

**LOUISIANA DECENTRALIZED ARTS FUNDING PROGRAM**

October 1, 2011 – September 30, 2012

# GUIDELINES

## DAF FY2012

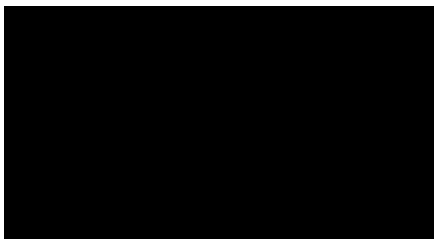


### REGION 4

Acadia  
Evangeline  
Iberia  
Lafayette  
St. Landry  
St. Martin  
St. Mary and  
Vermilion Parishes



**Administered by the  
Acadiana Center for the Arts**



**Funded by the Louisiana Division of the Arts, Office of Cultural Development, Department of Culture, Recreation and Tourism Office of the Lt. Governor, State of Louisiana**

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For assistance or for more information please contact:

Gwen Richard  
Community Development Director  
Acadiana Center for the Arts  
(337) 233-7060  
[Gwen@AcadianaCenterfortheArts.org](mailto:Gwen@AcadianaCenterfortheArts.org)

# VITAL APPLICATION REQUIREMENTS

## APPLICATION DEADLINE

The application deadline is **Friday, June 17, 2011**, hand delivered to AcA until **4:30 p.m.** or postmarked June 17, 2011.

- Postmark must be stamped by the post office. No metered mail will be accepted.
- Any application received with a postmark after the deadline will be ineligible.
- Applications are ineligible regardless of the postmark date if received seven days after the deadline.
- Applications may not be faxed.
- Hand-written applications will not be accepted
- Application **MUST** be on an official Decentralized Arts Funding Program application. Applications can be completed on-line and/or downloaded at [www.AcadianaCenterfortheArts.org/DecentralizedArtsFunding](http://www.AcadianaCenterfortheArts.org/DecentralizedArtsFunding).

**Submit completed applications directly to the Acadiana Center for the Arts.**  
Do not submit applications to the Louisiana Division of the Arts.

### **Mailing Address:**

Acadiana Center for the Arts  
P.O. Box 53762  
Lafayette, LA 70505

### **Physical Address:**

Acadiana Center for the Arts  
101 West Vermilion Street  
Lafayette, LA 70501

**PLEASE NOTE:** To receive assistance with your application prior to submission, you may e-mail **drafts only**, for review to [Gwen@AcadianaCenterfortheArts.org](mailto:Gwen@AcadianaCenterfortheArts.org) before **May 31, 2011**.



## FREE GRANT APPLICATION ASSISTANCE WORKSHOPS

Attend a **FREE Grant Application Assistance Workshop** in your area. There will be one workshop held in each of the eight Acadiana parishes. There is no reservation require. If you can not attend the workshop in your parish, you may attend a workshop in another parish within Acadiana. All of the information presented is exactly the same for all eight parishes.

**Crowley Art Association**  
220 N. Parkerson Ave.  
Crowley, LA. 70526  
Thursday, April 21, 2011  
11:00 a.m.

**Acadiana Center for the Arts**  
101 W. Vermilion St.  
Lafayette, LA 70501  
Thursday, April 21, 2011  
2:00 p.m.

**Franklin City Hall**  
300 Iberia St.  
Franklin, LA 70583  
Monday, April 18, 2011  
10:30 a.m.

**Evangeline Parish Library**  
242 W. Main St..  
Ville Platte, LA. 70586  
Wednesday, April 13, 2011  
10:30 a.m.

**Steeple Vue Gallery**  
149 Fuselier St.  
Arnaudville, LA 70512  
Wednesday, April 13, 2011  
2:00 p.m.

**Le Musee de Kaplan**  
405 Cushing Ave.  
Kaplan, LA 70548  
Wednesday, April 20, 2011  
10:00 a.m.

**Iberia Parish Library**  
445 E. Main St.  
New Iberia, LA. 70560  
Thursday, April 14, 2011  
10:30 a.m.

**St. Martin Parish Library**  
201 Porter St.  
St. Martinville, LA 70582  
Monday, April 18, 2011  
2:00 p.m.



# 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 eight Regional Development Agencies, which in turn regrant those dollars to parishes in their region. A Community Development Director administers each region, identifies arts-sponsoring organizations and provides them with advice and assistance in developing arts programming. In addition, two Local Regranting Agencies service individual parishes within two of the regions.

