



## *Louisiana Project Grants FY24 Grant Guidelines*

APPLICATION DEADLINE: Friday, June 30th, 2023 at 5pm

Applications may be accessed at [Submittable.com](https://www.submittable.com)  
The grant period is October 1, 2023 through September 30<sup>th</sup>, 2024.

**Mission:** The Louisiana Division of the Arts (LDOA) in cooperation with the Louisiana State Arts Council (LSAC) is the catalyst for participation, education, development and promotion of excellence in the arts.

**Vision:** It is the responsibility of LDOA to support established arts institutions, nurture both emerging arts organizations and our overall cultural economy, assist individual artists, encourage the expansion of audiences and stimulate public participation in the arts in Louisiana.

**Core Values:** The arts are an essential and unique aspect of life in Louisiana to which each citizen has a right. Access to the arts should not depend on your geographical location, physical abilities, or income. All residents should have an equitable stake in the arts in Louisiana, which provide a wonderful quality of life and add to our rich cultural heritage.

**LDOA Equity Statement:** LDOA aspires to intentionally advance diversity, equity, inclusion, and accessibility (DEIA) in every aspect of our work. LDOA celebrates our state's diversity and promotes the role of the arts to connect people, bridge our differences, and inspire an appreciation of our shared humanity. LDOA is committed to integrating DEIA into the fabric of our organization and our work, from our internal culture to how we partner with communities and other organizations to how we use our resources. We continually seek ways to expand our impact and improve our performance on these measures.

### **INTRODUCTION AND INTENT**

Louisiana Project Grants are administered jointly by the Louisiana Division of the Arts (LDOA) and nine regional arts councils across the state. This program provides a system for funding

arts projects in all regions of the state by giving artists, nonprofit arts organizations, nonprofit organizations, public and private schools, school boards, colleges and universities, and local government agencies in each region the opportunity to develop arts projects that meet their local needs. The purpose of the program is to cultivate innovative arts projects that have a lasting impact within each region of our state.

Louisiana Project Grants are funded by the LDOA. Due to a substantial decrease in state general funds for the LDOA, Lt. Governor Billy Nungesser transfers \$1 Million from the Louisiana Office of Tourism to fund this program. Funds are provided to each region on a per capita basis utilizing the most recent U.S. Census figures. The Louisiana Division of the Arts oversees the Louisiana Project Grants program and disburses the funds to nine Regional Arts Councils (RAC), which in turn re-grant those dollars within their regions.

The Louisiana Project Grants program is administered by the following Regional Arts Councils:

- Region 1: [Arts Council New Orleans](#)
- Region 2: [Arts Council of Greater Baton Rouge](#)
- Region 3: [Bayou Regional Arts Council](#)
- Region 4: [Acadiana Center for the Arts](#)
- Region 5: [Arts & Humanities Council of Southwest Louisiana](#)
- Region 6: [Arts Council of Central Louisiana](#)
- Region 7: [Shreveport Regional Arts Council](#)
- Region 8: [Northeast Louisiana Arts Council](#)
- Region 9: [St. Tammany Parish Government Commission on Cultural Affairs](#)

See *Attachment A* to find your parish and the contact information for the Regional Arts Council that serves your area. Each region has its own schedule for workshops, draft review, panel review meetings, and other steps in the grant process. Please contact the Community Development Coordinator at your Regional Arts Council for more information.

## LPG GOALS

- A.** Make and impact and/or meet a local community need utilizing the arts in each region of the state.
- B.** Foster Diversity, Equity, Inclusion and Accessibility (DEIA) through the arts (see definition of DEIA in *Glossary of Terms*)
- C.** Showcase each region's artistry, creativity, and ability for innovation within project development (see definition of artistry in *Glossary of Terms*)
- D.** Encourage professional artists to undertake projects that have meaningful community involvement and collaboration
- E.** Leverage additional local and national support for the arts in Louisiana

## LPG PRIORTIES

- A.** Must be an ART project involving dance, design arts, folklife, literature, media, music, theatre, or visual arts for the purpose of performance, exhibit, presentation, series or workshop
- B.** Must show how the project accounts for the population of the region and promotes DEIA
- C.** Focus on learning as an outcome as well as quantitative outcomes

- D. Cross-parish partnerships between larger, urban organizations and their rural counterparts or vice versa
- E. Projects that have a trajectory to continue to enhance the region beyond the funding period

