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**FY 2016 GUIDELINES AND APPLICATION**

**GRANT PERIOD: OCTOBER 1, 2015 – SEPTEMBER 30, 2016**

**Grant Deadline: Monday, June 1, 2015**

**4:00 PM**

**Louisiana Division of the Arts**

**Decentralized Arts Funding Program**

VITAL APPLICATION REQUIREMENTS

**Applications must be submitted to the Shreveport Regional Arts Council by Monday June 1, 2015 4:00 PM. This is NOT A POSTMARK deadline. This is a hard deadline and any applications received after Monday, June 1, 2015 4:00PM,**

**WILL NOT BE ACCEPTED.**

**PLEASE READ THE GUIDELINES BEFORE BEGINNING APPLICATION**

* **Applications may not be faxed.**
* **Applications may not be emailed. Must be original documents.**
* **Handwritten applications will not be accepted.**
* **Incomplete applications will not be accepted.**
* **Applications MUST be on an official Decentralized Arts Funding Program Application. Applications can be downloaded at** [**www.shrevearts.org**](http://www.shrevearts.org)

**Applications should be submitted directly to the Shreveport Regional Arts Council. Do not submit this application to the Louisiana Division of the Arts.**

**ADDRESS FOR SUBMISSION**

Shreveport Regional Arts Council

801 Crockett Street

Shreveport, LA 71101

Attn: Vickie Marshall

**FOR ASSISTANCE WITH THE APPLICATION, CONTACT**

**Vickie Marshall at (318) 673-6500** [**vickie@shrevearts.org**](mailto:vickie@shrevearts.org)

**Shreveport Regional Arts Council**

**FY16 DAF Workshop Schedule**

|  |  |  |  |
| --- | --- | --- | --- |
| Tuesday, March 17, 2015 | Caddo/Bossier | Central ARTSTATION  801 Crockett Street  Shreveport, LA | 10:00 AM  Evening Session  4:00 PM |
| Wednesday, March 18th | Desoto/Red River | Stonewall Library  808 Hwy. 171  Stonewall, LA | 10:00AM |
| Wednesday, March 18th | Natchitoches/Sabine | Natchitoches Parish Library  450 2nd Street  Natchitoches, LA | 2:00 PM |
| Thursday, March 19th | Lincoln/Bienville | Dixie Center for the Arts  212 N. Vienna  Ruston, LA | 10:00 AM |
| Thursday, March 19th | Webster/Claiborne | Minden South Webster Parish Chamber of Commerce  110 Sibley Road  Minden, LA | 1:00 PM |

**Grants Due – Monday, June 1, 2015 4:00 p.m.**

**Shreveport Regional Arts Council**

**801 Crockett Street**

Staff Grant Review Period - June 2nd – 15th

Grant submissions to LDOA – Week of July13th

Panel Training – Week of July 27th

Panel Review (open to applicants) – 2nd Week of August

SRAC Board Approval – Wednesday, August 26th

Notification of Award to Grantees –TBA Upon receipt of final funding allocations from the Louisiana Division of the Arts.

Deadline for Receipt of Appeal – TBA

Contracts Issued – Last week of September 2015

Grant Period – October 1, 2015 – September 30, 2016

Award Ceremony: Upon receipt of funds from LDOA. This is when funds are distributed, no money to awardees prior to October 1.

**Read Guidelines Before Beginning Grant Application**

**PLANNING THE PROPOSAL**

1. Review the mission; goals and yearly work plan for your organization. Would it be in the public interest for state funds to support your work? How does the public benefit?
2. Review the intent of the Decentralized Arts Funding Program. Is this a logical funding source for your organization?
3. Think about the needs of your community. How is your project meeting a particular need? Does the project involve your community? If so, find concrete ways to demonstrate this, such as letters of support to document community support and collaboration.
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. Involve your community in the planning of the project. Who will benefit from this project? What are the concrete anticipated outcomes?
6. Assess - realistically - the costs, personnel needs, and time requirements for your project.
7. Plan for ways to revise the project but still accomplish it if it receives partial funding.
8. Contact Vickie Marshall at the Shreveport Regional Arts Council at (318) 673-6500 or email at vickie@shrevearts.org.
9. Read the Louisiana Decentralized Arts Funding Program Guidelines, again. Call and ask questions.