## 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:

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

## GOALS

The goals of the Decentralized Arts Funding Program are to:

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

# WHAT TYPES OF GRANTS ARE AVAILABLE?

**NEW THIS GRANT ROUND:** YOU MAY SUBMIT **ONLY ONE GRANT APPLICATION.** The minimum grant request per category is **\$1,000** and the maximum grant request per category is **\$10,000.**

Three grant categories in the Decentralized Arts Funding Program:

### 1. Project Assistance

- Provides funding for a specific arts project. Up to 100% of eligible expenses.

### 2. Technical Assistance

- Provides funding for professional expertise and training in any of the eight arts disciplines or arts administration. Up to 100% of eligible expenses.

### 3. Organizational Support

- 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 **\$10,000.**

**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. Total amount requested may not exceed parish allocation. 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.

# PREPARING THE 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?
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. Talk to the Community Development Director, Gwen Richard at the Acadiana Center for the Arts.
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, Technical Assistance, 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, proofread.



## WHO IS ELIGIBLE?

	PROJECT ASSISTANCE	TECHNICAL ASSISTANCE	ORGANIZATIONAL SUPPORT
Non-profit Arts Organizations	◆	◆	◆
Non-profit Organizations	◆	◆	
Governmental Agencies	◆	◆	
Schools and School Boards	◆	◆	
Colleges and Universities	◆	◆	
Individuals (with Fiscal Agent)	◆		

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:

- Louisiana non-profit tax-exempt organizations. Organizations without nonprofit tax-exempt status from the IRS must be registered as a nonprofit corporation with the Louisiana Secretary of State.
- Local, parish, or state governmental agencies such as libraries or municipalities.
- 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 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. Organizations currently receiving a grant from the Division of the Arts' General Operating Support Program may serve as a fiscal agent in Project Assistance and Technical Assistance. (*See Fiscal Agent Requirements below.*)
- 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: SOMETHING NEW THIS GRANT ROUND**

- Organizations may serve as a fiscal agent for only one other applicant - *termed* sub-applicant - in addition to their own application.
- Fiscal agents must be domiciled in the same parish as the sub-applicant.
- 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.

- 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.
- Chapter organizations must apply in the parish in which it is domiciled.
- A letter of support from the central organization must be submitted with the application.

## WHO IS INELIGIBLE?

- Past grant recipients who are not in compliance with the Decentralized Arts Funding Program.
- The Acadiana Center for the Arts is not eligible to be an applicant or a paid provider of services on a grant.
- Organizations receiving line item support from the state legislature. These organizations are ineligible to receive grants for arts programming related to those line items.
- Please note: Eligible grant-seekers may apply for FY 2012 funding from parallel grant categories of the Louisiana Division of the Arts (LDOA) grants program and the local Decentralized Arts Funding (DAF) grants program. However, if an applicant has been recommended to receive certain grants from both the LDOA program and the Decentralized Arts Funding program, in most cases, the applicant can only accept one. Please see below for LDOA/DAF grant funding restrictions and protocols.

