



General Operating Support Grant Guidelines

APPLICATION DEADLINE: June 8, 2018 at 5:00 pm

All applications must be submitted through the Louisiana Office of Cultural Development/Division of the Arts [online application system](#) by **Friday, June 8, 2018 at 5:00 pm CT**.

Grant applications are for a two-year grant period (2018-2019 and 2019-2020). Grant applications will be accepted every other year for the General Operating Support grant program.

I. INTRODUCTION

The Louisiana Division of the Arts (LDOA) General Operating Support Grant Program seeks to support nonprofit 501(c)3 arts organizations that help to create, present, and preserve arts resources in Louisiana. The General Operating Support Grant Program provides grants to arts organizations that have made an impact locally, statewide, regionally, nationally, or internationally. General Operating Support grants provide general operating funds in three funding tiers. They are **(1) Institution, (2) Advancement, and (3) Entry**. Applicants compete within their funding tier.

General Operating Support Grant awards are for a two year period (FY2018/2019 and FY2019/2020). Applicants will complete one grant application for the two year cycle.

Year 1: All grant activity must take place between July 1, 2018 and June 30, 2019. A final report is due June 1, 2019 for all grant activities in Year 1.

Year 2: All grant activity must take place between July 1, 2019 and June 30, 2020. A final report is due June 1, 2020 for all grant activities in Year 2.

II. GOALS AND OBJECTIVES OF THE GENERAL OPERATING SUPPORT GRANT PROGRAM

- A. Strengthen the infrastructure of the arts industry in Louisiana
- B. Support communities' efforts to maintain their authenticity and uniqueness through the arts
- C. Increase in-state purchasing of Louisiana cultural products and services by Louisiana residents and businesses
- D. Develop, stabilize, and maintain the producers and presenters of Louisiana's arts industries and products
- E. Create and nourish artists of the future and the audiences for those artists

III. GRANT APPLICATION REQUIREMENTS (See *Application Instructions Attachment*)

All General Operating Support grant applications must be completed in the LDOA [online grant application system](#). **All grant applications must be submitted no later than Friday, June 8, 2018 at 5 pm.** Application deadlines will be strictly enforced. No late grant applications or addendums to applications will be accepted. The LDOA staff will review each grant application and verify that all required material has been completed and submitted as part of the grant application.

- **Applications that do not contain all of the required materials will be considered incomplete and ineligible.**
- **Applicants who are not in good standing with the Louisiana Secretary of State and the Louisiana Legislative Auditor by the grant deadline will be considered ineligible.**
- Applicants will be notified of their application status within three weeks of the grant deadline. Applicants will receive the notification through the online grant system informing them if the application is complete and has been accepted, or if the application is considered ineligible.
- All eligible grant applications will be reviewed by an advisory panel.

IV. GRANT PROGRAM EVALUATION CRITERIA

The review panel will use the following evaluation criteria to select applicants to recommend for funding:

A. Quality of Organizational Programming (40 points maximum):

1. Level of excellence and quality of product
2. Qualifications of artists involved
3. Selection of programming
4. Excellence in execution of product

B. Outreach and Access (30 points maximum):

1. Appropriateness or programming
2. Quality of educational or outreach programs
3. Development of a Louisiana audience
4. Availability of opportunity to Louisiana artists

C. Management (30 points maximum):

1. Qualifications of staff
2. Level of programming in line with budget
3. Ability to achieve program and organization objectives
4. Clarity of the narrative and budget, and completion of the application

V. MAXIMUM GRANT REQUEST, MATCHING FUNDS AND INELIGIBLE USE OF GRANT FUNDS

There are three tiers or categories within the General Operating Support Grant Program. The tier is determined by the organization's expenses for its last completed fiscal year. All grants to organizations require a non-state match of at least 1:1.

