

LOUISIANA DECENTRALIZED ARTS FUNDING PROGRAM

GRANT APPLICATION INSTRUCTIONS

2017-2018

Please read the 2017-2018 Decentralized Arts Funding Guidelines prior to completing an application. There you will find eligibility requirements, grant type descriptions, assistance developing a project and assistance planning and preparing your application.



Applications are due by 4:00 pm
Thursday, June 1, 2017

Mail:

**St. Tammany Commission on Cultural Affairs
P.O. Box 628
Covington, LA 70434**

In Person:

**St. Tammany Commission on Cultural Affairs
21410 Koop Drive
Building C
Mandeville, LA 70471**

This is not a comprehensive list of rules and regulations for the Decentralized Arts Funding (DAF) Program. All applicants are required to read the 2017-2018 DAF Guidelines prior to submitting an application. If a specific question is not answered in the Guidelines or Application Instructions, please contact our office at (985) 867-5095 or arts@stpgov.org.

INSTRUCTIONS

FY 2018 DECENTRALIZED ARTS FUNDING APPLICATION

Below are step-by-step instructions for completing the DAF FY18 Application form:

QUALIFYING FOR A GRANT

1. Name of your organization:

Indicate the official name of the organization, as it appears on the organization's articles of incorporation.

2. Mission Statement of Organization:

Please provide the mission of your organization.

3. Applicant Status:

Which description in the list below best describes the legal status of your organization? Chose one and type the status into the application form.

- **Organization - Nonprofit:** Not engaged in profit-making activities (i.e., no part of the income or assets inure to the benefit of any director, officer, or employee except as salary or reasonable compensation for services and travel expenses).
- **Organization - Profit:** Engaged in profit-making activities (i.e., income or assets do not inure to the benefit of directors, officers, employees, or stockholders).
- **Government - Federal:** A unit of or individual associated with federal government.
- **Government - State:** A unit of or individual associated with state government.
- **Government - Regional:** A unit of or individual associated with regional government.
- **Government - County:** A unit of or individual associated with local/parish government.
- **Government - Municipal:** A unit of or individual associated with municipal government.
- **Government - Tribal:** The governing authorities of tribes, bands, reservations, or sovereign nations of American Indians/Alaska Natives.
- **If none of the above, please specify.**

4. Applicant Institution:

Which description in the list below best describes the specific type of organization that will be receiving the requested funds? Chose one and type the exact type into the application form.

- **Performing Group:** Group of artists who perform works of art (e.g., an orchestra, theatre, or dance group).
- **Performing Group - College/University:** A group of college or university students who perform works of art.
- **Performing Group - Community:** A group of persons who perform works of art vocationally and who may be but are not necessarily directed by professionals.
- **Performing Group for Youth:** A group which may but does not necessarily include children who perform works of art for young audiences.
- **Performance Facility:** A building or space used for presenting concerts, drama presentations, etc.
- **Museum - Art:** An organization essentially educational or aesthetic in purpose with professional staff, which owns or utilizes works of art, cares for them, and exhibits them to the public in some regular schedule.
- **Museum - Other:** An organization essentially educational or aesthetic in purpose with professional staff, which owns or utilizes tangible objects, cares for them, and exhibits them to the public in some regular schedule (e.g., non-arts organizations such as historical, agricultural, scientific, industrial, and anthropological museums; zoos; aquariums; and arboretums).
- **Gallery/Exhibition Space:** An organization or space which primarily exhibits works of art from collections other than its own, and may be involved in selling those works.

