



## THE MARTIN FOUNDATION GRANT

### FY 2023 GUIDELINES

(January 1st, 2023 – January 31st, 2024)

Administered by



**The Arts Council of Central Louisiana**  
**1101 4<sup>th</sup> St. Suite 201 Alexandria, LA 71301 - (318) 484 4474**

**Contact:**

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## ELIGIBILITY AND DEADLINES

**Martin Grants are available only to non-profit organizations domiciled in Rapides Parish.**

**Completed application forms and all required attachments must be received by the Arts Council no later than 5:00 p.m. on Tuesday, January 31st, 2023.**

## INFORMATION ABOUT THE GRANT

### **Who is eligible?**

Non-profit arts organizations domiciled in a Central Louisiana Parish with 501(c)(3) tax-exempt status as designated by the IRS are eligible to apply for project assistance. Applicants without their own 501(c)(3) status may apply via a fiscal agent, or another non-profit organization which has and is able to prove its tax-exempt status. Fiscal agents must also be able to provide a certificate of incorporation from the Louisiana Secretary of State, specifying their domiciliary status.

### **Which kinds of projects will be considered?**

Projects may be in any artistic discipline, but activities must serve the general public. **Please note:** Funding is not available for general organizational operating support. Grant applications for general organizational support will not be considered. **Projects supported by grant funds must take place between March 1st, 2023 and January 31st, 2024.**

### **How much may I apply for?**

The maximum available grant award is \$2,000.

### **How are grants awarded?**

Eligible applications will be considered by a panel of representatives from the Martin Foundation, as well as active community leaders. The panel will score applications and decide on awards by the end of February 2023. Awards will be made in April 2023.

## How do I apply for a Martin Grant?

Download the Application Form from [www.louisiana-arts.org](http://www.louisiana-arts.org), under the **Grants** tab under **Other Grants** heading in the drop-down menu. The Application Form is in Microsoft Word format. **You will need to open and fill out the application in Microsoft Word.** When you save the form to your computer, please make sure to name the file in the following format:

MFA\_2023\_YOUR ORGANIZATION'S NAME

Please enter all required information. Additional **Provider of Service** forms are available on the website. Additional space for budget narrative details is provided at the end of the form.

For the 2023 grant cycle, **the narrative portion of the application should be submitted in bulleted format.** State clearly what you are proposing and why it deserves funding.

Print out the Assurances (Signature) Page. Make sure the appropriate signatures are present **in blue ink, only.**

## How do I submit my Martin Grant Application?

Applications **must be submitted in one (1) email** containing all elements of the application. If mailing your application, it is strongly recommended that you send it by certified mail with a return receipt request. Neither the Arts Council of Central Louisiana nor the Martin Foundation accepts responsibility for applications lost in the mail. Digital delivery is strongly preferred.

Application revisions, if necessary, may be e-mailed.

## REQUIRED ATTACHMENTS

- **The Assurances (Signature) Page, signed appropriately.**
- **A copy of your organization's 501(c)(3) letter of determination from the IRS.**
- **A copy of your Certificate of Incorporation from the Louisiana Secretary of State, or some other document proving that your organization is domiciled in Central Louisiana.**
- **A roster of your current Board members.**

## SUPPLEMENTAL MATERIALS

The deadline for submitting supplemental materials (scrap books, videos, etc.) for review by the panel is also Tuesday, **January 31st, 2023**.

## ASSISTANCE

If you require assistance at any time with your MFA Grant Application, please contact the Arts Council at **(318) 484-4471**. Ask for the **Community Development Coordinator**.

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