LDOA Grant Category	DAF Category	How to proceed when recommended for both:
Stabilization	Organizational Support	If you are recommended to receive both a Stabilization grant and an Organizational Support grant, you may only accept one. Select the grant award that is most appropriate for your agency. You must notify both the Acadiana Center for the Arts and the Louisiana Division of the Arts of your decision in writing.
Capacity Building	Technical Assistance	An organization may not accept a Capacity Building and a Technical Assistance grant. If an organization has been recommended to receive both grants, the organization must choose one. You must notify both the Acadiana Center for the Arts and the Louisiana Division of the Arts of your decision in writing.
Arts-In-Education Artist-in-Residence	Project Assistance	If you are recommended to receive both an AIE grant and a Project Assistance grant for the same project, you may only accept one. Select the award that is most appropriate for your project. You must notify both the Acadiana Center for the Arts and the Louisiana Division of the Arts of your decision in writing.



## **WE DO NOT FUND IN ANY PROGRAM**

- Activities that occur before October 1, 2011 and after September 30, 2012.
- Expenses incurred prior to October 1, 2011 and after September 30, 2012 for the proposed project, program or services
- Activities not open to the general public, except in projects involving schools or school systems
- Activities intended to serve only an organization's membership
- Projects that primarily serve social or religious purposes
- Exhibits or activities that primarily focus on historical topics rather than current folklife traditions
- Regrant by the applicant to other organizations for programming activities
- Projects funded in the same year (or overlapping year) by the Louisiana Division of the Arts' Statewide Arts Grants Program
- Activities intended primarily for fund-raising purposes
- Accumulated deficits or debt retirement
- Contingency funds
- Acquisition of entire collections of works of art
- Capital improvements including restoration of buildings
- Restoration of historic buildings and sites
- Conservation of non-arts related collections
- Projects 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 for hospitality or entertainment functions
- 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
- Projects and tours to take place outside the state
- Purchase or long-term rentals of equipment, property, capital improvements or library holdings
- Fiscal agent as a paid provider of service within the same project
- Licensing fees of any kind

# CATEGORY I: PROJECT ASSISTANCE

Project Assistance provides funds for a wide variety of arts projects and programs with artistic value that meet specific community needs. Arts projects are supported within the following arts disciplines only: **Dance, Design Arts, Folklife, Literature, Media, Music, Theater, Visual Arts & Crafts, and Multidiscipline.**

## EVALUATION CRITERIA

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

### ARTISTIC MERIT

**WEIGHT: 35%**

- 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%**

- 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%**

- 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%**

- 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

### **IN PROJECT ASSISTANCE, WE DO NOT FUND:**

- Operating costs not directly associated with the proposed project
  - Non-arts oriented exhibitions or productions and related expenses
- For a complete list of what is not allowable with Decentralized funds, see page 7*

# 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 Gwen Richard, Community Development Director at Acadiana Center for the Arts.

## 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.

## 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.

## 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 (folklorist, anthropologists, and ethnomusicologist).

## 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.

## 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 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.

## CATEGORY II: TECHNICAL ASSISTANCE

Technical Assistance provides funds to allow access to professional expertise in two primary ways: Consultant Fee Support and Training Support. **Consultant Fee Support** may be used to hire professional consultants. **Training Support** allows the artistic staff, administrative staff or board members of arts organizations to attend seminars, workshops and professional development programs or conferences. This grant program is intended to provide funding for the development of arts organizations, as well as for nonprofit organizations and accredited K-12 educational institutions as it relates to the development of specific arts related activities or programming. Individuals are not eligible to apply for support. Organizations whose primary focus and mission is not arts related must demonstrate that their technical assistance request benefits the arts component of their programming.

### TECHNICAL ASSISTANCE IDEAS

This list offers possible suggestions, but is not to be considered exhaustive. Organizations are not limited to selecting from this list.