- **Cinema:** A motion picture theatre or organization which regularly shows films.
- **Independent Press:** A non-commercial publisher or printing press which issues small editions of literary and other works.
- **Literary Magazine:** A non-commercial, numbered, serial publication devoted to contemporary poetry, fiction, drama, or literary criticism.
- **Fair/Festival:** A seasonal program of arts events.
- **Arts Center:** A multi-purpose facility for arts programming of various types.
- **Arts Council/Agency:** An organization whose primary purpose is to stimulate and promote the arts and increase access for the public through services, programs, and/or funding within a specific geographic area (e.g., county, state, local).
- **Arts Service Organization:** An organization that has as its central function the provision of services that assist or promote the arts and/or arts organizations (e.g., statewide assemblies, NASAA, Opera America, arts education alliances, etc.). Not to include presenters or producers of the arts or regional arts organizations.
- **Union/Professional Association:** Include artist coalitions, professional associations (such as the American Association of University Professors), and all artists' clubs, guilds, and societies.
- **School District:** A geographic unit within a state comprised of member schools within that area as defined by the state government.
- **School - Parent-Teacher Association:** An organization composed of school parents who work with local school teachers and administrators.
- **School - Elementary:** Also called a grammar school.
- **School - Middle:** Also called a junior high school.
- **School - Secondary:** Also called a senior high school.
- **School - Vocational/Technical:** Trade school (e.g., school for secretarial, business, computer training).
- **Other School:** Non-arts schools not included in codes 19-24, 26 or 48.
- **College/University:** Include state-supported colleges and universities, privately supported colleges and universities, junior colleges, and community colleges.
- **Library**
- **Historical Society/Commission:** A historical "society" is an organization dedicated to the study and preservation of the history of a town or region, usually owning a collection of documents and/or artifacts and frequently based in a historic building; a historical "commission" is an arm of local government, usually volunteer, charged with the survey of historic buildings in a town or region.
- **Humanities Council/Agency:** An organization whose primary purpose is to stimulate and promote the humanities through services, programs, and/or funding, within a specific geographic area (e.g., county, state, local).
- **Foundation:** An endowed organization which dispenses funds for designated philanthropic purposes (include charitable trusts and corporate foundations).
- **Corporation/Business:** A legal entity engaged in business or authorized to act with the rights and liabilities of a person.
- **Community Service Organization:** A non-arts organization designed to improve the lives of its membership and larger community through volunteerism and other services. Examples include youth centers, chambers of commerce, YMCAs, Elks Clubs, the Salvation Army, Junior League, etc. (See also code 50 - Social Service Organization.)
- **Correctional Institution:** A prison, penitentiary, reformatory, etc.
- **Health Care Facility:** A hospital, nursing home, clinic, etc.
- **Religious Organization:** A church, synagogue, etc.
- **Seniors' Center:** A facility or organization offering programs, care or services for people age 65 and over.
- **Parks and Recreation:** Usually a municipal agency which provides a wide variety of experiences for the population. In addition to administration of park facilities, services may include planned activities such as concerts, plays, and participatory activities (e.g., ceramics, macramé, and other crafts).

- **Government - Executive:** The administrative branch of the government, federal, state, county, local, or tribal. Include grants to municipalities.
- **Government - Judicial:** Judges and courts of law.
- **Government - Legislative (House):** The representative body of government (commonly the House of Representatives) creating statutes/laws (include representatives and related others, such as legislative research personnel).
- **Government - Legislative (Senate):** The other legislative body of government (commonly the Senate) creating statutes/laws (include senators and related others, such as legislative research personnel).
- **Media - Periodical:** A periodical publication (include magazines, journals, newsletters, etc.; do not include daily or weekly newspapers).
- **Media - Daily Newspaper**
- **Media - Weekly Newspaper**
- **Media - Radio**
- **Media - Television**
- **Cultural Series Organization:** An organization whose primary purpose is presentation of single arts events or cultural series (e.g., Community Music Series, Metro Modern Dance Series, Washington Performing Arts Society, film series).
- **School of the Arts:** Any school which has arts education as its primary educational mission. Include magnet schools for the arts, community arts schools, conservatories, schools for the artistically gifted, etc.
- **Arts Camp/Institute:** An organization dedicated to camps, institutes or in-depth experiences for limited time duration (e.g., a children's summer music camp).
- **Social Service Organization:** Governmental or private agencies designed to provide services addressing specific social issues (e.g., public housing, drug abuse, welfare, violence, the environment, health issues, etc. See also code 32 - Community Service Organization).
- **Child Care Provider:** An organization providing child care.
- **None of the above**

5. Select the type of grant you are applying for:

Project Assistance which provides funds to any non-profit organization for arts projects that meet specific community needs **OR** Organizational Support which provides funding for operating expenses such as salaries, rent, utilities, supplies and materials to an arts organization with IRS 501(c)3 tax-exempt status or local art agency whose sole mission is arts support.