**FOLLOWING INSTRUCTIONS**

1. Review the evaluation criteria for the type of grant you have selected (project assistance or organizational support). Keep it in front of you when you are writing the narrative.
2. Observe length restrictions, type font and size, rules about attachments, etc.
3. Include all required documentation (board of directors list, IRS letter, etc.)
4. Formulate a realistic budget that includes all revenue and expenses for your project. Call with questions.

**WRITING**

1. Be specific. Assume that the reader knows nothing about your organization or project except what is presented in the application. Use facts and not necessarily opinions. Present concrete plans, specific goals and evidence of adequate research and planning.
2. Avoid using too much jargon. Write in simple, clear language.
3. Be consistent. The budget, narrative, and provider of service forms should all relate.
4. Have people who know nothing about your project read your draft. Does it make sense to them? Then have people who were involved in the planning read it. Does the description reflect the intent of your organization? Does it address the evaluation criteria?
5. Rewrite. Proofread, proofread, and proofread.

**Louisiana Decentralized Arts Funding Program**

The Louisiana Decentralized Arts Funding Program provides a system for funding arts and cultural projects in every parish of the state. Funds are provided to each parish on a per capita basis utilizing the most recent census figures. As applicants compete only with other organizations in their parish, decisions about cultural priorities are made locally.

The Louisiana Division of the Arts disburses the funds to nine Regional Development Agencies, (RDA) which in turn regrant those dollars to parishes in their region. A Community Development Director administers each region. The Director identifies arts-sponsoring organizations and provides them with advice and assistance in developing arts programming. In addition, one Local Regranting Agency service a individual parish within one of the regions.

**Parishes Served**

Bienville

Caddo

Claiborne

Desoto

Lincoln

Natchitoches

Red River

Sabine

Webster

Bossier (Served by Local Regranting Agency Bossier Arts Council)

#### **MISSION**

The Louisiana Decentralized Arts Funding Program (DAF), initiated in 1995, 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.

# **Policies**

The Decentralized Arts Funding Program is designed to:

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

The goals of the Decentralized Arts Funding Program are to:

**Goals**

1. Strengthen arts organizations.
2. Encourage professional artists to undertake projects that have meaningful community involvement and build audiences for the arts.
3. 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.
4. Leverage additional local support for the arts.
5. Provide arts activities to groups which have had limited arts experiences.
6. Provide funding for arts and cultural activities that are open to the public.
7. Introduce the grants process and develop grant-writing skills.

**What types of grants are available**

There are two (2) grant categories in the Decentralized Arts Funding Program:

**Category I Project Assistance**

**MAXIMUM AMOUNT $7,500.00**

Provides funding for a specific Arts

Projects. Up to 100% of eligible expenses.

**Category II Organizational Support**

**MAXIMUM AMOUNT $7,500.00**

Provides funding for operating expenses, such as salaries, supplies, and utilities, of arts organizations with 501(c)(3) status from the IRS. **Up to 25% of the previous year's annual operating revenues and no more than $7,500.00.**

**Minimum Amount**

The minimum grants request per category is **$1,000** and the maximum grant request per Project Assistance and Organizational Support category is **$7500**. Note: Amount requested may not exceed parish allocation.

**Number of Grants you may submit**

Non-Profit Organizations, local, parish or state governmental agencies, colleges and universities may submit only **ONE** grant application for **Project Assistance.**

**501c3 Art Organizations ONLY may apply for**

**One Project Assistance + Organizational Support (501c3 Art Organizations ONLY)**

Eligible Art Organizations may apply to Shreveport Regional Arts Council for a FY2016 **Decentralized Operational Support** grant. If an applicant is awarded a FY2016 Stabilization Grant, it is ineligible to receive a DAF Organizational Support.

