving Arts Council grants must agree to the following:

- ï The recipient will notify the Arts Council staff of any funded events so they may attend. For ticketed events, the recipient also agrees to provide the Arts Council with four complimentary tickets to funded events upon request.
- ï The recipient agrees to acknowledge the grant by using the Arts Council logo and the following credit statement using exact wording provided by the Arts Council on all printed and online promotional materials and advertisements. *Supported by the Everett G. Powers Fund for Creativity and administered by the Arts Council of Greater Baton Rouge.*
- ï The recipient agrees to assume full liability and responsibility for the conduct of the funded project and agrees to indemnify and hold harmless agencies and corporations funding the program and the Arts Council, its Board of Directors, and its employees and volunteers. The sole responsibility for projects rests with the recipient.
- ï The recipient must submit the Final Report to the Arts Council within *45 days* after project completion. This report includes an evaluation of all activities, with a full accounting of each expense category, and copies of invoices and *cancelled checks* reflecting proper expenditure of 100% of the Arts Council grant. The final report must be complete, submitted, and approved before the Arts Council can distribute the final 40% of grant funds.
- ï The recipient must retain all accounting records and supporting documentation for three years following project completion.
- ï Recipients must comply with applicable federal, state, and local laws.

PENALTIES FOR FAILURE TO COMPLY

- ï Failure to credit the award as required, submit an acceptable Final Report within 45 days of program completion, or violation of award contract terms may result in penalties including forfeiture and/or return of funds, ineligibility to apply for future Arts Council grants and awards, or other penalties deemed appropriate by the Arts Council of Greater Baton Rouge

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I. APPLICATION FORM

A. Applicant Information

- i. Name (legal name of individual applicant or official name of organization):
- ii. Mailing Address:
- iii. Phone:
- iv. *Chief Administrator Name and Title:
- v. *Chief Administrator E-mail:
- vi. Grant Contact Name and Title:
- vii. Grant Contact E-mail:
- viii. *Year Founded:
- ix. *Organization's Mission Statement:
- x. *Briefly summarize history and current programs and/or projects. (limit 300 words)

B. Project Summary

- i. Project Title:
- ii. Provide a one-sentence summary of your project. (limit 25 words)
- iii. Project Dates: (funded activities must fall between January 1 and December 31, 2024)
- iv. Project Location/Venue:
- v. How many people do you anticipate will be involved with your project?
 - a. Staff / volunteers
 - b. Artists or professionals (paid)
 - c. Artists or professionals (unpaid)
 - d. Attendees / Participants
 - e. Total individuals benefitting

C. Budget Summary

- i. Total Project Budget
- ii. *Organizational budget for most recently completed fiscal year:
- iii. *Organizational surplus/deficit for the most recently completed fiscal year:
- iv. *Organizational budget for current fiscal year:
- v. How will grant funds be spent? (limit 50 words)
- vi. What other sources of funding do you have for the project? Indicate whether confirmed or pending. (limit 100 words):

II. NARRATIVE FORM

- A. Describe your proposed project. Include the rationale for your choices. (limit 500 words)
- B. List key individuals involved in the project (Examples include Project Director, Artistic Director, Curator, Editor, etc.) (limit 150 words)
- C. Briefly outline your work plan, including timeline. (limit 250 words)
- D. If your project involves partners (community partners, co-producers, co-presenters, etc.), please list them here and indicate how each partner is involved. In required attachments, please note we require a letter of support from each partner. (limit 150 words)
- E. How will this project prioritize creativity? (limit 150 words)
- F. What are goals and intended outcomes of your project? How will you measure the success of your project? (limit 200 words)
- G. Describe the new, non-duplicative nature of the project? Why is this project important? (limit 150 words)
- H. Intended Audience/Participants/Community. Who will benefit from the project and how? (limit 150 words)
- I. Describe your promotional plans for this project. Include marketing strategies as well as plans for engaging the specific audience described above. (limit 150 words)

III. PROJECT CONTRIBUTOR BIOS, IF ANY - Submit up to 5 bios, starting with your Project Director.

- A. Name of person or group to provide services:
- B. Role in project:
- C. Brief Bio (limit 150 words):
- D. Total Professional Fee:

IV. REQUIRED ATTACHMENTS

- A. *Nonprofit Status Proof
- B. *List of applicant's current programming
- C. Current list of board of directors. Indicate officers, professional affiliation, terms of office, ethnicity, and gender expression.
- D. Project Budget (use specific budget template).
- E. Letter(s) of support from partner(s), if applicable.

***SUBMISSION REQUIRED FOR APPLICANTS REPRESENTING AN ORGANIZATION**

Questions? Contact Erin Douget, Philanthropy and Grants Officer at 225-344-8558 ext. 206 or edouget@artsbr.org