

Louisiana Decentralized Arts Funding Program

# Grant Application Guidelines

## 2010-2011



For Cultural Activities in  
**St. Tammany & St. Bernard Parishes**

A Program of the Louisiana Department of Culture, Recreation & Tourism  
Administered by St. Tammany Parish Government Commission on Cultural Affairs

## How to Contact Us

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Commission on Cultural Affairs  
St. Tammany Parish Government

### TELEPHONE

Phone: 985-898-3011

Fax: 985-898-2798

### ONLINE

Website: [www.stpgov.org/arts](http://www.stpgov.org/arts)

Email: [arts@stpgov.org](mailto:arts@stpgov.org)

### ADDRESS

Physical Address:

21490 Koop Drive, Suite 200  
Mandeville, LA 70471

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### OFFICE HOURS

Monday – Friday, 8 am – 4:30 pm

*Program funded by:*

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

*Program administered by:*

The Commission on Cultural Affairs, an agency of St. Tammany Parish Government.



## Grants Help

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### WORKSHOPS

The Commission on Cultural Affairs wants to help applicants develop and submit persuasive proposals. Commission staff will conduct grant workshops in St. Tammany and St. Bernard parishes covering grant categories, eligibility, application requirements, and tips on how to submit a competitive application.

### OPTIONAL DRAFT REVIEW & 1-ON-1 HELP

The Community Development Coordinator is available to provide one-on-one assistance to help develop your application prior to the final deadline. Staff will review drafts and provide comments by appointment.

Dates and times for all workshops and opportunities for assistance are published on the St. Tammany Parish Government website at [www.stpgov.org/arts](http://www.stpgov.org/arts). Click "Grants" to access DAF documents.

For more information or to schedule an appointment, call (985) 898-3011 or email [arts@stpgov.org](mailto:arts@stpgov.org).

## Application Requirements

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- Applications must be on an official Decentralized Arts Funding Program application.
- Applications may be downloaded at [www.stpgov.org/arts](http://www.stpgov.org/arts). Save to your computer to begin completing the application. When prompted for a password, type **application** and press <Enter>.
- Applications will be accepted in person or via US mail. Mailed applications must be postmarked by the deadline date, stamped by the US post office.
- Submit full applications (signed application, supplementary documents and CD of artists' samples) to the Commission on Cultural Affairs at the address on page 2.
- **Do not** submit applications to the Louisiana Division of the Arts office (Baton Rouge).

## APPLICATION DEADLINE

Applications must be received by  
4:00 pm Tuesday, June 1, 2010.

### NOT ACCEPTED:

- Faxed applications
- Hand-written applications
- Mailed applications received seven days after the deadline, regardless of postmark date
- Apple MAC-formatted documents and media; all documents must be PC compatible and in MS Office 2000 or 2003. We do not support MS Office 2007 documents.



February, 2010

Over the last eight years, the Commission on Cultural Affairs has blossomed into an integral component of St. Tammany Parish Government. Originally created by Parish ordinance as the St. Tammany Arts Commission in 2000, the Commission on Cultural Affairs has grown exponentially in its service to the local arts community.

The CCA exists to sustain, enhance and nurture the arts in every genre throughout all aspects of life in St. Tammany Parish. This is accomplished through grants, programs in public art, leadership and organizational development of artists, and various cultural programs.

It is amazing to see how the arts in St. Tammany have grown to be a major thread in the cultural fabric of our community. We have national and international award winning artists, writers, directors and a host of other disciplined artists living and working in St. Tammany.

I want to thank the CCA for their dedicated effort to support and expand the arts within our parish. As art collectors and supporters, my wife and I truly appreciate the joy the many disciplines of art bring to our lives. The excellence of St. Tammany Parish would not be possible without the contribution of the arts.

Kevin Davis  
Parish President



Craig P. Taffaro, Jr.  
Parish President

**St. Bernard Parish Government**  
8201 West Judge Perez Drive  
Chalmette, La 70043  
Phone: (504) 278-4200  
Fax (504) 278-4264

February, 2010

As president of St. Bernard Parish, it is my vision to increase awareness of St. Bernard's wonderful assets and to preserve its cultural identity through the development of events, programming, and public awareness that highlight our artists and our cultural uniqueness.

The Decentralized Arts Fund grant program has allowed many in our arts and educational community to benefit by funding through this program which has installed life to our neighborhoods and an appreciation of the arts. As St. Bernard Parish continues to recover, it is my administration's commitment, that with continued funding, we will strive to provide economic progress through cultural activities thereby supporting Louisiana's cultural economy.

Craig P. Taffaro, Jr.  
St. Bernard Parish President

# Louisiana Decentralized Arts Funding Program

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## **ONLINE: Grant Process & Glossary**

For information on what to do if you receive a grant, visit our website at [www.stpgov.org/arts](http://www.stpgov.org/arts).

Available online:

- DAF Grant selection process
- Calendar of workshops and panel review sessions
- Notification & appeals process
- Contract and payment info
- Requirements for crediting, documenting and reporting on the grant
- Print-ready logos from the Commission on Cultural Affairs and the Louisiana Division of the Arts
- Glossary of grant terms
- Links to statewide arts agencies

## What is DAF?

The Louisiana Decentralized Arts Fund Program (DAF), initiated in 1995, makes the arts available in every parish in the State of Louisiana by providing grant funding for artists, nonprofit organizations, community groups, and local government agencies.

Funding is allocated to each parish on a *per capita* basis utilizing U.S. census figures. The Louisiana Division of the Arts (LDOA) oversees the program, disbursing funds to each of nine Regional Development Agencies (RDA's), which in turn regrant those dollars to parishes in their region. RDA's develop arts programs to meet local needs, ensuring that decisions about cultural priorities are made locally; applicants compete for funding only with other organizations in their parish.