6. Are you incorporated in St. Tammany or St. Bernard Parish?

Applicant organization must be domiciled in St. Tammany or St. Bernard Parish. If you are unsure, please visit <http://www.sos.la.gov/tabid/819/Default.aspx>.

7. Do your project activities take place within the State of Louisiana?

All activities must take place within the State of Louisiana and within the Parish in which you are domiciled.

8. Are you applying as a Fiscal Agent for another nonprofit organization?

Check "yes" if you are applying as a fiscal agent on behalf of an organization lacking the legal status to apply. If this does not apply to your organization, check "no."

9. Does your project occur between October 1, 2017 and September 30, 2018?*

The DAF 2017-2018 grant cycle runs from October 1, 2017 to September 30, 2018. Only activities occurring within this time frame are eligible for funding.

10. Is your organization the recipient of line item operating support from the State of Louisiana for anytime between October 1, 2017 and September 30, 2018?*

Indicate whether or not your organization will receive a line item from the State of Louisiana

during 2017-2018 grant cycle. This refers to the State of Louisiana's Legislative Budget, not state grant dollars.

11. Have you applied for grant funding for the Louisiana Division of the Arts for any time during the grant period October 1, 2017 to September 30, 2018?

Answer "yes" or "no" to whether or not your organization has submitted a grant application to the Louisiana Division of the Arts for the same fiscal year in which you are submitting this application.

12. If you answered yes to # 11, please identify the grant category in which you applied for, or received, funding:

The Louisiana Division of the Arts is currently offering General operating Support grants only (previously Stabilization grant). Please see the DAF 2017-2018 Guidelines for specific rules regarding applying for both DAF and LDOA General Operating Support.

ABOUT YOUR ORGANIZATION

13. Provide the following district information for your physical address.

Visit <http://www.legis.la.gov/legis/FindMyLegislators.aspx> and enter your organization's physical address to obtain the correct Louisiana House District Number, Louisiana Senate District Number, and U.S. Congressional District Number.

14. Please provide your Federal Employer/Tax ID Number:

This number is used to identify a business entity and is assigned by the Internal Revenue Service.

15. Please provide your DUNS Number:

A DUNS number is a unique 9-digit number that is used by businesses and the federal government to keep track of more than 70 million businesses world-wide. The number is issued by Dun and Bradstreet (D&B), a company that provides business information for credit, marketing, and purchasing decisions. Your executive director, business manager, board treasurer, or accountant is likely to know and be able to provide your organization's DUNS number if you already have one. If you do not have a DUNS # or are unsure please call D&B at 1-866-705-5711. There is no fee and you are not required to purchase any of their products.

16. Physical Address:

Provide your organization's physical street address, not mailing address. This should be the same address used to determine district information in Question #11.

17. Mailing Address:

Provide your organization's mailing address, phone number, website and email address. This information will be used for all grant correspondence.

18. Project Director Name:

The person who should be able to answer all questions related to the application/project as well as answer questions related to the financial documentation. Include an up to date mailing address, phone number, and email address for the project director.

19. Sub Applicant:

As noted on the application, this section should ONLY be completed if using a fiscal agent and should reflect information pertaining to the organization that lacks the legal status to receive grant funds, but will be responsible for implementing the project.

20. Project Title:

Identifies the project for which you are requesting grant funds. Title should clearly describe your project in just a couple of words.

21. Physical address of your project:

Identifies the primary physical location where your project will occur.

22. Project / Organization Introduction: Please provide a brief one-paragraph description of your project:

Provides a clear and precise description of the project or organization for which funds are being requested. Please keep this description to roughly five sentences.

*NOTE: This description will serve as the project/organization's formal introduction to judges when DAF Panel Reviews are held in each Parish.

23. Project Descriptors:

Mark which, if any, of the descriptors below comprise a significant portion (50% or more) of the project or program activities. Mark all that apply. If none apply, or if the descriptors apply to a small or indeterminate portion of your proposed funded activities, leave this field blank.