**Match Requirements**

No cash or in-kind match is required in the Decentralized Arts Funding Program; however, a match demonstrates community involvement in—and commitment to—the project and is considered by the community review panels. **Note**: Given the competitive nature of the grants process and the number of applicants per parish, it is likely applicants will not be fully funded; therefore, it is important to consider additional sources of funding.

**Who is Eligible for what Funding**

|  |  |  |
| --- | --- | --- |
|  | Project Assistance | Organizational Support |
| Non-profit Arts Organizations | X | X |
| Non-profit organizations | X |  |
| Governmental Agencies | X |  |
| Schools and school boards | X |  |
| Colleges and Universities | X |  |
| Individuals (with Fiscal Agent) | X |  |

All applicants must apply in the parish 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 to receive a grant.

**The following types of organizations may apply**

1. Louisiana non-profit tax-exempt organizations
2. Organizations without nonprofit tax-exempt status from the IRS must be registered as a nonprofit corporation with the Louisiana Secretary of State
3. Local, parish, or state governmental agencies such as libraries or municipalities
4. Public or private schools and school boards
5. Colleges or universities sponsoring activities.
6. Organizations lacking the legal status to be an applicant may apply using an eligible nonprofit organization to be a fiscal agent. The fiscal agent assumes legal and financial responsibility. (*See Fiscal Agent Requirements below.*)
7. Individuals may apply by using an eligible nonprofit organization as a fiscal agent for projects developed by an individual but directly benefiting the community and including community participation. This is not a fellowship or award of merit. The fiscal agent assumes legal and financial responsibility for the project. (*See Fiscal Agent Requirements below.)*

**Fiscal Agent Requirements**

1. Organizations may serve as a fiscal agent for up to two other applicants - *termed* sub-applicant - in addition to their own applications.
2. Fiscal agents must be domiciled in the same parish as the sub-applicant.
3. Fiscal agents may not serve as a provider of service within the same project.

**Chapter Organizations/Federal Group Tax Exemption Requirements**

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

1. Organizations must attach IRS nonprofit tax-exempt designation letter for the central organization and documentation from the IRS indicating chapter is under the central organization.
2. Chapter organizations must apply in the parish in which it is domiciled.
3. A letter, indicating that the local chapter has fiscal control and stands separately from the central organization, must be submitted with the application.

**Who Is Ineligible to apply**

1. Organizations may apply to the Louisiana Division of the Arts for a FY2016 **Stabilization** grant and to Shreveport Regional Arts Council for a FY2016 Decentralized **Operating Support** grant. If an applicant is recommended to receive a FY2016 Stabilization grant in addition to a FY2016 Decentralized Operating Support grant, it is only eligible to accept and receive one. The applicant must choose which grant it will accept and must notify both the LDOA and Shreveport Regional Arts Council in writing of its decision.

2. Organizations receiving line item support from the state legislature are not eligible to receive state-funded grants for arts programming related to those line items.

3. Past grant recipients who have been determined to be in noncompliance status with the Decentralized Arts Funding Program are not eligible to apply.

4. Shreveport Regional Arts Council is not eligible to be an applicant or a paid provider of services on a grant.

**What we DO NOT FUND**

1. Activities that occur before October 1, 2015 and after September 31, 2016
2. Expenses incurred prior to October 1, 2015 and after September 31, 2016 for the proposed project, program or services
3. Activities not open to the general public, except in projects involving schools or school systems
4. Activities intended to serve only an organization’s membership
5. Projects that primarily serve social or religious purposes
6. Exhibits or activities that primarily focus on historical topics rather than current folklife traditions
7. Regrant by the applicant to other organizations for programming activities
8. Activities intended primarily for fund-raising purposes
9. Accumulated deficits or debt retirement
10. Contingency funds
11. Acquisition of works of art
12. Capital improvements including restoration of buildings
13. Restoration of historic buildings and sites
14. Conservation of non-arts related collections
15. Projects used for academic degrees
16. Tuition for academic study
17. Creation of textbooks or costs associated with recurring curriculum
18. Normal, traditional school activities
19. Payment of administrative or teaching staff for any school or school system, unless the service to be provided occurs outside of normal school hours.
20. Artists filling teacher vacancies
21. Operational costs to universities
22. Food or beverages for hospitality or entertainment functions
23. Scholarships, purchase awards, trophies, certificates, or cash prizes
24. Exhibitions or productions by children without the involvement of professional artists
25. Fees to children under the age of 18
26. Projects that pay university students in teaching or performing activities
27. Fines, penalties, interest on loans or costs of litigation
28. Lobbying expenses
29. Projects and tours to take place outside the state
30. Purchase of equipment (computers, cameras, stereos, etc.) or long-term rentals of equipment, property, capital improvements or library holdings
31. Fiscal agent as a paid provider of service within the same project
32. Licensing fees of any kind.