## APPLICANT DESCRIPTION

All applicants must apply in the region in which the organization is domiciled and incorporated. The official domicile is the organization's official address registered with the Louisiana Secretary of State and located in the parish indicated on the Certificate of Incorporation. All nonprofit organizations must be in good standing with the Louisiana Secretary of State and Louisiana Legislative Auditor to be considered eligible. All applicants must have a UEI number, be registered with the System for Award Management (SAM, [www.sam.gov](http://www.sam.gov)), and maintain an active SAM registration until the application process is complete, and should a grant be made, throughout the life of the award. As of April 4, 2022, **DUNS numbers are no longer being accepted for federal grants.**

- 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 the application deadline.
- Local, parish, or state governmental agencies such as libraries or municipalities are eligible and are not required to submit proof of nonprofit status.
- Public or private schools and school boards (each school within a school system is considered a separate entity).
- Colleges or universities sponsoring activities (each university department is considered a separate entity) intended for community participation (not academic, credit-producing, or curriculum-oriented projects). Such activities must provide significant access and the probability of significant attendance by the general public.
- Organizations or entities who lack the legal status to be an applicant may apply using an eligible 501(c)3 nonprofit organization to be a fiscal agent. The fiscal agent assumes legal and financial responsibility for the project.
- Individuals may apply for a grant by using an eligible 501(c)3 nonprofit organization as a fiscal agent. The project must directly benefit the community and include community participation. The fiscal agent assumes legal and financial responsibility for the project.

## FISCAL AGENT

**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.

**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.

It is recommended that individuals or groups applying with a fiscal agent draft an agreement outlining the terms of the grantee/fiscal agent relationship. An organization serving as a fiscal agent for a grant must comply with generally accepted accounting procedures. The accounting system should clearly separate these grant funds from other revenues and records should identify them as funds to be used for the sub-applicant's activities.

- The fiscal agent assumes legal and financial responsibility for the project.
- Organizations may serve as a fiscal agent for up to two other applicants in addition to their own applications.
- Fiscal agents must be domiciled in the same region as the sub-applicant, and the project must take place in the same region.
- Fiscal agents may not serve as a provider of service within the same project.
- The fiscal agent's fee may not exceed \$150.

#### CHAPTER ORGANIZATIONS/FEDERAL GROUP TAX EXEMPTION REQUIREMENTS

Chapter organizations using the federal group tax-exempt status of the central organization, if the central organization is domiciled in Louisiana, are eligible to apply for grant funds.

- Organizations must attach IRS nonprofit tax-exempt designation letter for the central organization and documentation from the IRS indicating the chapter is under the central organization.
- A letter of support from the central organization must be submitted with the application.

#### INELIGIBLE APPLICANTS

- Organizations receiving line item support from the state legislature. These organizations are ineligible to receive grants for arts programming related to those line items.
- Regional Arts Councils are not eligible to be an applicant or a paid provider of services on a grant.
- Past grant recipients who are not in compliance with the Regional Arts Council, the Louisiana Project Grants Program, or the Louisiana Division of the Arts.
- Any organization that is not in good standing with the [Louisiana Secretary of State](#) or the [Louisiana Legislative Auditor](#). You may check the status by clicking on the links.
- Any applicant who does not have an **active** 12-digit alphanumeric Unique Entity Identifier (UEI) as provided by SAM.gov *at the time of application submission*.

**\*Eligible applicants can apply for up to 2 project grants per application cycle.**

#### RECOGNIZED ARTISTIC DISCIPLINES

Louisiana Project Grants provide funds for a wide variety of arts projects that can impact their region and/or meet specific community needs. Arts projects funded must focus on one or more of the recognized arts disciplines listed below.

##### Dance

Dance projects can focus on ballet, modern, jazz or ethnic dance. Dance project grants assist artists and organizations to make innovative dance programs that meet a need in their community and are accessible to all.

## Design

Design Arts projects can involve the design fields of architecture; landscape architecture; urban design; historic preservation and planning; interior design; industrial design; graphic design; and fashion design. This project area provides an opportunity for visual arts and design professionals to collaborate on projects involving design practice, media, theory, research, and education about design. Projects may include publications, audiovisual presentations, or conferences. Design arts do not include purchase of plantings, seeds, gardening equipment, construction equipment, or building supplies.