In St. Tammany and St. Bernard Parishes (Region 1A), DAF is managed by the St. Tammany Parish Government's Commission on Cultural Affairs. The department's Community Development Coordinator administers the DAF program, providing advice and assistance in developing arts programming.

### **The Decentralized Arts Fund Program is designed to:**

- Allocate fifty percent (50%) of the Louisiana Division of the Arts legislative appropriation
- 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 of the Decentralized Arts Fund Program:**

- 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
- Leverage local support for the arts
- Make arts activities available to groups who have limited arts experiences
- Fund public arts and cultural activities
- Introduce standard grant-writing practices and develop familiarity with customary administrative practices.

The Louisiana Division of the Arts in cooperation with the Louisiana State Arts Council is the catalyst for participation, education, development, and promotion of excellence in the arts by overseeing the DAF program and implementing plans of the Office of the Lieutenant Governor's Department of Culture, Recreation, and Tourism.

## Who Can Apply?

- ✓ **Louisiana non-profit, 501(c)3 tax-exempt organizations** in good standing with the Louisiana Secretary of State
- ✓ **Nonprofit corporations** registered with the Louisiana Secretary of State without IRS tax-exempt status
- ✓ **Local, parish, or state governmental agencies** such as libraries or municipalities
- ✓ **Public or private schools and school boards** (*each school within a system is a separate entity*)
- ✓ **Colleges or universities** sponsoring activities for community participation (not academic, credit-producing, or curriculum-oriented projects) and that increase access to the arts by the public.

## What Types of Grants Are Available?

**Arts projects are supported within the following arts disciplines only:** Dance, Design Arts, Folklife, Literature, Media, Music, Theater, Visual Arts & Crafts, and Multidisciplinary projects. For definitions of each of these categories, see the St. Tammany Parish Commission on Cultural Affairs website.

**Applicants may apply for a maximum of two grants for activities occurring between October 1, 2010 and September 30, 2011.**

## PROJECT ASSISTANCE

- ✓ Provides funds for arts projects that meet specific community needs, up to 100% of eligible expenses
- ✓ Awarded for a minimum \$1,000, maximum \$5,000
- ✓ May apply for funding of one or two different projects
- ✓ Applicants may be nonprofits or arts organizations with new initiatives.

## ORGANIZATIONAL SUPPORT

- ✓ Provides funding for operating expenses such as salaries, rent, utilities, supplies and materials
- ✓ Available to an arts organization with IRS 501(c)3 tax-exempt status or local art agency whose sole mission is arts support
- ✓ May apply for up to 25% of the previous year's annual operating revenues or no more than \$25,000, whichever is less
- ✓ Qualifying organizations may also apply for one Project Assistance grant.

**For complete descriptions and application instructions, see Pages 12 & 13.**

## Who is Eligible?

- **All applicants must apply in the parish in which the applicant is incorporated.** The official domicile is the organization's 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. To check your status, go to the Corporations Search Database in the Commercial section of the Secretary of State's website at [www.sos.gov](http://www.sos.gov).
- In addition to stated criteria within each grant category, the applicant's grants management track record is considered as an evaluation criterion in all programs.

Entity	Project Assistance: Maximum 2 applications for 2 different projects		Organizational Support
Nonprofit arts organizations with 501(c)3 tax-exempt status	Yes, and may not be a segment of the organization's regular programming	AND	Yes
Local arts agencies*	Yes	AND	Yes
Governmental agencies	Yes		No
Schools and school boards	Yes		No
Colleges and universities	Yes		No
Nonprofits (any type)	Yes		No

\*See Glossary of Terms for definition of arts agencies.

## Who is Ineligible?

- Anyone under 18 years of age as of the application deadline date.
- The Commission on Cultural Affairs, as either applicant or a paid provider of services.
- Past grant recipients who are not in compliance with DAF
- Organizations not in good standing with the Secretary of State of Louisiana.
- Organizations who act as support or funding mechanisms for out-of-parish corporations.
- Organizations receiving line item support from the state legislature for arts programming related to those line items.
- **An entity receiving funding from the Louisiana Division of the Arts (LDOA) from the same funding pool.**

## Louisiana Division of the Arts & DAF Restrictions

Artists, organizations, and other entities may apply for funding from the LDOA and DAF; however, some LDOA grants parallel those in DAF and restrictions are in place to ensure eligible grant-seekers are not double-funded from the same grant pools. If an applicant is recommended to receive certain grants from both the LDOA program and DAF, in most cases, the applicant can only accept one. See the table below for specific information.

If you apply for the same grant types from LDOA and DAF and are recommended to receive both, select the grant award that is most appropriate for your agency, and then notify the Commission on Cultural Affairs and the Louisiana Division of the Arts of your decision, in writing, by September 3, 2010.

If a conflict is identified and you have not notified organizations which grant you intend to decline, a decision will be made for you.

La. Div. of Arts Grant Category	DAF Category	How to proceed if 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 Arts Council and the Louisiana Division of the Arts of your decision in <u>writing.</u>
➤ Capacity Building or Technical Assistance	Project 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 Arts Council and the Louisiana Division of the Arts of your decision in <u>writing.</u>
➤ Arts-in-Education or Artist-in-Residence	Project Assistance	If you are recommended to receive both an AIE grant and a Project Assistance grant <u>for the same project,</u> you may only accept one. Select the award that is most appropriate for your project. You must notify both the Arts Council and the Louisiana Division of the Arts of your decision in <u>writing.</u>

## Fiscal Agent Requirements

Organizations lacking the legal status to apply may use an eligible nonprofit organization as a **Fiscal Agent (FA)**. The FA is a 501(c)3 organization who agrees to submit and sign a grant application on a sub-applicant's behalf, and assume responsibility for the legal and fiscal management of funds granted for use by the sub-applicant.

