

# 2010-2011 DAF Grant Information

## Grant Selection Process

After the Commission on Cultural Affairs (CCA) receives all applications, staff determines that the applicant and the proposal are eligible for assistance and complies with Decentralized Arts Funding guidelines.

Next, CCA assembles a Community Review Panel for each grant category to evaluate and score each proposal by discussing your narrative, budget, and Provider of Services forms. Your proposal will be scored according to weighted criteria designed to encourage a thorough proposal while helping you prepare more successful funding requests from other sources.

Persons solicited to sit on each panel reflect the area's ethnic, demographic and geographic diversity, and have the artistic and administrative expertise needed to evaluate applications. Each parish is guaranteed representation on the panel.

You will be sent a letter notifying you that your application was received, the date funding recommendations are available, and the deadline for appeals.

To avoid conflicts of interest, CCA employees and paid Providers of Service of an applicant's organization are prohibited to serve as panel members. Board members of applicant organizations may serve, but must recuse themselves when those applications are deliberated. A panelist may also be barred from specific panel discussions where immediate family is a board member or the panelist has some other affiliation or potential bias with an applicant organization.

## Notification and Appeal Process

After panel deliberations are closed, applicants may call the CCA to discover the recommended funding level and panel comments (refer to the Grant Timeline for dates).

Applicants recommended for reduced or zero funding may appeal the recommendation by submitting a written appeal to CCA with an explanation that would justify an appeal. Reasons cited may be insufficient or incorrect information or other reasons that were not the fault of the applicant, with specific data that may lead to the reversal of the panel's decision.

### **The following are not grounds for appeal:**

- Submitting an incomplete application
- Failing to provide required documentation in the original grant application
- Panel recommendations not to fund an application or recommendations for partial funding

Once appeals have been reviewed by CCA, staff will implement the recommendation of the appeal board.

## Contract & Payment Requirements

If your project is recommended for funding, you will enter into a contract with St. Tammany Parish Government. You will be sent a packet containing three copies of the contract to be executed by the organization's president or other person authorized to sign a contract, plus two witnesses.

### **IMPORTANT:**

If you have not executed your grant agreement within 60 days of when we mailed it to you, your award will be revoked and reallocated.

Included in your packet will be a CD containing a Final Report form, logo files, and an Amended Budget and Scope form. Applicants who receive partial funding will be required to complete this form, and should be prepared to revise the plan and budget accordingly.

### **IMPORTANT:**

**You must fund 100% of your project up-front.**

Once contracts are signed and approved by all parties, and upon receipt of funds from the State of Louisiana, St. Tammany Parish Government will issue your first payment of seventy-five percent (75%) of your grant award. You will be reimbursed for the final twenty-five percent (25%) after completing your project and your final report is deemed acceptable. You must be able to fund 100% up front, as final payment funds from the State of Louisiana are typically not available until the end of the funding year.

If you need to amend your grant agreement, you may do so provided the change is in the spirit of the original proposal. For example, if a Provider of Services becomes unavailable, or you have found a way to streamline your project or reduce your budget, notify CCA in writing right away and complete an Amended Budget and Scope form detailing the change.

## **Disbursements to Fiscal Agents**

Because a Fiscal Agent (FA) is financially and legally liable for the grant, the method by which grant funds are disbursed to the Sub-applicant is the judgment of the FA. CCA recommends reimbursing the Sub-applicant from receipts or to pay bills directly, but not to re-issue an entire disbursement up front.

When reimbursing the Sub-applicant for expenses, FA's should ensure they pay only for acceptable expenses. **Refer to the list of items that cannot be paid with grant funds on page 9 of the 2010-2011 Grant Guidelines.**

## **Crediting Requirements**

The requirement of credit statements and logos in grant-supported media is an important way to show elected officials where their support of the program goes to work—in the very events they and their constituents enjoy attending.

Organizations funded through the DAF program are required to credit all governmental agencies, locally and statewide, who administer the program by name, logo, and credit statement in all materials distributed to the public including posters, flyers, postcards, printed programs, brochures, and press releases.