## 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. Folklife includes **Performing Traditions** (music, dance, storytelling) and **Traditional Arts & Crafts** (occupational, festive and food ways traditions). See definition of folk artist in *Glossary of Terms*. Folk traditions are created within specific cultural contexts that need to be understood to be appreciated. Most folklife projects are greatly enhanced with the services of a professional folklorist or other trained cultural specialists such as those with academic training in folklore, cultural anthropology, ethnomusicology or other related fields. Cultural specialists should be involved in planning and implementation phases of a project. Folklife does not include historical re-enacting or living history.

Folklife projects are evaluated for the cultural significance of the art form and the involvement of trained cultural specialists (folklorists, anthropologists, ethnomusicologists).

## Literature

Literature project grants are intended to support innovative projects that utilize the literary arts such as works of poetry, fiction, and creative non-fiction to meet a community need and promote diversity, equity and inclusion. In addition, the category supports not-for-profit small presses and magazines that publish fiction, poetry, creative prose, or literary criticism for production and distribution projects. Such magazines must have been published at least once.

## Media

Media project grants provide financial assistance to organizations and artists involved in 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 included in the project design.

## Music

Music project grants assist artists or organizations sponsoring musical programming or the presentation and development of musicians, composers, and/or music ensembles and orchestras in all genres, including band, chamber, choral, ethnic, jazz, new, opera, orchestral, popular, solo/recital.

## Theater

Theater project grants are intended to use dramatic and musical theater to engage the public, promote diversity, equity and inclusion and help meet a community need or support the development of nonprofit professional and community theater, puppetry, mime, and storytelling.

## Visual Arts and Crafts

Visual Arts and Crafts project grants are intended to support projects or services of museums, art galleries, art centers, and other community organizations concerned with visual arts. This includes drawing, painting, printmaking, sculpture, photography, glass, ceramics, fiber, wood, metal, mixed media, and art in public places.

## MINIMUM AND MAXIMUM GRANT AWARD AMOUNTS

Applicants may request grant funding within the minimum and maximum amounts allowed as set by each Regional Arts Council below:

Region 1: Arts Council New Orleans	Min. \$2,500 Max. \$7,500
Region 2: Arts Council of Greater Baton Rouge	Min. \$2,500 Max. \$7,500
Region 3: Bayou Regional Arts Council	Min. \$2,500 Max. \$5,000
Region 4: Acadiana Center for the Arts	Min. \$2,500 Max. \$7,500
Region 5: Arts & Humanities Council of Southwest Louisiana	Min. \$2,500 Max. \$5,000
Region 6: Arts Council of Central Louisiana	Min. \$2,500 Max. \$5,000
Region 7: Shreveport Regional Arts Council	Min. \$2,500 Max. \$7,500
Region 8: Northeast Louisiana Arts Council	Min. \$2,500 Max. \$5,000
Region 9: St. Tammany Parish Government Commission on Cultural Affairs	
Min. \$2,500 Max. \$5,000	

## CASH MATCH REQUIRED

A cash match demonstrates community involvement and commitment to the project. Applicants must show a minimum of 50% cash match. For example: If the total grant request is \$3,000, the applicant must show at least \$1,500 in income from other eligible sources. The cash match will be documented in the final report.

Allowable matching funds must meet the following criteria:

1. Be carefully defined
2. Used for costs allowable under the grant guidelines

Ineligible Source and use of matching funds:

1. State funds from any state source
2. Funds used for state-owned facilities or equipment purchase or use
3. State faculty salaries
4. Administrative costs from state institutions
5. Funds from the National Endowment for the Arts
6. In-Kind contributions

**Note:** It is possible that projects will not be fully funded; therefore, it is important to consider additional sources of funding.

