

**Department of Culture, Recreation & Tourism
Office of Cultural Development
Louisiana Division of the Arts**

LOUISIANA ARTS ECONOMIC RECOVERY GRANTS

Application deadline: August 17, 2009

PURPOSE

The Louisiana Division of the Arts will distribute \$279,000 from the National Endowment for the Arts (NEA) in order to preserve jobs in the nonprofit arts sector. Non-profit arts organizations with 501(c)3 status from the IRS are eligible to apply for salary support for critical jobs that are in jeopardy or have been eliminated as a result of the current economic climate; or for fees for previously engaged artists or contractual personnel to maintain or expand their engagements. Development or fundraising jobs are not eligible. Funds **must** be expended no later than December 31, 2010.

ELIGIBLE USES OF GRANT FUNDS

Use of these special, one-time grants is limited to **the preservation or protection of permanent or contracted jobs within the non-profit arts sector**. Funding must be applied toward one of the following uses:

- To restore (full or part-time) salaried, hourly, or contract positions critical to the organization's artistic mission and have been eliminated after September 2008.
- To sustain (full or part-time) salaried, hourly, or contract positions critical to the organization's artistic mission and that are currently in jeopardy of being eliminated.
- Contracted staff or artist(s) positions critical to the organization's artistic mission and have been eliminated after September 2008 or that are currently in jeopardy of being eliminated.
- To continue or reinstate contracted artists critical to the organization's artistic mission and to maintain or expand their artistic engagements.

Within an organization, funding should address either Critical Need and/or Sustainability:

Critical Need – *How the job plays a critical role in the function of the organization. Without the listed position, a vital component of the agency's work would not get done. This should be explained explicitly in your narrative.*

Sustainability – *How the job for which funding will be sustained after the grant period has expired. This should be explained explicitly in your narrative.*

ELIGIBILITY REQUIREMENTS

- Organization must be a registered 501(c)3 nonprofit in good standing whose primary mission is the arts or arts programming.
- Organization must **NOT** have accepted ARRA funds from the NEA, Southern Arts Federation, local arts agencies or any other source.

INELIGIBLE USES

- Creation of new jobs
- General operating expenses
- Travel
- Bonuses
- Payment to board members
- Legal fees
- Hiring of contracted personnel, including touring groups or exhibiting artists, who were not already scheduled to appear
- Salaries, wages, fringe benefits, and fees that are incurred in connection with fund raising are not allowable expenses, in accordance with NEA restrictions
- Any function that does NOT involve protecting and preserving jobs within the applicant organization

APPLICATION INFORMATION

DEADLINE TO SUBMIT APPLICATIONS - AUGUST 17, 2009

All applications must be submitted directly to the Louisiana Division of the Arts. Applications must be postmarked by August 15th or hand-delivered to the Louisiana Division of the Arts offices before **4:30 pm** on August 17th. Late applications will not be considered.

Grant Period - Funds must be expended between October 1, 2009 and December 31, 2010.

Funding Requests – These funds are non-matching with a maximum request \$30,000.

Match - No match is required.

Grant Payments – If funding is awarded, the grant recipient will enter into a contract with the Louisiana Division of the Arts. Once the contract has been signed and approved by all parties, the first payment of 75% of the grant award amount will be processed. The remaining 25% will be disbursed after the final report and all required documentation is received.

EVALUATION CRITERIA

Grant applications for this program will be evaluated according to the following criteria:

- In order to be considered, applications must arrive as outlined in the *Application Information* section, contain **original signatures**, and fulfill all stated guidelines.
- **NEED:** Specifically describe how the requested funding supports staff position(s) **or** contracted artist(s) whose contribution to the organization advances the organization's mission and is crucial to the organization's ability to fulfill its mission. 50%
- **JOBS IMPACTED:** Evidence that the requested funding supports staff position(s) **or** contracted artist(s) that are jeopardized or have already been lost due to the economic downturn. 35%
- **FISCAL CAPABILITY:** Proof that the organization is fully capable of completing quarterly reporting required for fiscal transparency and providing data to measure local economic impact. 10%
- **POPULATION SERVED:** Number of residents impacted by this organization's programming. 5%

HOW TO APPLY

Application is by letter; complete grant application form and required attachments (see 1-4 below):

1. Official grant application form—completed and signed
2. Organization Budget form
3. Attach brief job description for position in jeopardy and include length of employment
4. Attach IRS Determination letter

Applicants may download application forms and information at <http://www.crt.state.la.us/arts>

Failure to include the required application materials may result in disqualification of your application. Incomplete applications will not be accepted. Faxed or emailed applications will not be accepted.