- 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.
- Organizations may serve as a fiscal agent for up to two other sub-applicants in addition to their own applications.
- Organizations currently receiving a grant from the Louisiana Division of the Arts' Stabilization Program may serve as a fiscal agent in the Project Assistance category.

### Fiscal Agent Fee

It is acceptable and common practice for FA's to charge the sub-applicant a small fee to offset administrative costs associated with maintaining the sub-applicant's grant (only), such as personnel, time and supplies used. Such an arrangement should be determined prior to submission of the application with expense included in the project budget. A rule of thumb: fees may not exceed the lesser of 8% of the total grant award or \$150 for any project.

**For information on payment and contractual requirements, visit the Commission on Cultural Affairs website at [www.stpgov.org/arts](http://www.stpgov.org/arts).**

## Chapter Organizations/Federal Group Tax Exemption Requirements

- 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.
- A chapter organization must apply in the parish in which it is domiciled.
- Chapter organizations using federal group tax-exempt status of a central organization are eligible to apply for project assistance grant funds.

## Not Funded by the DAF Program

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- a. Incomplete applications.
- b. Activities that occur before October 1, 2010 and after September 30, 2011.
- c. Expenses incurred prior to October 1, 2010 and after September 30, 2011 for the proposed project, program or services.
- d. Activities not open to the general public.
- e. Activities intended to serve only an organization's membership.
- f. Projects that primarily serve social or religious purposes.
- g. Exhibits or activities that primarily focus on historical topics rather than current folk life traditions.
- h. Projects funded in the same year (or overlapping year) by the Louisiana Division of the Arts' Statewide Arts Grants Program.
- i. Activities intended primarily for fund-raising purposes for one's own organization or events held for the purpose of soliciting financial contributions or pledges.
- j. Functions and events held for the primary purpose of raising funds for another organization's programming activities. This does not include fairs and festivals with the primary purpose of providing entertainment and activities for a community whose ancillary purpose is fundraising.
- k. Accumulated deficits or debt retirement.
- l. Contingency funds.
- m. Acquisition of entire collections of works of art.
- n. Capital improvements including restoration of buildings.
- o. Restoration of historic buildings and sites.
- p. Conservation of non-arts related collections.
- q. Projects used for academic degrees.
- r. Tuition for academic study.
- s. Creation of textbooks or costs associated with recurring curriculum.
- t. Normal, traditional school activities.
- u. Payment of administrative or teaching staff for any school or school system, unless the service to be provided occurs outside of normal school hours.
- v. Artists filling teacher vacancies.
- w. Operational costs to universities.
- x. Food or beverages.
- y. Compensation to chefs (culinary arts).
- z. Scholarships, purchase awards or cash prizes.
- aa. Fees to children under the age of 18, unless they are members of a professional union.
- bb. Projects managed entirely by persons under the age of 18 at the time of the application deadline date.
- cc. Fines, penalties, or interest on loans or costs of litigation.
- dd. Lobbying expenses.
- ee. Projects and tours to take place outside the state.
- ff. Purchase or long-term rentals of equipment, property, capital improvements or library holdings.
- gg. Fiscal agent as a paid Provider of Service within the same project.
- hh. Licensing fees or dues for chapter organizations.

### **Project Assistance category:**

- Operating costs not directly associated with the proposed project.
- Non-arts-oriented exhibitions or productions and related expenses

### **Organizational Support category only:**

- Non-profit arts organizations without 501(c)3 status.
- Non-arts organizations
- Colleges, universities, or schools.
- Organizations that received Stabilization grant support from the Division of the Arts or Local Arts Agency Grants during the same funding period.

## Qualifying Disciplines

The arts disciplines described on this page are provided to give you examples of the kinds of projects you might develop, and recommendations for activities that may complement or enhance an existing project. This is not an exhaustive list, and you are not limited to selecting a project from this list.

### 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 (folklorists, anthropologists, ethnomusicologists, folk artists).

### 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, and solo/recital.

### THEATRE

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 & 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.

For more project ideas, you can also contact the Louisiana Division of the Arts at (225) 342-8180.

## Planning Your Project

1. **Think like a reporter.** Describe your project or organization in terms of who, what, where, when, why, and how you will produce your activities.
2. **Think about the needs of your community and who will benefit.** Does your community want or need the services your project offers? How does your project meet this need? What do you want to achieve in your community?
3. **Review the intent of these grants programs** in “*What is DAF?*” Is this a logical funding source for your organization?
4. **Review the mission, goals, annual work plan and strategic plan for your organization.** Is it in the public interest for state funds to support you?
5. **Formulate a realistic budget.** Your budget should include all revenue and expenses. The request level should be appropriate for the budget.
6. **Talk to people you want involved in your project or program.** Identify persons in addition to the project director who will implement the grant.
7. **Involve your community in the planning of the project.** Cooperation from your community is vital to a successful project, and can be volunteers or in-kind donors. Develop activities that reflect the community, including those with limited access to the arts.
8. **Find concrete ways to demonstrate community support and collaboration.** Obtain letters of support from sponsors, community leaders, your mayor, legislators, etc.
9. **Document contributions by volunteers.** You must demonstrate that your community supports what you are doing. Assemble information on your volunteers, including names and number of donated hours, and provide this in your budget.
10. **Plan for partial funding.** Given the competitive nature of the grants process, it is likely that an applicant’s project will not be fully funded. Plan for ways to revise the project but still accomplish it, if it receives partial funding.

### Need Help?

If you’d like assistance preparing your grant application or developing a project in your community, contact us.

See “Grants Help” on page 2 for information on workshops and other assistance.