## PROJECT INELIGIBILITY

There are eligibility requirements within the Louisiana Project Grants program. Specific items that are ineligible for funding are listed below:

- Operating costs not directly associated with the proposed project
- Programming associated with an organizations regular programmatic schedule

- Non-arts oriented exhibitions or production components
- Activities that occur before October 1, 2023 and after September 30, 2024
- Expenses incurred prior to October 1, 2023 and after September 30, 2024
- Activities that are generally not available to the public
- Activities intended to serve only an organization's membership
- Re-grant by the applicant to other organizations
- Activities intended primarily for fundraising purposes
- Accumulated deficits or debt retirement
- Contingency funds
- Acquisition of entire collections of works of art
- Capital improvements including restoration of buildings and sites
- Conservation of non-arts related collections
- Activities used for academic degrees
- Tuition for academic study
- Creation of textbooks or costs associated with recurring curriculum
- Normal, traditional school activities
- Payment of administrative or teaching staff for any school or school system
- Artists filling teacher vacancies
- Operational costs to universities
- Food or beverages
- Scholarships, purchase awards, or cash prizes
- Exhibitions or productions by children without the involvement of professional artists
- Fees to children under the age of 18
- Fines, penalties, interest on loans, or costs of litigation
- Lobbying expenses or advocacy efforts
- Activities that take place outside of the region where the grant is funded
- Purchase of equipment or long-term rentals of equipment
- Purchase of property or library holdings
- High school, college, or university faculty exhibitions
- Activities that primarily serve social or religious purposes
- Licensing fees of any kind
- Travel or transportation of any kind, including transporting students to arts events
- Exhibits or activities that primarily focus on historical topics
- Restoration of historic buildings and sites

## GRANT EVALUATION CRITERIA

A Review Panel, composed of members from your community, will evaluate your proposal using evaluation criteria, which will determine funding recommendations. Questions are provided for you in the application narrative. Your responses to the narrative questions along with the other components of the grant proposal will be evaluated accordingly. The evaluation criteria and corresponding weights include:

Artistic Merit \_\_\_\_\_ 35%

Need and Impact \_\_\_\_\_ 35%

Planning and Design \_\_\_\_\_ 20%

Administration and Budget \_\_\_\_\_ 10%

### ARTISTIC MERIT

WEIGHT: 35%

Your application will be reviewed on the basis of:

- Expertise of artists involved as providers of service
- Degree of artistry and/or innovation involved in project (see definitions of artistry and innovation in *Glossary of Terms*)
- Incorporation of local artists and or art forms when possible and/or a description of how local artists and art forms will benefit

### NEED AND IMPACT

WEIGHT: 35%

Your application will be reviewed on the basis of:

- Efforts to increase equity, accessibility, and involvement of diverse (social, geographic, economic) populations reflective of the community or engagement of new populations previously unserved by the organizations involved
- Efforts to address a community need/gain community involvement
- Taking advantage of opportunities for collaboration/partnerships or demonstrating steps taken at laying the ground work for potential partnerships

### PLANNING AND DESIGN

WEIGHT: 20%

Your application will be reviewed on the basis of:

- Involvement of target audience in planning process
- Risk taking/trying something new
- Implications of the project beyond the funding period
- Ability to track performance indicators and account for what may be learned from the project as well as quantitative outcomes

### ADMINISTRATION AND BUDGET

WEIGHT: 10%

Your application will be reviewed on the basis of:

- Appropriate request level and use of grant funds
- Clarity and completeness of financial information

## PLANNING THE PROPOSAL

Before beginning the grant application, consider the following:

1. Review the intent and priorities of the Louisiana Project Grants program. Is this a logical funding source for your project idea?
2. Think about the needs of your community. How is your project going to have a meaningful impact or meet a particular



need? Does the project involve your community? How are you addressing diversity, equity, inclusion and accessibility? Find concrete ways to demonstrate this, such as letters of support to document community support and collaboration.

3. Involve your community in the planning of the project. Who will benefit from this project? What are the anticipated outcomes? How will you track those outcomes? Are you leaving space for learning?
4. Be realistic and specific in your plans. Talk to people you want involved in your project before you begin writing. Do they want or need the services your project offers?
5. Assess - realistically - the costs, personnel needs, and time requirements for your project.
6. Plan for ways to revise the project but still accomplish it if it receives partial funding.
7. Talk to the Community Development Coordinator for your region (See *Attachment A*).
8. Read the Louisiana Project Grants guidelines, again. Call and ask questions.

## APPLICATION ASSISTANCE

Grant workshops are offered by each Regional Arts Council to help applicants develop and submit persuasive proposals. The workshops cover eligibility, application requirements, and tips on how to submit a competitive application. Please contact your Regional Arts Council for dates and times of workshops. Contact information for Regional Arts Councils may be found in *Attachment A*.