**Category I Project Assistance**

Project Assistance provides funds for a wide variety of arts and cultural related projects and programs with artistic value that meet specific community needs. Projects are supported within the following arts disciplines only:

**Dance Literature Theatre**

**Design Arts Media Visual Arts & Crafts**

**Folklife Music Multidiscipline**

**EVALUATION CRITERIA**

A Community Review Panel will evaluate your proposal using evaluation criteria, which will be used to determine recommended funding. Questions are provided for you in the application narrative. Your responses in the narrative, along with the project budget and provider of services will be evaluated accordingly. The evaluation criteria and corresponding weights for the **Project Assistance** grant category includes:

**Artistic Merit 35%**

**Need and Impact 30%**

**Planning and Design 20%**

**Administration and Budget 15%**

**Artistic Merit** **Weight: 35%**

Your application will be reviewed on the basis of:

* 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%**

Your application will be reviewed on the basis of:

* 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%**

Your application will be reviewed on the basis of:

* Well-planned and designed project
* Adequate people and resources specified
* Realistic time frame as proposed
* Involvement of target audience in the planning process

**Administration and Budget** **Weight: 15%**

Your application will be reviewed on the basis of:

* Ability of applicant to administer and deliver activities proposed
* Appropriate request level and use of grant funds
* Clarity and completeness of financial information
* Compliance with past grant contracts, if applicable

|  |  |
| --- | --- |
| **Dance**  Dance projects can focus on 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. | **Literature**  Literature project grants are intended to support specific projects that present the literary arts to the public and to promote works of poetry, fiction, and creative non-fiction. 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. |
| **Design Arts**  Design Arts projects promote excellence in the design field of architecture; landscape architecture; urban design; historic preservation and planning; interior design; industrial design; graphic design; and fashion design. This program 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. | **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. |
| **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 the glossary.*  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). | **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, and orchestral, popular, solo/recital. |
| **Theater**  Theater project grants are intended to help make high quality dramatic and musical theater available to the public or support 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 organizations concerned with visual arts. This includes drawing, painting, printmaking, sculpture, photography, glass, ceramics, fiber, wood, metal, mixed media, and art in public places. |

**PROJECT ASSISTANCE IDEAS**

This list offers possible suggestions, but is not to be considered exhaustive. Applicants are not limited to selecting a project from this list. If you would like assistance in developing a project for your community, please contact **Vickie Marshall** at **Shreveport Regional Arts Council**, 318-673-6500.

**Category II Organizational Support For 501c3 Art Organizations**

Organizational Support is only available to Arts Organizations with 501(c)(3) tax-exempt status from the Internal Revenue Service. An Arts Organization is generally defined as one 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, to insure community accessibility and to target diverse populations. Organizations may request up to 25% of the previous year's annual operating revenues and no more than **$7,500.00**. Grants may only be used for operating expenses, such as professional salaries, rent and utilities, supplies and materials, etc. incurred between October 1, 2015 and September 31, 2016.