## Preparing the Application

### Formatting Requirements

- ✓ Margins must be set at no less than ½” on each side of the page or it will not copy properly.
- ✓ Type Narrative in a common, easily readable, 12-point font, such as Times New Roman or Arial.
- ✓ Single line spacing.
- ✓ Include your organization’s name at the top of each page and page number at the bottom.

### Writing the Narrative

Read the Evaluation Criteria for the grant category in which you are applying.

- ✚ **Write in clear, simple language.** Your grant request will be evaluated on the clarity of information presented in the proposal. Avoid using jargon.
- ✚ **Be realistic.** Assess the actual costs, personnel needs, and time requirements for your project.
- ✚ **Be specific.** Assume the reader knows nothing about you, your project, or the organization you represent, except what he or she reads in your narrative. Describe activities citing facts and numbers wherever possible.
- ✚ **Present evidence of adequate research and planning.** Develop concrete plans and specific goals, and refer to them where appropriate in the narrative.
- ✚ **Be consistent.** The budget, narrative, and Provider of Service forms should all relate.
- ✚ **Review project goals and evaluation criteria as you write.** Your descriptions should reflect the intent of your project while addressing evaluation criteria.
- ✚ **Read the Narrative aloud.** Did you inadvertently omit words or any key information? Is it concise? Is it wordy without adding to the description?
- ✚ **Proofread.** Have people who know nothing about your organization or project read your draft. Then have people who were involved in the planning read it. Does it make sense to them?

# Project Assistance

The **Project Assistance (PA)** grant program provides funds for a wide variety of arts projects and programs with artistic value that meet specific community needs, up to 100% of eligible expenses for a specific project.

- ✓ Awarded for a minimum \$1,000, maximum \$5,000
- ✓ May apply for funding of up to two different projects
- ✓ For projects occurring between October 1, 2010 and September 30, 2011.
- ✓ Applicants may be nonprofits or arts organizations with new initiatives (may not be used to support a project considered part of an arts organization's regular program activities).
- ✓ A Provider of Services form must be submitted for each artist involved with the project, listing relevant past work experience and qualifications, including those paid and those unpaid who are essential to the project.
- ✓ **All supporting materials must be submitted on CD or DVD. See Checklist, page 14 for details and a list of other required attachments.**

## Budget

- ✓ Include income and expenses for the entire project. If applying for funding for a single component of a larger project, your entire budget is still required.
- ✓ Demonstrate community support through in-kind contributions. Multiply the total number of non-professional donated hours times (x) \$10 per hour, and provide this on the budget page of the application.
- ✓ If there are questions about your budget, staff may ask for your most recent IRS Form 990.

## Narrative

Applications will be scored on the quality of your description of your project based on the evaluation criteria on this page. Prepare a description of your project by addressing each component.

- ✓ **You must receive a score of 20 or higher in Artistic Merit to qualify for funding.**
- ✓ **Limited to a maximum of two (2) pages.**

### DESCRIBE:

- **Who** is the applicant? Who is doing the project?
- **What** do you want to do – describe the project in simple terms, listing activities and events.

- **Where and when** project activities will take place.
- **Why** you are producing the project – the short-term and long-term goals you hope to achieve. Who will benefit from this project? Include both audience and participants.
- **How** members of your community are involved. Are they donors of supplies or funds? volunteers? Are other businesses partnering with you to produce the project? Name key entities and their relationship to the project.
- **How** you will promote the project to the public
- **How** the project relates to your organization's goals
- **How** you will measure the success of your project.

## Evaluation Criteria

ARTISTIC MERIT		40%
25%	Degree of excellence, innovation, or originality of the artistic product.	
15%	Expertise of the artists involved.	

COMMUNITY NEED		25%
15%	Demonstrated community need for your project, and the degree to which your project will fill this need.	
5%	Evidence of research to validate need (research documentation, studies, statistical data, etc.).	
5%	Degree to which your project contributes to the cultural economy.	

PROJECT DESIGN		25%
15%	The clarity of your goals and plans, evidence that your goals are achievable, with activities that logically support your goals.	
10%	Balanced, appropriate budget.	

ADMINISTRATION		10%
10%	The expertise of persons producing the project and evidence of volunteer, member and/or community support or collaboration.	

# Organizational Support

**Organizational Support (OS)** is available to an arts organization with 501(c) 3 tax-exempt status from the Internal Revenue Service or local art agency whose sole mission is arts support.

- ✓ Provides funding for operating expenses such as salaries, rent, utilities, supplies and materials.
- ✓ May apply for up to 25% of the previous year's annual operating revenues or no more than \$25,000, whichever is less.
- ✓ For activities occurring October 1, 2010 to September 30, 2011.
- ✓ Organizations that apply for Organizational Support may also apply for one Project Assistance grant, provided that project is a new initiative outside the normal scope of services
- ✓ A Provider of Services form must be submitted summarizing staff and their roles or level of involvement with operations and for paid artists.
- ✓ **Supplemental materials must be submitted on CD or DVD. See Checklist, page 14 for details and a list of other required attachments.**

## Organizational Budget

- ✓ Requires demonstrated community support through in-kind contributions.
- ✓ If using volunteers hours to demonstrate community support, attach a sample page from your volunteer register (sign-in) book. . Multiply the total number of non-professional donated hours times (x) \$10 per hour, and provide this on the budget page of the application. Use fair market value for professional services.

**IMPORTANT: Your budget must agree with your most recently filed IRS 990 Form.**

### **BUDGET TERMS**

*Previous Fiscal Year* is the most recently completed fiscal year. Example: If your fiscal year is January – December, your last completed year ended in December 2009. These must agree with IRS Form 990.

*Current/Actual Fiscal Year* is the current accounting year, not yet ended as of the deadline of June 1, 2010. If your fiscal year runs July to June, the last fiscal year ended June, 2009.