The Community Development Coordinator is available to provide one-on-one assistance to help develop your application prior to the deadline. He or she will review drafts and provide comments to help strengthen your grant proposal. Please contact your Regional Arts Council for the draft deadline for your region.

## HOW TO APPLY

All Louisiana Project Grant applications must be completed in the LDOA grant application system, [Submittable](#). Each applicant must create a user account in order to access the grant application. A link to the grant application system is also available on the LDOA website.

**All grant applications must be submitted no later than Friday, June 30th, 2023 at 5pm.** The Regional Arts Council staff will review each grant application and verify that all required material has been completed and submitted as part of the grant application.

- **Applications that do not contain all of the required materials will be considered incomplete and ineligible.**
- **Applicants who are not in good standing with the Louisiana Secretary of State and the Louisiana Legislative Auditor by the grant deadline will be considered ineligible.**
- Applicants will be notified of their application status within a few weeks of the grant deadline. Applicants will receive the notification through the online grant system informing them if the application is complete and has been accepted, or if the application is considered ineligible.
- All eligible grant applications will be reviewed by a grant review panel.

**\*Eligible applicants can apply for up to 2 project grants per application cycle.**

# Glossary of Terms

*(Not all of the terms defined here are found within this guidelines document, some are found within the grant application or templates within the application. This document is linked within the application where appropriate.)*

**Activity period** – The period of time when grant activities must take place. The grant activity period for the 2022-2023 LPG grant period is October 1, 2022 through September 30, 2023.

**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.

**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 even if funds are passed on to another organization or individual.

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

**Artistry** – creative skill or ability

**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** – 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.

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

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

**CDC** – Community Development Coordinator is the DAF grant administrator for the Regional Arts Council

**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.).

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

**Current fiscal year (FY24 or 2023-2024)** - 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, 2023 and September 30, 2024.

**DEIA (Diversity, Equity, Inclusion and Accessibility)** -

Diverse – composed of distinct qualities and characteristics; age, color, ethnicity, ancestry, sex, family or marital status, gender identity or expression, language, national origin, physical and mental disability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, citizenship status and other characteristics that make individuals unique.

Equity – The fair treatment, access, opportunity, and advancement for all people, while at the same time striving to identify and eliminate barriers that have prevented the full participation of some groups.

Inclusion – the act of creating an environment in which every person feels welcomed, respected, supported, and valued to fully participate. An inclusive and welcoming place embraces differences and offers respect in words and actions for all people, where each person is able to share the full spectrum of their humanity and be seen and heard without fear.

Accessibility - the practice of making information, activities, and/or environments sensible, meaningful, and usable for as many people as possible.

**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** – tangible personal property having a useful life of more than one year

**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.

**Final Report** – the report due at the conclusion of the project or grant activity period in which the grantee provides documentation of activities, grant expenditures, and tracks performance indicators.

**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.

**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 \$150 for any project.

**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.

**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 of persons expected to be involved directly with a project or other activity.

**Individuals to benefit** - the number of persons expected to benefit 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. Actual numbers are required in the final report.

**In-kind** – the monetary value of time, materials and other tangible goods or services contributed free of charge by businesses and individuals. 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). In-kind expenses could be complimentary tickets given to an event, services or space donated by the applicant organization, etc.

**Innovation** – a new idea or method. The practice of developing and introducing new things.

**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.

**LDOA** – Louisiana Division of the Arts

**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.

**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** – cash provided by the applicant to fund the portion of the proposed project not covered by grant funds. Beginning in FY19, a 50% cash match is required.

**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.

**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.

**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, and to the National Endowment for the Arts.

**Personnel-administrative** – employees receiving payments for salaries, wages, fees and benefits specifically identified with the project. Examples include executive and supervisory administrative staff, program directors, managing directors, business managers, clerical staff, bookkeepers, etc.

**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 (FY23 or 2022-2023)** - 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.

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

**Projected year (FY25 or 2024-2025)** - 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** – The 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. A separate form should be completed and attached for each individual or group involved in implementation or production of the Project Assistance grant activities.

**Regional Arts Council (RAC)** - a regional arts agency that has been designated by the Louisiana Division of the Arts to administer the DAF Grant 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.