For the purposes of this grants program, acceptable arts disciplines are defined as:

**Dance Literature Theater**

**Design Arts Media Visual Arts & Craft**

**Folklife Music Multidisciplinary**

**EVALUATION CRITERIA**

A Community Review Panel will evaluate your proposal using evaluation criteria, which will be used to determine recommended funding. Questions are provided for you in the application narrative. Your responses in the narrative along with the project budget and provider of services will be evaluated accordingly. The evaluation criteria and corresponding weights for the **Organizational Support** grant category includes:

**Quality 50%**

**Need and Impact 30%**

**Administration and Budget 20%**

**Quality Weight: 50%**

Your proposal will be evaluated on the basis of:

* Artistic merit of the organization’s programs
* Value of the organization’s programs and services to the community
* Contribution to the understanding or appreciation of the art form(s)

**Need and Impact** **Weight: 30%**

Your application will be evaluated on the basis of:

* Need for the organization’s programs or services
* Involvement of diverse (social, geographic, economic) populations reflective of the community, including those with limited access to the arts
* Use of grant funds to further the mission of the organization
* Efforts for increased access, participation, and exposure to the arts

**Administration and Budget** **Weight: 20%**

Your application will be evaluated on the basis of:

* Sound fiscal history as shown in financial statements
* Diverse funding sources and community support
* Quality of organizational planning
* Compliance with past grant contracts, if applicable.

**WHAT DOES MY ORGANIZATIONS SUBMIT**

1. Complete the application on the forms provided. No handwritten applications will be accepted. Applications are available on-line and can be downloaded and completed at [www.shrevearts.org](http://www.shrevearts.org)**. Narrative instructions included in the application form.**
2. All applicants *must* submit the following by the **June 1st 4 PM** deadline:

* Attach an IRS letter determining nonprofit tax exemption under section 501(c)3 of the Federal Tax Code. Governmental subdivisions (public schools, parish libraries, municipal governments, state universities, etc.) are not required to submit proof of nonprofit status.
* Proof of parish domicile: Certificate of Incorporation from the Louisiana Secretary of State, Commercial Division indicating the city in which the registered office of the applicant is located. Must be the most recent address as indicated on the Annual Report filed with the Secretary of State. Governmental subdivisions (public schools, parish libraries, municipal governments, state universities, etc.) are not required to submit proof of nonprofit status.
* Chapter organizations must attach IRS documentation for the central organization and chapter organization. A letter from the central organization, indicating that the local chapter has fiscal control and stands separately from the central organization, must be submitted with the application.
* Attach a board of directors listing that includes names and addresses, identifying officers, ethnicity, and professional affiliation. Governmental subdivisions (public schools, parish libraries, municipal governments, state universities, etc.) are not required to submit board of director verification.
* Projects that take place in schools or that are attended by schools MUST provide a LETTER OF INTENT (not an endorsement) from the School Superintendent or all participating individual school principals.
* Applications requesting the creation of a new work in the performing arts, art in public places/public art, design, or media production (film, video, or radio) must submit a sample of work that illustrates artistic merit of artists involved.

* OPTIONAL , BUT RECOMMENDED: One set of supplemental materials from recent projects including Artist samples, extended resumes, and letters of recommendation and/or support. Include all supplemental materials with this application. **NO BINDERS PLEASE. While Supplemental materials are not a requirement, it could be a significant factor when the community review panel evaluates your application**. Supplemental materials will be made available to the community review panel the day of review, and not before. Items may be returned after October 1, 2015. **Support material will not be accepted the day of the panel meeting.**

**How Funding Decisions Are Made**

**GRANTS REVIEW PROCEDURE:**

**PANEL COMPOSITION**: The Grant Review Panel is a diverse group of individuals reflective of the area’s ethnic, demographic, artistic and community diversity. In addition, the Shreveport Regional Arts Council appoints Panel members that demonstrate specific skills or expertise in the determination of artistic criteria, administrative and budgeting areas, and/or community outreach areas of the evaluation of the applications. SRAC seeks nominations for PANELISTS to the Grant Review Panel from the Grant Applicants, Arts Administrators, Juried Roster Artists, and elected officials in each Parish. Generally, panelists are encouraged to serve at least two and up to three consecutive terms.