- **Accessibility:** Grants or services related to ADA/504 compliance or other activities designed to increase access to the arts for persons with disabilities.
- **International:** Programs or activities supporting any of the following: grantees visiting other countries, foreign artists visiting the USA, any cultural exchange program, linkages with artists or institutions in other countries, or establishing/administering international programs in your own agency.
- **Presenting/Touring:** Grants or services resulting in the movement of artists and artworks for performances, readings, screenings, exhibits, etc., in different geographic areas. Use this code to indicate funds awarded for either the hosting/presentation of works originating outside of the grantee community or for the fees paid to artists or arts organizations that will, themselves, be touring different areas.
- **Technology:** Grants or services using technology for the creation or dissemination of artworks or the use of technology for organizational management purposes.
- **Youth at Risk:** Grants or services designed primarily to serve at-risk youth. Include arts-related intervention programs (for violence, drug/alcohol abuse and crime) as well as other creative programming specifically involving at-risk youth as primary project participants or beneficiaries.
- **None of the Above**

24. NEA Primary Strategic Outcome:

Five strategic principles have been identified by National Endowment for the Arts. Select the primary strategic principle that best describes the outcome of your project or program.

- **Creation:** Art is expanded
- **Engagement:** Art is experienced
- **Learning:** Knowledge or skill in the arts is acquired
- **Livability:** Communities are strengthened through the arts
- **Understanding:** Understanding of the contribution of the arts is enhanced

25. Arts Education: Use this field to designate your project as Arts Education. Arts Education is defined as an organized and systematic educational effort with the primary goal of increasing an identified learner's knowledge of and/or skills in the arts with measurable outcomes. Grants not fitting the definition should mark that the project "Involves no arts education." For those grants fitting the National Standard Arts Education definition, please select a category indicating specific learning audiences. If a project serves multiple groups of learners or the general public, multiple categories are acceptable. After determining whether your project or program involves arts education, and at what level, please make a selection on the application form. Options are listed below.

- **Involves no Arts Education**

- **50% or more of this project's activities are arts education directed to:**
 - K-12 students
 - Higher education students
 - Pre-kindergarten children
 - Adult learners (including teachers and artists)

- **Less than 50% of this project's activities are arts education directed to:**
 - K-12 students
 - Higher education students
 - Pre-kindergarten children
 - Adult learners (including teachers and artists)

26. Here you will identify the primary artistic discipline associated with your project or program. More than one may be selected for organizations whose project or year of programming is equally associated with more than one artistic discipline. If you need definitions for any of the disciplines, see the online "Glossary of DAF Terms."

AUDIENCES, PARTICIPANTS & ACTIVITIES

While numbers are estimated and could vary depending on funding level, please estimate using past project and programming attendance levels. If this is the first year implementing the proposed project, please identify in the Project Narrative how you arrived at your estimates. Avoid inflated numbers.

27. Audience engaged, under age 18

Intended to track children and youth served through youth-oriented programming, such as school, after-school, and summer programs that include the arts.

28. Audience engaged, age 18 and up:

Intended to track attendance for arts projects that serve a general audience. This section should also include adults/teachers involved in youth-oriented projects.

29. Total Attendance/Audience:

Includes the total number of individuals who will be directly involved in the funded activity as project participants and audience members between the project start and end dates. This is the total of Audience under age 18 and Audience age 18 & up.

30. Total number of individuals participating (hands-on activities, master classes, etc.):

This is the total number of individuals who physically participated in activities or classes (i.e. art instruction, dance classes, etc.)

31. Total number of full-time staff:

Includes all paid, full-time staff employed with your organization.

32. Total number of part-time staff employed:

Includes all part-time staff employed by your organization.

33. Total number of contracted staff:

Includes all paid individuals who are contracted to perform services for your organization.

34. Total public performances:

Refers to the number of public concerts, performances, or exhibitions.

35. Total number of artists directly involved or benefiting from your project:

Includes all artists directly involved in providing art or artistic services specifically identified with the funded project. Include living artists whose work is represented in an exhibition.

36. Total number of artists to be paid:

Includes the number of artists receiving payment for artistic services through the funded arts project.