LEVEL	ORGANIZATION BUDGET	MATCH REQUIREMENT	MAXIMUM GRANT AWARD
Institution	Greater than \$1 Million	1:3	\$20,000
Advancement	\$250,000 - \$1 Million	1:2	\$10,000
Entry	\$30,000 - \$249,999	1:1	\$5,000

A. Allowable Matching Funds:

Contributions are allowable as part of the grantee's match when they are:

1. Carefully defined
2. Used for costs allowable under the grant guidelines
3. In-kind match (donated goods and services)

B. Ineligible Source and Use of Matching Funds:

1. State funds from any other state source
2. Funds used for state-owned facilities or equipment purchase or use
3. State faculty salaries
4. Administrative costs from state institutions
5. Funds from the National Endowment for the Arts

C. General Operating Support Grant Funding is not to be used for:

1. Activities that occur outside of the grant activity period
2. Expenses incurred outside of the grant activity period
3. Activities not open to the general public
4. Activities intended to serve only the organization's membership
5. Regrant by the applicant to other organizations
6. Activities intended primarily for fundraising purposes
7. Accumulated deficits or debt retirement
8. Contingency funds
9. Acquisition of entire collections of works of art
10. Capital improvements including restoration of buildings and sites
11. Restoration of historic buildings and sites
12. Conservation of non-arts related collections
13. Activities used for academic degrees
14. Tuition for academic study
15. Creation of textbooks or costs associated with recurring curriculum
16. Normal, traditional school activities
17. Payment of administrative or teaching staff, temporary or permanent, for any school or school system
18. Artists filling teacher vacancies
19. Operational costs to universities
20. Food or beverages
21. Scholarships, purchase awards, or cash prizes
22. Exhibitions or productions by children without the involvement of professional artists
23. Fees to children under the age of 18
24. Fines, penalties, interest on loans, or costs of litigation
25. Lobbying expenses or advocacy efforts
26. Performances & exhibitions to take place outside of Louisiana
27. Purchase or long-term rentals of equipment, property, capital improvements or library holdings

28. High school, college, or university faculty exhibitions
29. Activities that primarily serve social or religious purposes
30. Licensing fees
31. Indirect costs
32. Transporting of students to arts events

VI. APPLICATION REVIEW

The Louisiana Division of the Arts, in cooperation with the Louisiana State Arts Council uses advisory panels to assist in funding decisions. Panelists are experienced artists, administrators, and individuals knowledgeable in the arts and are recommended by individuals, organizations, and LDOA staff. General Operating Support applicants are divided into three tiers based on the organization's budget size: Entry Level (\$30,000-\$249,999); Advancement Level (\$250,000 - \$1 Million); Institution (\$1 Million+). Each tier is reviewed by a separate advisory panel. The advisory panels will review each application in accordance with the LDOA program goals and evaluation criteria for the particular category and then provide a rating of the merit of the application. Panel scores and comments will be provided to the applicant by LDOA staff upon request. The applicant's grants management track record is considered in all programs. Delinquent final reports may impact future eligibility.

A. Funding Decisions

The Louisiana State Arts Council will approve funding recommendations made by the LDOA panels for the General Operating Support Grant Program for FY19 and FY20. If a grantee does not meet the guidelines/grant agreement requirements, LDOA staff will determine if funding will be revoked or suspended for that grantee. Funding is always contingent on LDOA's allocation from the Louisiana Legislature or accruing to it from other sources. If mid-year cuts are instituted, LDOA will determine how the cuts are distributed among the General Operating Support grantees. General Operating Support Grants will not be awarded below \$1,000.

B. Funding Conflicts

Organizations receiving General Operating Support grant funding may not receive Decentralized Arts Funding (DAF) Organizational Support Funding in the same fiscal year.

C. Reporting

Each organization that is awarded a two-year General Operating Support grant will be required to submit a final report at the end of each year for activities that take place during the grant activity period. Additional details about the final report may be found in *Section X- Managing the Grant Award* of these guidelines.