**“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 St. Tammany Commission on Cultural Affairs.”**

Additional credit statements may be added as required by the CCA. On small printed materials such as postcards you may use the reduced credit statement:

**“Supported by a grant from the Louisiana Division of the Arts as administered by the St. Tammany Commission on Cultural Affairs.”**

The credit statement should be adjacent to the required logos, as indicated here:



## Tickets + Access to Your Events

You are required to grant access, free of charge, to staff, Commissioners, or other applicable personnel for the purpose of reviewing your project, program or service. You should invite individuals from entities responsible for funding your project, program or service including local, parish and state elected officials from your town or region, and the Louisiana Division of the Arts.

If you send tickets to elected officials, you must provide an event program with a statement that the official is invited as a program honoree, presenter, panel member, etc. If he/she attends, you must give him/her an opportunity to say a few remarks.

### **IMPORTANT:**

You must notify CCA in writing (via email at [gac@stpgov.org](mailto:gac@stpgov.org) and mailed invitation, if available) prior to the event date of any project or program funded by the Louisiana Decentralized Arts Funding Program. Notification is required at least 30 days prior to the event or project date.

## Final Report Requirements

During the course of your project, you are responsible for documenting activities and compiling financial and budget information related to the project, programs or services for which you received grant funding. This information will be compiled at the end of your project or the end of the DAF fiscal year in the Final Report.

The Final Report supplies information that compares the original information contained in your application with what actually happened as a result of your project, programs or services.

You will receive the final report form with your signed contract and first payment, or the form can also be downloaded from [www.stpgov.org/arts](http://www.stpgov.org/arts).

### **IMPORTANT:**

Final Reports must be submitted no later than forty-five (45) days after completion of services or September 30, 2011, whichever comes first.

In addition to financial and budget tracking, you are responsible for tracking Performance Indicators, or evaluation tools used to determine the effectiveness of your project, programs or services and to evaluate the use of State of Louisiana grant funding.

### **IMPORTANT:**

### **YOU MUST DOCUMENT THE FOLLOWING THROUGHOUT THE TERM OF YOUR GRANT:**

- Keep copies of all receipts, invoices, check numbers and cancelled checks, and any publications prepared for the project or program (postcards, brochures, press releases, etc.).
- Track the audience size at your event(s). The Commission on Cultural Affairs has free hand tallies for you to count attendees.
- Photograph your activities, plus video if possible.
- Document what worked and what did not, and any information that reflects successes or failures. Be honest! This will aid future planning.
- Review the intent of the project and state whether it was achieved, keeping in mind DAF goals and evaluation criteria.
- List any unanticipated outcomes of your project, such as your project's capacity to benefit underserved communities, or persons who have difficulty accessing cultural events (low income, senior citizens, etc.).

You will need to compile all documentation, plus a CD-ROM of photos of the event or, in the case of organizations, individual projects of the organization, plus video, audio CD, or other supplemental material that graphically exhibits the activity. Materials should be of highest quality, as they will be used to promote the program in print materials.

Projects and activities held in St. Tammany Parish can also receive promotion on Access St. Tammany Channel 10, the parish government television channel. If you have a DVD of your production or event, please submit it for possible airing and sharing around the state and with other public access channels around the United States. The production value of the DVD will reflect on the overall quality of your project, so be sure any DVD submitted is of highest video and sound quality.

### **Noncompliance**

If CCA 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 determination of noncompliance, the grantee is ineligible to apply to the DAF Program.

### **IMPORTANT:**

If you are unable to complete the 2010-2011 project, programs or services for which you're funded, *immediately* contact the Commission on Cultural Affairs at (985) 898-5243 or at [arts@stgov.org](mailto:arts@stgov.org) .

**You must notify CCA by May 1, 2011 or future grant opportunities will be jeopardized.**

The Community Development Coordinator at CCA is available to assist and answer any questions you may have about your grant.