#### CONSULTANTS:

- Development of a cultural plan
- Assistance in designing a project (art festivals, folklife festivals, exhibits)
- Assistance in acquiring 501(c)(3) status
- Board development and recruitment
- Documentation of arts resources (artist, folk artist, or art form)
- Developing marketing plans
- Documentation of the organization's activities for promotional efforts
- Economic impact studies of the arts

#### TRAINING:

- Training grants to allow artistic staff, administrative staff or board members to attend seminars, workshops or other professional development programs
- Costs related to mentoring requested by an emerging organization (the pairing of an established organization with an emerging organization)
- Museum methods training for collections that are primarily artistic (not historic)
- Use of media equipment

### EVALUATION CRITERIA

A Community Review Panel will evaluate your proposal using evaluation criteria, which will be used to determine recommended funding. Responses to the **narrative questions** provided in the application along with the project budget and provider of services will be evaluated accordingly. **Your application will be reviewed on the basis of the following evaluation criteria and corresponding weights for the Technical Assistance grant category includes:**

#### Need and Impact

**Weight: 40%**

- Need for technical assistance
- Degree to which technical assistance can aid in stabilizing or promoting the growth of the organization within its community
- Degree to which technical assistance will impact arts programming

#### Quality of Assistance

**Weight: 40%**

- Qualification of consultant(s)
- Degree and depth of training provided by the consultant services, workshop or conference

#### Administration and Budget

**Weight: 20%**

- Appropriate budget
- Compliance with past grant contract(s)

#### IN TECHNICAL ASSISTANCE, WE DO NOT FUND:

- Costs for permanent administrative or artistic staff
- Individuals not associated with the applicant organization
- Organizations that receive a grant from the Division of the Arts Capacity Building Program are not eligible to receive Technical Assistance funds
- *For a complete list of what is not allowable with Decentralized funds, see page 7*

## CATEGORY III: ORGANIZATIONAL SUPPORT

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 \$10,000.** Grants may only be used for operating expenses, such as professional salaries, rent and utilities, supplies and materials, etc. incurred between October 1, 2011 and September 30, 2012. For the purposes of this grants program, acceptable arts disciplines are defined as: Dance, Design Arts, Folklife, Literature, Media, Music, Theater, Visual Arts & Crafts, and Multidiscipline.

### EVALUATION CRITERIA

A Community Review Panel will evaluate your proposal using evaluation criteria, which will be used to determine recommended funding. Responses to the **narrative questions** provided in the application along with the project budget and provider of services will be evaluated accordingly.

**Your application will be reviewed on the basis of the following evaluation criteria and corresponding weights for the Organizational Support grant category includes:**

#### QUALITY

**WEIGHT: 50%**

- 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%**

- 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%**

- 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

#### **IN ORGANIZATIONAL SUPPORT, WE DO NOT FUND:**

- Non-arts organizations
  - Non-profit arts organizations without 501(c)(3) status
  - Governmental agencies, colleges, universities, schools
  - Organizations that receive support from the Division of the Arts Stabilization Program
- For a complete list of what is not allowable with Decentralized funds, see page 7*