*Projected Year* is the next fiscal year beginning the first month of your new accounting year. If your fiscal year

runs January to December, this would be the 2011 budget. If July to June, this will be July 2010 through June 2011.

## Organizational Narrative

Applications will be scored based on the evaluation criteria below. Prepare a narrative description of your organization by addressing each component in turn.

- ✓ **You must receive a score of 20 or higher in Artistic Merit to qualify for funding.**
- ✓ **Limited to a maximum of three (3) pages, plus one (1) page listing the organization's cultural season (schedule of art exhibits, performances, etc.).**

### **DESCRIBE:**

- **Who** is your organization? Your mission is to...?
- **What** your organization does. Include description of productions, exhibits, festivals, educational programs, etc.
- **Where and when** activities will take place.
- **Why** do you provide your services? Who benefits from your activities; your audience, participants, members, etc. Is your community is served by your organization's programs and services? Are diverse populations involved?
- **How** will you manage your program of work? Who are key staff or how does volunteer management work? .
- **How** you will promote activities to the public.
- **How** grant funds will further your mission and long-term goals.
- **How** you will measure the success of your activities.

## Evaluation Criteria

ARTISTIC MERIT		45%
25%	Degree of excellence, innovation, or originality of the artistic product	
10%	Expertise of artists or trained cultural specialists involved (artists, folklorists, anthropologists, ethnomusicologists, etc.)	
10%	Selection of programming	

MANAGEMENT		35%
15%	Evidence organization is fulfilling mission, including long-range planning, measurable goals and objectives and activities that support them, anticipated measurable outcomes, and reasonable timelines	
10%	Capacity of the organization to provide program services as proposed	
10%	Balanced, appropriate budgeting	

COMMUNITY OR ARTISTIC NEED		20%
15%	Evidence of community involvement and/or collaboration through memberships, attendance numbers, audience size, paid admissions, etc.	
5%	Demonstrated community need for programs or services the organization seeks to serve according to its mission	

# Application & Attachments Checklist

- Application Form:** Download from [www.stpgov.org/arts](http://www.stpgov.org/arts), save to your computer and complete all fields. If prompted for a password to unlock any protected document, enter **application**.
- Project Budget:** Project Assistance applicants must complete a list of anticipated income and expenses.
- Organizational Budget:** Organizational Support applicants must submit budgets for fiscal years 2009, 2010, and 2011 (projected).
- Narrative:** Respond to all evaluation criteria following these guidelines. Ensure it is properly formatted (see pg. 13).
- Provider of Service Forms:** Complete one form for each paid artist and/or paid group presenting or executing the project. Download additional blank forms at [www.stpgov.org/arts](http://www.stpgov.org/arts).
- Board of Directors list:** provide all board members' names, addresses and professional affiliation. Identify officers and at-large members. *Not required of governmental subdivisions (public schools, libraries, municipal governments, state universities, etc.).*
- Certificate of Incorporation from Secretary of State:** documentation 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. Your organization must be domiciled in the parish in which you are applying for a grant.\*
- 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 nonprofit letter from the Louisiana Secretary of State's office if the organization is not a 501(c) 3 organization. Governmental subdivisions (public schools, parish libraries, municipal governments, state universities, etc.) are not required to submit proof of nonprofit status.\*
- Chapter organizations: IRS nonprofit tax-exempt designation letter** for the central organization and documentation from the IRS indicating the chapter is under the central organization; a Chapter in Good Standing letter or a copy of the Charter for the chapter. A chapter organization must apply in the parish in which it is domiciled. Chapter organizations using federal group tax-exempt status of their central office are eligible to apply for Project Assistance.\*
- Sample of Work:** You may submit evidence of artistic merit of the artists or programming including the diversity of programs offered. All supplements must be digital, i.e., saved to CD or DVD. This includes music and/or photos containing photos, brochures, and other supporting information. The discs should be cued at the beginning for the panel. Supplemental materials will be made available to the Community Review Panel electronically.
- Letter of Support:** Schools or projects working with schools must attach a letter from the school board, principal, and/or superintendent. Projects involving other organizations working in cooperation with the applicant should also submit a letter of support.
- W-9 Form - First Time Applicants:** Organizations that have not previously had a contract with St. Tammany Parish Government must attach a completed IRS Form W-9, *Request for Taxpayer Identification Number and Certification*.
- Signatures in blue ink:** Appropriate responsible parties must sign all assurances on the application.

\*If applicant participated in St. Tammany Parish's archive program in 2009, these documents are not necessary. It is the applicant's responsibility to confirm this participation.

## ORGANIZATIONAL SUPPORT APPLICANTS ONLY:

- 2009 IRS Form 990** or independent financial audit – only accepted from those with June-July fiscal year
- 2010-2011 program schedule** for the organization (one page).
- Volunteer registry sample** – a sample page from your volunteer sign-in book (one page).

## FINAL CHECKLIST:

- Project occurs between October 1, 2010 and September 30, 2011.**
- Application hand-delivered by 4:00pm Tuesday, June 1, 2010 or postmarked by post office (not metered) by June 1, 2010.
- Amount requested does not exceed parish funds available or maximum allowable request in the region.
- No staples, binding, or tape on the application, required attachments, or supplemental materials.
- ASSURANCES SIGNED IN BLUE INK (ORIGINAL SIGNATURES, NOT PHOTOCOPIES).**
- KEEP A COPY OF THE COMPLETED APPLICATION FOR YOUR RECORDS.**

# Elected Officials

## United States

### US Senator Mary Landrieu

(504) 589-2427 (202)224-5824 (Washington DC)  
Hale Boggs Federal Building  
500 Poydras St., Room 1005, New Orleans, LA 70130  
<http://landrieu.senate.gov/2009/index.cfm> (email from website)