Mail to:
ARTS ECONOMIC RECOVERY GRANTS
Louisiana Division of the Arts
P.O. Box 44247
Baton Rouge, LA 70804-4247

Hand-deliver to:
Capitol Annex Building
1051 N. Third Street
4th floor, suite 420
Baton Rouge, LA 70802

PREPARING YOUR APPLICATION

General Requirements: Each page and all required attachments must be labeled with the name of the applicant organization. They must be submitted on 8½ " x 11" (letter size) paper. Applications must be typed using no smaller than 12 point type, in a legible font. Do not fold, staple or tape your documents.

1. GRANT APPLICATION LETTER:

Application is by letter with required attachments. Please address the following criteria clearly and succinctly (1 page, 12 point type):

Organizational Background: Provide a brief statement about your organization. Summarize its mission and purpose. Please characterize the community, region, and audience it serves.

Specific Job Request: Note the job position(s) for which you are seeking support. Provide job title, salary, description, and the number of months of employment. Discuss the significance of this position to the mission and core work of your organization. Describe the effect on your organization if this position were curtailed or eliminated. Is this position currently filled?

OR

If it is for contractual personnel:

List the artists and/or contractual personnel to whom you propose to pay fees. Describe the work for which these individuals would be paid, the position(s) and fees for these individuals, and the length of employment. Discuss the significance of this work to the mission and core work of your organization. Describe the effect on your organization if this activity were curtailed or eliminated.

Need: Site evidence that the requested support is critical to the organization's artistic mission.

Impact: Provide an explanation of what will happen to the organization should it not receive this funding.

Signature: The applicant organization's authorized official (President or Board Chair) must sign the letter.

2. JOB DESCRIPTION

Include a one-page job description of the position(s) for which the requested grant would fund. Be sure to include details that support the vital necessity of the position.

3. GRANT APPLICATION FORM (download from <http://www.crt.state.la.us/arts>)

Fill out the grant application form. Incomplete forms will not be accepted.

- a) **Grant information:** fill out the information asked regarding the applying organization and requested funds and secure the appropriate signatures
- b) **Organization budget summary:** provide financial information as requested
- c) **Application narrative:** use a separate page to give details on budget line items

4. IRS TAX-EXEMPT LETTER

REVIEW PROCESS

Applying organizations will be asked to complete the above materials, which will be considered through an internal review process led by Scott Hutcheson, the Assistant Secretary of the Office of Cultural Development. Grant application documentation will be reviewed and ranked based on compliance with required guidelines and the critical need of the cited job(s) to the organization's artistic mission and/or the organization's sustainability.

NOTIFICATION

Applicants will be notified of funding status by Tuesday, September 15, 2009.

REPORTING

Grantees will be required to:

- Report on the use of LDOA/NEA American Recovery and Reinvestment Act funds as outlined in Section 1512 (c) of the American Recovery and Reinvestment Act of 2009, Public Law 111-5. This will include quarterly reports in a pre-determined format.
- As applicable, maintain personnel activity ("Time & Effort") reports for any employee whose salary is charged, in whole or in part, to the award.
- For contractual personnel to whom you propose to pay fees, maintain written contracts that outline the employment terms.
- In addition, all grantees are required to file a Final Report at the end of the grant period. Failure to file the Final Report by the due date may result in cancellation of the award and repayment of funds received. LDOA will not fund applicants who have outstanding Final Reports, and will reserve the right to refuse the delinquent organization's application for future funding.

QUESTIONS

Contact Kathleen Sarsfield with OCD Special Projects at (225) 342-8200 or ocd.info@crt.state.la.us