**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.

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

**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 diem).

**UEI (Unique Entity Identifier)** - UEI is the official name of the "new, non-proprietary identifier" that replaced D-U-N-S® numbers. It is a 12-character unique number assigned to all entities (public and private companies, individuals, institutions, or organizations) who must register to do business with the federal government in SAM, according to the General Services Administration (GSA). UEI numbers are obtained from [www.sam.gov](http://www.sam.gov).

**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.

# ATTACHMENT A

## Regional Arts Councils

<p><b>REGION 1</b></p> <p>Ashley Firstley, CDC Arts Council of New Orleans PO Box 58379  New Orleans, LA 70158 (504) 523-1465 <a href="mailto:ashley@artsneworleans.org">ashley@artsneworleans.org</a></p>	<p><b>PARISHES:</b></p> <p>Jefferson Orleans Plaquemines</p>
<p><b>REGION 2</b></p> <p>Erin Douget, CDC Arts Council of Greater Baton Rouge 427 Laurel Street Baton Rouge, LA 70801 (225) 344-8558 <a href="mailto:edouget@artsbr.org">edouget@artsbr.org</a></p>	<p><b>PARISHES:</b></p> <p>Ascension East Baton Rouge East Feliciana Iberville Livingston Pointe Coupee St. Helena Tangipahoa Washington West Baton Rouge West Feliciana</p>
<p><b>REGION 3</b></p> <p>Whitney Bergeron, CDC Bayou Regional Arts Council 7910 Park Ave. Houma, LA 70364 <a href="mailto:cdc@bayouarts.org">cdc@bayouarts.org</a></p>	<p><b>PARISHES:</b></p> <p>Assumption Lafourche St. Charles St. John St. James Terrebonne</p>
<p><b>REGION 4</b></p> <p>Gwen Richard, CDC <a href="http://AcadianaCenterfortheArts.org">Acadiana Center for the Arts</a> 101 West Vermilion Street Lafayette, LA 70501 (337) 233-7060 <a href="mailto:gwen@acadianacenterforthearts.org">gwen@acadianacenterforthearts.org</a></p>	<p><b>PARISHES:</b></p> <p>Acadia Evangeline Iberia Lafayette St. Landry St. Martin St. Mary Vermillion</p>



<p><b>REGION 5</b></p> <p>Jordan Gribble, CDC  Arts &amp; Humanities Council of Southwest Louisiana  P. O. Box 1437  Lake Charles, LA 70602  (337) 439-2787  <a href="mailto:jordang@artscouncilswla.org">jordang@artscouncilswla.org</a></p>	<p><b>PARISHES:</b></p> <p>Allen  Beauregard  Calcasieu  Cameron  Jefferson Davis</p>
<p><b>REGION 6</b></p> <p>Terra Allen, Executive Director  Arts Council of Central Louisiana  1101 4th St., Ste. 201  Alexandria, LA 71301  (318) 443-4718  <a href="mailto:Terra@louisiana-arts.org">Terra@louisiana-arts.org</a></p>	<p><b>PARISHES:</b></p> <p>Avoyelles  Catahoula  Concordia  Grant  LaSalle  Rapides  Vernon  Winn</p>
<p><b>REGION 7</b></p> <p>Karen Labeau, CDC Shreveport  Regional Arts Council 801  Crockett St.  Shreveport, LA 71101  (318) 673-6500  <a href="mailto:karen@shrevearts.org">karen@shrevearts.org</a></p>	<p><b>PARISHES:</b></p> <p>Bienville  Bossier Caddo  Claiborne  DeSoto  Natchitoches  Red River  Sabine  Webster</p>

**REGION 8**

Abigail Handy, CDC  
[Northeast Louisiana Arts Council](#)  
2305 North 7th Street  
West Monroe, LA 71291  
(318) 396-9520  
[abigail@nelaarts.org](mailto:abigail@nelaarts.org)

**PARISHES:**

Caldwell  
East Carroll  
Franklin  
Jackson  
Lincoln  
Madison  
Morehouse  
Ouachita  
Richland  
Tensas  
Union  
West Carroll

**REGION 9**

Christina Green, CDC  
[St. Tammany Parish Government Commission on Cultural Affairs](#)  
P. O. Box 628  
Covington, LA 70434  
(985) 898-5243  
[cgreen@stpgov.org](mailto:cgreen@stpgov.org)

**PARISHES:**

St. Bernard St.  
Tammany