### US Senator David Vitter

(504) 589-2753 (202) 224-4623 (Washington DC)  
2800 Veterans Blvd., Suite 201, Metairie, LA 70002  
<http://vitter.senate.gov/public/> (email from website)

### 1<sup>st</sup> District Representative Steve Scalise

(202) 225-3015 • 429 Cannon House Offc. Bldg. Washington DC 20515  
(504) 837-1259 • 110 Veterans Blvd. Ste 500, Metairie 70005  
(985) 340-2185 • 112 S. Cypress St., Hammond 704003  
(985) 893-9064 • 21454 Koop Dr. Ste. 1E, Mandeville 70471

### 3<sup>rd</sup> District Representative Charlie Melancon

(504) 271-1707 (504) 271-1756 (Fax)  
(202) 225-4031 (202) 226-3944 (Fax)  
8201 W. Judge Perez Dr., Chalmette, LA 70043

## State of Louisiana

### Governor Bobby Jindal

(225) 342-7015  
P.O. Box 94004, Baton Rouge, LA 70804-9004  
<http://www.gov.state.la.us/>

### Lt. Governor Mitch Landrieu

(225) 342-7009  
P.O. Box 44243, Baton Rouge, LA 70704-4243  
<http://www.crt.state.la.us/ltgovernor/>

### State Senator, District 1: A.G. Crowe

(985) 643-3600  
195 Strawberry St., Slidell, LA 70460  
[crowea@legis.state.la.us](mailto:crowea@legis.state.la.us)

### State Senator, Senate District 12: Ben Nevers

(985) 732-6863 / (800) 881-2749  
724 Avenue F, Bogalusa, LA 70427  
[websen@legis.state.la.us](mailto:websen@legis.state.la.us)

### State Senator, District 11: Jack Donahue

(985) 727-7949  
3030 E. Causeway Approach, Mandeville, LA 70448  
[donahuej@legis.state.la.us](mailto:donahuej@legis.state.la.us)

### State Senator District 6: Julie Quinn

(504) 219-4640  
433 Metairie Rd., Metairie, LA 70005  
[quinnj@legis.state.la.us](mailto:quinnj@legis.state.la.us)

## Legislative Delegation: St. Tammany Parish

### State Representative District 74: Scott Simon

(985) 893-6246  
P. O. Box 1297, Abita Springs, LA 70420  
[simons@legis.state.la.us](mailto:simons@legis.state.la.us)

### State Representative District 75: Harold L. Ritchie

(985) 730-2147  
302 Louisiana Ave., Bogalusa, LA 70427  
[larep075@legis.state.la.us](mailto:larep075@legis.state.la.us)

### State Representative District 76: Kevin Pearson

(985) 646-6487  
620 Oak Harbor Blvd., Suite 203, Slidell, LA 70458  
[pearsonk@legis.state.la.us](mailto:pearsonk@legis.state.la.us)

### State Representative District 77: John Schroder

(985) 893-6262  
222 N. Vermont St. Suite K & M, Covington, LA 70433  
[schrodej@legis.state.la.us](mailto:schrodej@legis.state.la.us)

### State Representative District 89: Timothy Burns

(985) 624-4492  
1 Sanctuary Blvd., Ste. 306, Mandeville, LA 70471  
[tburns@legis.state.la.us](mailto:tburns@legis.state.la.us)

### State Representative District 90: Greg Cromer

(985) 645-3592  
P.O. Box 2088, Slidell, LA 70459  
[cromerg@legis.state.la.us](mailto:cromerg@legis.state.la.us)

## Legislative Delegation: St. Bernard Parish

### State Representative District 104: Nita Rusich Hutter

(504) 361-6684 (504) 279-7193 (Fax)  
208 Marlin Dr., Chalmette, LA 70043  
[larep104@legis.state.la.us](mailto:larep104@legis.state.la.us)

### LA State Representative District 103: Reed Henderson

(504) 278-6599 (504) 278-6597 (Fax)  
P. O. Box 739, Chalmette, LA 70044  
[hendersr@legis.state.la.us](mailto:hendersr@legis.state.la.us)

## St. Tammany Parish Leadership

Council Office: (985) 898-2591

<b>Parish President</b> <b>Kevin Davis</b> (985) 898-2362 P.O. Box 628, Covington, LA 70434 <a href="http://www.stpgov.org">www.stpgov.org</a>	<b>Council District 1</b> Marty Dean (985) 789-7444 P. O. Box 2799, Covington, LA 70434 <a href="mailto:jdean19@charter.net">jdean19@charter.net</a>	<b>Council District 2</b> Gary Cooper (985) 590-9133 P. O. Box 202, Covington, LA 70434 <a href="mailto:gary5cooper@yahoo.com">gary5cooper@yahoo.com</a>
<b>Council District 3</b> James A. "Red" Thompson (985) 796-0038 78111 J&B Drive, Folsom, LA 70437 <a href="mailto:jthompson@stpgov.org">jthompson@stpgov.org</a>	<b>Council District 4</b> R. Reid Falconer (985) 789-8036 P.O. Box 1026, Madisonville, LA 70447 <a href="mailto:rfalconer@stpgov.org">rfalconer@stpgov.org</a>	<b>Council District 5</b> Marty Gould (985) 898-2591 300 Buckthorn Circle, Covington, LA 70433 <a href="mailto:mgouldjr@charter.net">mgouldjr@charter.net</a>
<b>Council District 6</b> Rebecca Crawford-Howell (985) 863-7007 37441 Charles Anderson Rd Pearl River 70452 <a href="mailto:rcrawford@stpgov.org">rcrawford@stpgov.org</a>	<b>Council District 7</b> Al Hamauei (985) 882-5735 60162 Oaklawn Ave., Lacombe 70445 <a href="mailto:amhamauei@stpgov.org">amhamauei@stpgov.org</a>	<b>Council District 8</b> Chris Canulette (985) 649-3725 109 Stratford Dr., Slidell, LA 70458 <a href="mailto:canulette@stpgov.org">canulette@stpgov.org</a>
<b>Council District 9</b> E. L. "Gene" Bellisario (985) 641-2268 or (985) 788-8186 3090 Gause Blvd. #535, Slidell 70461 <a href="mailto:bayouduo_1@charter.net">bayouduo_1@charter.net</a>	<b>Council District 10</b> Henry Billiot (985) 373-0316 821 Asbury Dr., Mandeville, LA 70471 <a href="mailto:hbilliot@stpgov.org">hbilliot@stpgov.org</a>	<b>Council District 11</b> Steve Stefancik (985) 649-4580 107 Royal Dr., Slidell, LA 70460 <a href="mailto:steves@stpgov.org">steves@stpgov.org</a>
<b>Council District 12</b> Jerry Binder (985) 641-7064 470 Hickory Dr., Slidell, LA 70458 <a href="mailto:jbinder@stpgov.org">jbinder@stpgov.org</a>	<b>Council District 13</b> Richard Artigue (985) 649-8952 or (985) 768-1293 53057 Hwy 433, Slidell, LA 70461 <a href="mailto:rtartigue@stpgov.org">rtartigue@stpgov.org</a>	<b>Council District 14</b> Ken Burkhalter (985) 201-4163 P. O. Box 1489, Slidell, LA 70459 <a href="mailto:kburkhalter@stpgov.org">kburkhalter@stpgov.org</a>