37. Total amount to be paid to artists:

Includes the total amount paid to artists as providers of service. This number should list all artistic fees, including grant funds and additional cash.

38. Total number of residencies, if any:

Refers to the number of times art instruction takes place within a school.

39. Total number of teachers to benefit:

Includes the number of teachers that were directly affected by your project.

40. Total number of schools to benefit:

Includes the number of schools that will be directly affected by your project.

41. Total number of volunteers:

Includes all individuals who will volunteer time on behalf of your organization.

42. Total number of activities/events:

Is a count of the activities or events associated with the proposed project or year of programming?

43. PROPOSED ACTIVITIES:

List all proposed activities and the actual dates on which events, programs, concerts, exhibitions, or activities will occur. If dates are not confirmed, please provide a proposed date and if funded, that date may be amended. If your project contains more than 4 activities or you are an organizational support applicant, please attach an itemized list.

NARRATIVE

- 44.** This section should be used to thoroughly explain your organization and proposed project or organizational programming. The narrative should address the evaluation criteria for the grant category for which you are applying, see pages 11-13 of the 2017-2018 DAF Guidelines. Project Assistance narratives are limited to 1 page single spaced. Organizational support narratives are limited to 3 pages single spaced plus 1 page for a detailed list of the organization's 2017-2018 year of programming.

DEMOGRAPHIC INFORMATION

45. Please identify your Target Audience.

Choose the target audience for your project or organization's programming. If your activities target multiple audiences select "General Audience" and if your activities do not target any of those listed, specify the special population in the space provided.

46. Check the categories that describe the predominant characteristics of the artists participating.

Check the racial characteristics that best represent the artists (paid or unpaid) participating in the proposed activities.

47. Check the categories that describe the predominant characteristics of the individuals

benefiting.

Check the racial characteristics that best represent the individuals benefiting from the proposed activities.

48. APPLICANT ORGANIZATIONS & FISCAL AGENTS: Check the racial characteristics that best represent 50% or more of your board/governing authority, staff, or general membership.

49. SUB-APPLICANTS: Check the racial characteristics that best represents you as an artist; or for organizations, 50% or more of your board/governing authority, staff, or general membership. This question is to be completed only by organizations that are using a fiscal agent and the information provided should refer to individual or organization that is implementing the project but lacks legal status to apply. All other applicants may skip this question.

FINANCIAL

This section provides a financial snapshot of the project or organization. Remember to be consistent throughout the application in terms of the amount being requested from DAF.

50. Please provide the amount you request to receive in grant funding.

The minimum request allowed for Project Assistance is \$1,000 and the maximum is \$5,000. Organizational Support applicants are allowed to apply for up to 25% of the previous year's annual operating revenues, but no more than \$15,000. Note: this line should match budget line 68 for Project Assistance applicants and line 105 for Organizational Support applicants.

51. Project Assistance Applicants: provide the total expenses for your project.

Only to be completed by Project Assistance applicants, this line should include the total of every expense associated with your project. If your project is part of a large event, use the budget for the entire event. Note: this line should match budget line 88.

52. Organizational Support Applicants: provide your organization's total annual expenses.

Only to be completed by Organizational Support applicants, this line should include the total operating expenses from the previous year. Note: this line should match budget line 125 for "Previous Year" and the Form 990 submitted with the application.

ASSURANCES

Please thoroughly read this section. Signatures indicate that the signers have read the "ASSURANCES" and agree to the grant conditions.

- "Authorizing Official" should be the president of the board or other individual with the authority to enter into a legal contract on behalf of the agency (in the event of an application from a school or school system, a duly authorized representative on behalf of the parish school board or private/parochial school board).
- "Chief Fiscal Officer" should be the individual immediately responsible for the disbursement of funds for the project.
- "Project Director" is the individual who will be directly responsible for the implementation of the activities of the above-described project.

BUDGET COST SUMMARY

The application packet contains two budget pages (one for Project Assistance and one for Organizational Support). Project Assistance applicants will continue the application at line 53 and provide projected budget information for the 2017-2018 DAF year. Organizational Support applicants should skip to line 90 and provide budget information for the Previous Year (2016), Current Year (2017), and Projected Year (2018).