**DISTRIBUTION OF GRANT APPLICATIONS**: At least two weeks prior to the date of the grants panel, each panelist receives a packet with all grant applications. The panelists are urged to review the grants prior to the scheduled orientation.

**ORIENTATION:** Prior to the Panel Review date, each Panel member attends an orientation to receive training on the review process. This orientation is required for new panelists and strongly encouraged for returning panelists. The orientation is offered at two separate times to make it convenient for panelists to attend. The orientation includes the following agenda:

1. Mission and History of the Grants Process
2. Review of Conflict of Interest and Oath of Confidentiality Statements
3. Purpose and eligibility for each grant category
4. Review of the Selection Criteria with examples of narrative answers that the staff develops in order to demonstrate both effective and ineffective responses
5. Review of Budget information
6. Review of the scoring procedure and the process of determining the recommended funding amounts
7. Distribution of the Current Year Grants
8. Review of the Samples and Documentation materials for each grant
9. Questions and Answers about specific grant application eligibility

**REVIEW PROCESS**: Applications will be reviewed by an advisory panel as schedule. Applicants are **STRONGLY URGED** to attend the Panel review, as they may be asked questions regarding their application. The purpose of the questions is to clarify concerns, questions, or points of confusion about the application for the panelists. The panel review is open to the public.

All members of the panel are expected to carefully review each application and present their appraisal of the application as it responds to the evaluation criteria outlined in the Guidelines. During the review process each grant application “selection criteria” is scored by each panelist. The total score is tallied and weighted according to the guidelines by the grants software program developed by the Louisiana Division of the Arts.

The panel will also approve comments, which are intended to assist the applicant in applying in the future. These comments do not, necessarily, justify or explain the score, as they are made in a group forum and the grant score is each individual panelist's opinion.

After all applications across all grant categories have been reviewed, the applicants are adjourned.

The panelists receive a print out of the cumulative application scores in rank order from high to low, along with various options for funding that span “fund all” to fund at a cut off score of 70%.

Panelists make recommendations about funding using the computer recommendations AND their personal recommendations. The computer recommendations are a guide for funding; it is not the required tool. When the clear majority of the panel agrees with a proposed funding recommendation, there is a vote to approve; and all panelists sign the funding formula form to signify the approved recommendation. Notes from the Panel Review are available to applicants upon request.

Restrictions can be placed on the implementation of funding of the application, or considerations/reservations can be officially entered as part of the review.

The Panel Recommendations are submitted to the Board of Directors of the Shreveport Regional Arts Council for consideration. A panelist is selected to present the recommendations to the Shreveport Regional Arts Council Board. The Shreveport Regional Arts Council board votes to approve or amend the recommendations of the Grant Review Panel.

**Appeals**: Any applicant, who disputes the decisions of the Panel based on any issue other than artistic quality or merit, may appeal the decision of the Panel within ten days of written notification of the award results. Notes from the review process are available upon request.

**CONFLICT OF INTEREST:**

Affiliations that constitute a conflict of interest include the following:

1) Receipt of direct financial benefit from the applicant, organization, or project being reviewed.

2) Serving as an employee or governing board member of an applicant organization being reviewed.

3) Serving with or without payments as a consultant to applicant on the application being reviewed.

Panelists who have a conflict must abstain from discussion and voting on the application in question. Also, panelists who feel they have an affiliation with an applicant that might appear to constitute a conflict of interest may abstain from discussion and voting on the application review. Panelists are asked to use their best judgment in determining whether or not there is a conflict. When a panelist abstains from the review, he/she is asked to leave the room.

**CONTACT WITH APPLICANTS:**

Panel members must not permit themselves to be lobbied by applicants regarding their applications, prior to or following the review meetings. Panel members should advise applicants that they are unable to discuss applications outside the review meeting.

Panel members should advise applicants to contact the SRAC staff if there is additional information that should be provided to the panel members at the review meeting. This does not preclude attendance by panelists at arts events for the purpose of participating as an audience member.