## St. Bernard Parish Leadership

Council Office: (504) 278-4217 or (504) 278-4228

<b>Parish President</b> <b>Craig P. Taffaro, Jr.</b> (504) 278-4227	<b>Councilman at Large</b> Frank Auderer Jr. (504) 756-8563 <a href="mailto:fauderer@yahoo.com">fauderer@yahoo.com</a>	<b>Councilman at Large</b> Wayne J. Landry (504) 401-3991 <a href="mailto:wlandry@sbgp.net">wlandry@sbgp.net</a>
<b>Council District A</b> Ray Lauga Jr. (504) 650-0406 <a href="mailto:districta@cox.net">districta@cox.net</a>	<b>Council District B</b> George Cavnignac (504) 650-1285 <a href="mailto:gcavnignac@sbgp.net">gcavnignac@sbgp.net</a>	<b>Council District C</b> Kenneth "Kenny" Henderson (504) 417-3752 <a href="mailto:kwh3804@yahoo.com">kwh3804@yahoo.com</a>
<b>Council District D</b> Mike Ginart Jr. (504) 650-0939 <a href="mailto:mginart@sbgp.net">mginart@sbgp.net</a>	<b>Council District E</b> Fred Everhardt Jr. (504) 650-0720 <a href="mailto:feverhardt@sbgp.net">feverhardt@sbgp.net</a>	<b>Council Office</b> Roxanne Adams, Clerk 8201 W. Judge Perez Dr., Chalmette 70043 <a href="mailto:radams@sbgp.net">radams@sbgp.net</a>

# Cultural Affairs

St. Tammany Commission on Cultural Affairs Board of Directors		Dept. of Cultural & Governmental Affairs Office
Lisa Barnett, Chair Stephen B. Cefalu, Vice-Chair Dr. Joan Archer Simone Burke Kelly B. Elliott	Ann Hall Mannella Dr. Elizabeth McBurney Willie Paretti Robert Perkins George Dunbar, Emeritus	Suzanne Parsons Stymiest- <i>Director</i> Jennifer Hart Bushnell- <i>Arts Coordinator</i> Kathy VonBieberstein- <i>Secretary</i>

Images presented in this document were provided by previous DAF Grant recipients, by St. Tammany Parish Government, and by the staff of the St. Tammany Commission on Cultural Affairs.

## St. Tammany Commission on Cultural Affairs

### Our Mission:

*To enrich the lives of the citizens of St. Tammany Parish by nurturing, sustaining, and enhancing the arts.*

For information on the Decentralized Arts Fund Program, Cooperative Endeavor Grants, and activities of the Commission on Cultural Affairs, contact:

**(985) 898-3011**

P. O. Box 628

Covington, LA 70434

[arts@stpgov.org](mailto:arts@stpgov.org)

[www.stpgov.org/arts](http://www.stpgov.org/arts)

## Louisiana Division of the Arts

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

**(225) 342-8180**

P. O. Box 44247

Baton Rouge, LA 70804

[arts@crt.state.la.us](mailto:arts@crt.state.la.us)

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

## Louisiana Cultural Economy Initiative

For information about the cultural economy and the Louisiana Cultural Economy Initiative, contact:

**(225) 342-8200**

PO Box 44247

Baton Rouge, LA 70804-4247

[cei@crt.state.la.us](mailto:cei@crt.state.la.us)

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

<http://www.wcefculture.com/>

## More Partners

Louisiana Partnership for the Arts

<http://www.lparts.org/>

Official Website of the State of Louisiana

<http://www.louisiana.gov/>

Louisiana State Legislature online

<http://www.legis.state.la.us/>

# Working with Artwork and Photographs

## Photo Manipulation Basics

Before you select software to change or edit your photos or images, you need to determine what it is you want it to do. In the digital world, each image has essentially three different sizes:

- Image size is the physical dimensions of the image, measured in either inches or pixels. **Images submitted with your DAF grant application should not be larger than 8x10 or smaller than 4x6.**
- Resolution refers to the number of dots, or pixels, in a linear inch of the image. It is measured in dots per inch (DPI). Generally, the higher an image's resolution, the more detailed and crisp it will appear on a printed page or web site. **All images submitted with your DAF grant application should have a resolution set at 300dpi.**
- File size is how many bytes the image takes up on your hard drive. It will be measured in kilobytes (KB) or megabytes (MB). File size is dependent on image size and resolution, as well as the file format. **All images submitted with your DAF application should have a file size of 3MB or less and be saved as a JPG file.**

In order to effectively size a photo, it is best to have something that can manipulate all three areas. It is also useful to be able to adjust your photos. Many tools can provide color correction capabilities, to boost color or remove red-eye. Cropping functionality can help you create more focus.