Note: Project Assistance applicants are required to include income and expenses for the entire project.

INCOME

- 53. or 90. Admissions, Memberships, Subscriptions** includes revenue from the sale of tickets or entry fees, subscriptions/memberships for your events, programs, services, etc.
- 54. or 91. Contracted Services Revenues** includes revenue derived from fees earned through sales of services (sale of workshop to other community organizations, performance or residency fees, tuition, etc.).
- 55. or 92. TOTAL EARNED REVENUE** is a total of lines 53-54 (Project Assistance) or 90-91 (Organizational Support).
- 56. or 93. Corporate Support** includes cash support from businesses, corporations, or corporate foundations.
- 57. or 94. Foundation Support** includes cash support derived from grants given to your organization by public or private foundations.
- 58. or 95. Other Private Support, Fundraising** includes cash support derived from individual contributions or special events.
- 59. or 96. TOTAL CONTRIBUTED REVENUE** is a total of lines 56-58 (Project Assistance) or 93-95 (Organizational Support).
- 60. or 97. Federal Government Support** includes funds received from federal or national agencies such as the National Endowment for the Arts, HUD, Department of Agriculture, etc. Identify the source of funds.
- 61. or 98. Regional/Multi-State Support** includes funds received from federal or national agencies such as the Southern Arts Foundation.
- 62. or 99. State, not LDOA** includes funds received from the State of Louisiana not including the Louisiana Division of the Arts. Identify the State department/program.
- 63. or 100. Local/Parish Government Support** includes funds received from your local or parish government, school board, convention and visitor's bureau, tourist commission, etc. Identify the source of funds.
- 64. or 101. Local Arts Agency Support** refers to funding from the St. Tammany Parish Commission on Cultural Affairs other than DAF.
- 65. or 102. TOTAL GOVERNMENT SUPPORT** is a total of lines 60-64 (Project Assistance) or 97-101 (Organizational Support).
- 66. or 103. Other Applicant Cash / Cash Match:** refers to all cash funds either earned (admissions, contract for service, etc.) or received (corporate sponsor, individual cash donations, fundraisers, etc) for your arts project. Identify all sources in the lines provided. A cash match is not currently required, but is highly recommended. Please note that a cash match will be mandatory for all 2018-2019 DAF grants.
- 67. or 104. SUBTOTAL** is a sub-total of lines 55, 59, 65, & 66 (Project Assistance) or 92, 96, 102, & 103 (Organizational Support).
- 68. or 105. State, Louisiana Division of the Arts (includes DAF)** is the amount of funding requested from the DAF program and any another LDOA funds you have requested or received.
- 69. or 106. TOTAL INCOME** is the total of lines 67 & 68 (Project Assistance) or 104 & 105

(Organizational Support).

EXPENSE

- 70. or 107. Salaries/Wages/Benefits – Administrative** refers to permanent, paid staff of the organization in charge of operations and/or programming.
- 71. or 108. Salaries/Wages/Benefits – Artistic** refers to permanent, paid staff of the organization responsible for the artistic direction of the organization and/or programming.
- 72. or 109. Salaries/Wages/Benefits – Technical/Production** refers to permanent, paid staff of the organization responsible for production, construction, lighting, etc.
- 73. or 110. Payroll Taxes** refers to items such as Social Security, Medicare, Unemployment, and Workers Comp that is paid on behalf of our employees.
- 74. or 111. Professional Services – Artistic** refers to paid artistic services by companies or individuals not considered employees of the organization (e.g., artists, folklorist, curator, dancer, actor, graphic designer, etc.) whose services are contracted for the project.
- 75. or 112. Professional Fees and Services** refers to paid non-artistic services provided by companies or individuals not considered employees of the organization (e.g., consultants, set designer, lighting technician, technical director, security, presses, etc.). If your organization is using a fiscal agent, it is common for the fiscal agent to charge a small fee to offset the cost of administration, this should also be included in this budget line.
- 76. or 113. Production** includes costs directly associated with the production of the project or organizational programming (e.g., royalties, sets, paint, canvas, costumes, etc.)
- 77. or 114. Occupancy/Utilities** refers to the cost of renting a facility, mortgage payments, rental of an exhibit or performance venue and utility costs such as telephone, gas/electric, water, etc.
- 78. or 115. Equipment Rental and Maintenance** refers to the cost associated with renting and or maintains equipment for the purpose of producing the project or organizational programming.
- 79. or 116. Technology and Communications** includes costs associated with any type of communication need for the project or to operate the organization (e.g., telephone, internet, and other related costs).
- 80. or 117. Insurance** refers to all types of insurance needed for the project or the operation of the organization (e.g., building, liability, flood, directors).
- 81. or 118. Supplies** includes office supplies used in everyday operation of your organization or to implement the proposed project.
- 82. or 119. Postage and Shipping** refers to the cost for mailing and shipping incurred by your organization or project.
- 83. or 120. Marketing** refers to the cost associated with publicly promoting the project or organization including invitations, PSA, flyers, playbills, newspaper ads, etc.
- 84. or 121. Development** includes cost incurred through fundraising efforts.
- 85. or 122. Travel/Mileage** includes cost of traveling covered by the organization such as busing students, project director travel reimbursement, etc.