**GRANTS POLICY DEVELOPMENT PROCESS:**

Panel members are invited to participate in policy issue discussions related to the grant program following the signing of the recommendations for funding. This policy discussion is separate from application review to ensure fair and equitable review of applications, based only on existing policies.

**What Happens If I Am Funded**

**Contract and Payment Requirements**

Congratulations! You will enter into a contract with the **Shreveport Regional Arts Council**. Applicants who receive partial funding should be prepared to revise the plan and budget accordingly, without compromising the original intent of the grant. Once the contract has been signed and approved by all parties, you will receive your first payment of 80 percent of your grant award. Please note that applicants **WILL NOT** be able to change the original scope of the grant recommended for funding by the Community Review Panel.

**If at any time you are unable to complete the project, programs or services for which you’re funded, immediately contact Vickie Marshall at the Shreveport Regional Arts Council.**

**Final Report Requirements**

During the course of your project, you are responsible for keeping track of activities and financial information related to your project, programs or services for which you received state of Louisiana grant money. You must keep copies of all receipts, invoices, check numbers and cancelled checks. In addition to financial and budget tracking, you will also be responsible for keeping track of ***Performance Indicators***. ***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. This information will be compiled at the end of your project or the end of the Decentralized Arts Funding Program fiscal year in the Final Report. You will receive the final report with your signed contract and first payment.

The Final Report documents the programs or services provided by your organization. Information in the final 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. Once you have submitted the Final Report with all required documentation and it has been approved, you will receive the final 20 percent of your grant award. **Final Reports must be submitted no later than thirty (30) days after completion of services or September 30, 2016, whichever comes first. If the Shreveport Regional Arts Council determines that a grantee has failed to comply with the terms and conditions set forth in the agreement, that grantee shall become ineligible to receive its final payment of 20% of the grant award. Recipients in noncompliance status may also be asked to return all or some of their initial grant payment. For a year following a determination of noncompliance, the grantee will be ineligible to apply to the Louisiana Decentralized Arts Funding Program.**

**Miscellaneous Requirements**

1. Organizations funded through this 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 Shreveport Regional Arts Council. Credit statements should be included in its entirety in all materials distributed to the public along with Louisiana Division of the Arts logo.

**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 Shreveport Regional Arts Council.**

1. You are required to notify staff of the Shreveport Regional Arts Council prior to any project or program funded by the Louisiana Decentralized Arts Funding Program. Notification is required at least ten working days prior to the event. You should also invite those individuals responsible for funding your project, program or service including local and state elected officials from your town or region and the Louisiana Division of the Arts.
2. ALL GRANTEES MUST REGISTER THEIR ORGANIZATION AND FUNDED PROJECTS ON THE SHREVEPORTBOSSIERFUNGUIDE.COM

**.**

**HOW DO I FIND OUT ABOUT THE LOUISIANA DIVISION OF THE ARTS STATEWIDE PROGRAMS?**

For information about additional grant programs administered on the state level, contact:

Louisiana Division of the Arts

P. O. Box 44247

Baton Rouge, LA 70804

(225) 342-8180

arts@crt.state.la.us

[www.crt.state.la.us/arts](http://www.crt.state.la.us/arts)

**HOW DO I FIND OUT ABOUT OTHER SHREVEPORT REGIONAL ART COUNCILS PROGRAMS?**

Visit our website at [www.shrevearts.org](http://www.shrevearts.org)

**HOW DO I FIND OUT ABOUT PROFESSIONAL ARTIST IN THIS REGION?**

Visit our website at [www.shrevearts.org](http://www.shrevearts.org) and see the **Northwest Louisiana Artists Directory**

**Activity period** – actual dates of programming activities. Must fall between October 1, 2015 and September 31, 2016.

**Glossary of Terms**

**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 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.

**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.

**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.).

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

**Current fiscal year (FY2016)** ‑ 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, 2015 and September 31, 2016.

**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.

**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.

**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 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. 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). Reporting in-kind contributions is highly encouraged.

**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.

**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.

**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** – 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 (FY 2014)** ‑ 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 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 2016)**  ‑ 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.

**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.

**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.