## PDF Basics

PDF is "Portable Document Format" and has become the industry standard for exchanging documents that maintain the type styles, images and formatting of the original file. It's the safest option to ensure that your document can be easily opened by the recipient, since they may not always have the same software or fonts to view your file correctly. The basic software to view PDF files is free and used on almost all modern computers (Adobe Acrobat Reader). If you do not have it, you can download it for free from [www.adobe.com](http://www.adobe.com).

There are many ways to create a PDF document with Adobe Acrobat or other PDF converters installed. You might have a PDF icon in your word processor's toolbar, a "Print To PDF" option in your menu bar, or a PDF Writer choice as a printer in your Print dialog box.

## Scanning Your Work

You can go to the St. Tammany Parish Libraries in Covington, Slidell, and both Mandeville locations to use their scanning equipment if you do not have a scanner. The document that you are going to scan will be limited to the size of the glass – either a letter or legal page depending on the scanner itself. There is no charge to use the equipment, but you need to be patient as it will take a bit of time. Once you have scanned your artwork or photograph, then you can email it to yourself or you can burn it to a CD at the library (bring a blank CD).

## Burning to CD Basics

Most computers come with software that will allow you to burn CDs. There is often a "wizard" that you can find in the accessories section of your program list. You may have a specific program such as Roxio, Nero or others. You will be prompted to select the file or files that you want to send to the CD for burning. After choosing files, then you will select where the files are going. At this point you will select the CD drive and put your blank CD into the tray. If there is a verification option, it is always good to have it validate that the burning is complete and accurate. Then click the "Next", "Go" or "Burn" to finish the CD. Hint: It is often best to not do other tasks on the computer when it is burning a CD.

# 2010 - 2011

## LOUISIANA DECENTRALIZED ARTS FUNDING (DAF) TIMELINE

### Commission on Cultural Affairs, St. Tammany Parish Government

**NOTE: Dates subject to change pending budgetary decisions by Louisiana's House Appropriations and Senate Finance Committees. A revised timeline will be published when funding levels are released.**

GUIDELINES PUBLISHED	Monday, March 1, 2010
GRANT WRITING WORKSHOPS	Thursday, April 15, 2010 – 10 am <b>Parish Office, 8201 W. Judge Perez Drive, 2<sup>nd</sup> Floor Conference Room, Chalmette</b>
	Monday, April 19, 2010 – 10 am <b>Slidell Art League Gallery, 1827 Front Street, 2<sup>nd</sup> Floor, Slidell (train depot)</b>
	Wednesday, April 21, 2010 – 6 pm <b>Parish Council Chambers - 21490 Koop Drive, Mandeville</b>
ONE-ON-ONE CONSULTATIONS St. Bernard Parish	Tuesday, May 4, 2010 – 9:00am-12:00 pm <b>Parish Administrative Complex - Chalmette – CAO Conference Room</b> <i>Contact to schedule appointment: <a href="mailto:arts@stpgov.org">arts@stpgov.org</a></i>
ONE-ON-ONE CONSULTATIONS: St. Tammany Parish	Monday, May 3, 2010 – 9:00am-3:30 pm <b>Parish Administrative Complex - 21490 Koop Drive, Mandeville – Conference Room 1</b> <i>Contact to schedule appointment: <a href="mailto:arts@stpgov.org">arts@stpgov.org</a></i>
DOCUMENT ARCHIVING (OPTIONAL)	Friday, May 7, 2010 ( <i>deadline to deliver documents to be archived</i> ) <ul style="list-style-type: none"> <li>➤ <b>Certificate of Incorporation</b></li> <li>➤ <b>IRS letter determining 501(c)3 nonprofit tax exemption</b></li> <li>➤ <b>Non-profit letter from the Louisiana Secretary of State's office if not tax-exempt</b></li> <li>➤ <b>Articles of Incorporation (complete articles, not certificate)</b></li> <li>➤ <b>Bylaws</b></li> </ul>
APPLICATIONS DUE	Tuesday, June 1, 2010 – 4:00 pm St. Tammany Commission on Cultural Affairs Parish Administrative Complex - 21490 Koop Drive, Suite 200, Mandeville, LA 70471
PANEL REVIEWS	St. Bernard – Friday, July 16, 2010 – 9 am – 12 pm <b>Nunez Community College Law Library- 3700 Paris Road, Rm. 220, Chalmette</b>
	St. Tammany – Wednesday & Thursday, July 21 & 22, 2010 – 9 am – 2 pm <b>Parish Council Chambers - 21490 Koop Drive - Mandeville</b>
PANEL RESULTS AVAILABLE	Tuesday, July 20, 2010 – after 12:00 Noon – <b>St. Bernard Parish</b> Wednesday, July 26, 2010 – after 12:00 Noon – <b>St. Tammany Parish</b> <b><i>You may call for panel results (we do not call applicants).</i></b>
APPEALS DUE	Monday, July 26, 2010 – by 12:00 Noon – <b>St. Bernard Parish</b> Monday, July 31, 2010 – by 12:00 Noon – <b>St. Tammany Parish</b>
GRANT AWARDS ANNOUNCED	Wednesday, August 19, 2010 – after 9 am <b><i>You may call (985)898-5243 for final results (we do not call applicants).</i></b>