## WHAT DOES YOUR ORGANIZATION SUBMIT?

1. Complete the application on the forms provided. No handwritten applications will be accepted. Applications are available on-line and can be completed or downloaded at [www.AcadianaCenterfortheArts.org/DecentralizedArtsFunding](http://www.AcadianaCenterfortheArts.org/DecentralizedArtsFunding).
2. All applicants **must** submit the following by the **Friday, June 17, 2011** deadline:
  - a. Appropriate complete application form (either Project Assistance, Technical Assistance, and/or Organizational Support), Project or Organization Budget, and Provider of Services Forms. NOTE: All parts of the application form **must** be submitted by the **Friday, June 17, 2011** deadline for the application to be eligible.
  - b. Proof of Louisiana nonprofit or federal nonprofit tax-exempt status. Attach an IRS letter determining nonprofit tax exemption under Section 501(c) of the Federal Tax Code or a letter from the Louisiana Secretary of State's office if the organization does not have tax-exempt status. Governmental subdivisions (public schools, parish libraries, municipal governments, state universities, etc.) are not required to submit proof of nonprofit status.
  - c. Proof of parish domicile. Certificate of Incorporation from the Secretary of State's office 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.
  - d. Chapter organizations must attach the IRS nonprofit tax-exempt designation letter for the central organization and documentation from the IRS indicating chapter is under the central organization. A letter of support from the central organization must be submitted with the application.
  - e. Board of Director's list including names and addresses, identifying officers, ethnic make-up and professional affiliation.
  - f. Schools and projects working with schools **must** submit a letter of support from the local school board and/or principal.
  - g. Applications requesting creation of a **new** work (performing arts/art in public places/design) or media production (film, video or radio) **must** submit a sample of work that illustrates artistic merit of artists involved.
3. Arts organizations applying for Organizational Support **must** also submit:
  - a. Year-end financial statement for the previous year or the most current IRS Form 990.
  - b. Optional, your organization's most recent strategic, annual, or long-range plan.
4. All applicants are strongly encouraged to submit samples of work, letters of support, brochures, reviews, programs and detailed budgets about your organization or project. This is not a requirement, but it could be a significant factor when the community review panel evaluates your application. Any supplemental material can be returned to applicants, upon request, after October 1, 2011.



## HOW ARE FUNDING DECISIONS MADE?

After the **Friday, June 17, 2011** deadline, the **Acadiana Center for the Arts** receives the applications, determines that the applicant and the proposal are eligible for assistance and that the application complies with Decentralized Arts Funding Program guidelines. At that point, a Community Review Panel that reflects the area's ethnic, demographic and geographic diversity in addition to having the artistic and administrative expertise needed to evaluate applications will convene to review the applications. Each parish is guaranteed representation on the panel. To avoid having conflicts of interest problems, the employees and paid providers of service of applicant organizations will not be allowed to serve as panel members. Board members of applicant organizations may serve, but must recuse themselves by physically leaving the room when those applicants are discussed and voted on. Other reasons for recusals are: a panelist's immediate family is a board member or the panelist has some other close affiliation or potential bias with an applicant organization.

Once the Community Review Panel has met, applicants may call the granting agency to find out the recommended funding level and panel comments. Applicants not recommended for funding may appeal the funding recommendation by submitting a written appeal to the Acadiana Center for the Arts. For an application to be considered for appeal, the organization must submit a letter justifying the appeal. Such requests must contain a justification indicating that the decision to not fund the project was based upon insufficient or incorrect information resulting from something other than the fault of the applicant. Submitting an incomplete application is not grounds for appeal. Information not provided in the original grant application will not be considered as grounds for appeal. Recommendations by the panel to not fund an application or recommendations for partial funding are not grounds for appeal. The date that the funding recommendation will be available and the appeal deadline will be included in the letter notifying applicants that their application has been received. Once the appeals have been reviewed by the Acadiana Center for the Arts Executive Committee the Acadiana Center for the Arts Board of Directors will be presented with the recommendations of the panel and the appeal board for final approve.

## WHAT DO I DO IF I'M FUNDED?

### CONTRACT AND PAYMENT REQUIREMENTS

Congratulations! You will enter into a contract with the Acadiana Center for the Arts. Applicants who receive partial funding should be prepared to revise the plan and budget accordingly. Once the contract has been signed and approved by all parties, you will receive your first payment of 75 percent of your grant award. **If at any time you are unable to complete the project, programs or services for which you're funded, immediately contact Gwen Richard at the Acadiana Center for the Arts.**

### 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. 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 25 percent of your grant award. Final Reports must be submitted no later than thirty (30) days after completion of services or October 31, 2012, whichever comes first.

## MISCELLANEOUS REQUIREMENTS

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 Acadiana Center for the Arts either by name, logo, and/or credit statement in printed public material as appropriate. Credit statements should be included in materials distributed to the public.

**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 Acadiana Center for the Arts.**

Additional credit statements may be added as required by the Acadiana Center for the Arts. You are required to notify staff of the Acadiana Center for the Arts prior to any project or program funded by the Louisiana Decentralized Arts Funding Program. Notification is required at least two weeks prior to an 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.