- 86. or 123. Professional Development** refers to training/consultants, etc. that will be used to increase its artistic merit or impact.
- 87. or 124. Other Expenses** refers to expenses not listed under any other expense category. Identify all other expenses in the lines provided.
- 88. or 125. TOTAL EXPENSES** should total lines 70-87 (Project Assistance) or 107-124 (Organizational Support) and include both grant and cash. This should be a representation of all costs associated with the funded project or organizational year.
- 89. or 128. In-kind Donations (attach itemized list)** should detail the cash equivalent of time, supplies, facilities, etc. that would normally be paid with cash, but is anticipated to be donated to your organization or project. Use an hourly rate of \$10 for general volunteers and the normal hourly rate for professional volunteers.

***Project Assistance Applicants** Attach detailed budget notes for every line item in the 2018 budget.

ORGANIZATIONAL SUPPORT ONLY:

126. SURPLUS/DEFICIT equals Total Income minus Total Expenses and should be provided for all three years.

127. ACCUMULATED SURPLUS/DEFICIT is calculated by adding surplus/deficit from the year prior to the surplus/deficit for the year at hand. Example: In 2014 surplus/deficit was (\$5,000) and in 2015 surplus/deficit was (\$2,000) making accumulated surplus/deficit for 2015 (\$8,000).

***Organizational Support Applicants** Attach detailed budget notes for every line item in the 2018 budget.

PROVIDER OF SERVICES FORM

A separate Provider of Service Form must be completed for each paid artist and/or group presenting or executing the project/programming. This form cannot be substituted by a resume or information contained in attachments.

REQUIRED ATTACHEMNTS & FINAL CHECKLIST

Organizational Support Applicants Must Submit:

- 2016 IRS Form 990
- 2017-2018 program schedule for your organization (one page).
- Volunteer Registry Sample

All Applicants Must Submit:

- Signed Application Form:** Download from <http://www.stpgov.org/arts/grants.php>, save to your computer, fill in all fields, and double-check. Incomplete applications are disqualified.
- Project Budget:** Project Assistance applicants must complete a list of anticipated income and expenses for the entire project.
- Organizational Budget:** Organizational Support applicants must submit budgets for fiscal years 2016, 2017, and 2018.
- Narrative:** Prepare a written description of your project following instructions in the FY18 Application Guidelines. Respond to evaluation criteria and ensure proper formatting (see pages 11 -14).
- Provider of Service Forms:** Complete one form for each paid artist and/or paid group presenting or executing the project/programming. Organizational Support applicants are required to submit a

Provider of Service form for staff members.

- **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.).
- **Articles of Incorporation:** Documentation from the Louisiana Secretary of State 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. *
- **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:** Now required of all applications, you must submit one or two sets of supplemental materials as evidence of artistic merit of the artists providing programming or the diversity of programs offered. All supplements must be digital, i.e., saved to CD, DVD or USB Drive. This includes music, 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. Items may be returned to the applicant upon request after October 1, 2018. You may pick-up in person or include a self-addressed, stamped envelope for your sample to be returned.
- **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 submit a letter of support.

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