If the Acadiana Center for the Arts 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 25% 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.

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

For information about the **State Artist Roster**, **Louisiana Touring Directory**, or additional grant programs administered on the state level, contact:

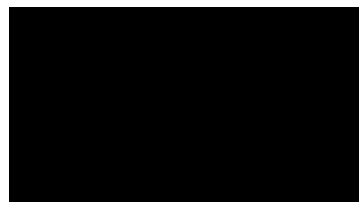
Louisiana Division of the Arts  
P. O. Box 44247  
Baton Rouge, LA 70804  
(225) 342-8180  
[arts@crt.state.la.us](mailto:arts@crt.state.la.us)  
[www.crt.state.la.us/arts](http://www.crt.state.la.us/arts)



### HOW DO I FIND OUT ABOUT OTHER ACADIANA CENTER FOR THE ARTS PROGRAMS?

For information contact:

Acadiana Center for the Arts  
P.O. Box 53762 (Mailing)  
Lafayette, LA 70505  
Acadiana Center for the Arts  
101 West Vermilion Street (Physical)  
Lafayette, Louisiana 70501  
(337) 233-7060  
[Gwen@AcadianaCenterfortheArts.org](mailto:Gwen@AcadianaCenterfortheArts.org)  
[www.AcadianaCenterfortheArts.org](http://www.AcadianaCenterfortheArts.org)



## GLOSSARY OF TERMS

**Accrual basis of accounting** – An accounting basis wherein revenue and expenses are recorded in the period in which they are earned or incurred regardless of whether cash is received or disbursed in that period. This is the accounting basis that generally is required to be used in order to conform to generally accepted accounting principles (GAAP) in preparing financial statements for external users.

**Activity period** – actual dates of programming activities. Must fall between October 1, 2010 and September 30, 2011.

**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.

**Cash basis of accounting** – The accounting basis in which revenue and expenses are recorded in the period they are actually received or expended in cash. Use of the cash basis generally is not considered to be in conformity with generally accepted accounting principles (GAAP) and is therefore used only in selected situations, such as for very small businesses and (when permitted) for income tax reporting.

**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 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 (FY 2010)** – 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, 2010 and September 30, 2011.

**Decentralized Arts Funding Program (DAF)** – program of the Louisiana Division of the Arts, administered by Regional Development 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 of 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 2009)** – 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 2011)** – 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 Development 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.





#### A Message from the Executive Director:

As you can imagine, these are exciting times here at the Acadiana Center for the Arts (AcA) as we continue our remarkable growth and transformation into a fully integrated regional Arts Center. While we remain deeply committed to our 35-year mission and history of supporting all of the arts, cultural economic development and education, we are finding ourselves at the Center of Acadiana's extraordinary artistic fabric. The now completed AcA represents a \$22M asset for all of us, encompassing 50,000 sq. ft. of spacious and beautiful galleries, workshop & meeting rooms, offices and a State-of-the-Art theater.

We want you to know that we are here for you in these challenging times, not just as a grant maker, but as a resource proving both technical and career assistance to any artist or arts organization. Give us a call, we're here to help. Our grant programs, workshops and professional development programs are designed to support our goal to nurture great art in rural and urban settings alike. We want to encourage all of you to take part in our grants process and will assist you along the way. While our physical facility is a great central destination in Acadiana's Hub-City, Lafayette, we remain dedicated to reaching out into the field and providing support and service throughout the region.

In a time when the arts throughout our nation are greatly challenged and the State of Louisiana continues to threaten arts funding with extensive cuts, all of us need to work closely together and produce our most extraordinary work in a continued effort to preserve this regions greatest resource – our cultural identity.

Sincerely and with best wishes for much success in 2011-2012.

Dr. Gerd Wuestemann  
Executive Director  
Acadiana Center for the Arts