1. Year one: The grant activity period is July 1, 2018 to June 30, 2019. The final report must be submitted online no later than June 1, 2019 in order to receive the final payment for year one and to be considered eligible for the second year of funding.
2. Year two: The grant activity period is July 1, 2019 and June 30, 2020. The final report must be submitted no later than June 1, 2020 in order to receive final payment.

D. Accumulated Deficit Policy

The Louisiana State Arts Council has adopted an **accumulated deficit policy** to ensure that institutions receiving funding demonstrate sufficient fiscal stability to insure their continued existence. An organization that has increased or failed to reduce an operating or capital budget deficit for three consecutive years prior to the deadline is not eligible to apply for a Division grant unless the organization has ended the most recent fiscal year with a balanced budget and can:

1. Demonstrate having made a significant effort in deficit reduction during the fiscal year preceding this application
2. Provide a deficit elimination schedule approved by its governing body and acceptable to the LDOA

VII. ELIGIBLE APPLICANTS

Eligible applicants must:

- A. Be a nonprofit arts organization domiciled in Louisiana with a letter from the Internal Revenue Service declaring it exempt from Federal income tax under Section 501(c)3 of the Federal Internal Revenue Code, dated at least two years before the application deadline.
- B. Be classified as an arts organization by meeting the following three characteristics:
 1. Have an independent board of directors
 2. Have an organizational mission statement which states that a primary goal of the organization is to provide arts programming to the general public. The arts disciplines include dance, design arts, folklife, literature, media, music, theatre, and visual arts and crafts.
 3. Provide a reasonable educational or outreach plan for children and/or adults that corresponds to the organization's size and mission for children and/or adults.
- C. Have been incorporated for at least two years
- D. Have received at least two years of municipal and/or government funding
- E. Must be in good standing with the [Internal Revenue Service](#), the [Louisiana Secretary of State](#), and the [Louisiana Legislative Auditor](#) by the grant application deadline.
- F. Have income and expenses of at least \$30,000 in the last completed fiscal year.
- G. Comply with the Accumulated Deficit Policy (See Section VI)
- H. Have a DUNS number (www.dandb.com)

VIII. INELIGIBLE APPLICANTS

An applicant will be considered ineligible if it falls into one of the following categories:

- A. The organization's mission statement does not include the arts as a primary focus.
- B. The organization does not have a letter from the Internal Revenue Service declaring it exempt from federal income tax under Section 501(c)3 of the Federal Internal Revenue Code.
- C. The organization has been incorporated less than two years.

- D. The nonprofit organization is not in good standing with the Internal Revenue Service, the Louisiana Secretary of State, and/or the Louisiana Legislative Auditor by the grant application deadline.
- E. The organization has not received at least two years of government or municipal funding.
- F. In general, a nonprofit organization receiving direct funding from the State General Fund is ineligible to also receive funds from the Division of the Arts grant programs in the same fiscal year. Please call the Division of the Arts staff for clarification specific to your organization.
- G. Immediate family of the Division of the Arts staff or Louisiana State Arts Council members: Section 1113 of the Louisiana Code of Ethics states that “no public servant...or member of such a public servant’s immediate family shall bid on or enter into any contract, subcontract, or other transaction that is under the supervision or jurisdiction of the agency of such public servant.” The Code defines immediate family to include public servant’s children, the spouses of his children, brothers, sisters, parents, spouse and the parents of his spouse. The code defines “a controlling interest” as any ownership interest in any legal entity of beneficial interest in a trust held by or on behalf of an individual or member of his immediate family, either individually or collectively, which exceeds 25% of that legal entity. [Click here to request an advisory opinion from the Board of Ethics.](#)

IX. APPEALS PROCESS

- A. To appeal the panel’s funding recommendations, applicants must submit a letter of appeal. Such requests must contain a justification indicating that actions of the advisory panel or LDOA staff were based upon insufficient or incorrect information in the panel process that is not the fault of the applicant. Panel comments and scores are available upon request beginning August 6, 2018. Funding recommendations at a level lower than anticipated by the applicant are not considered grounds for appeal. Letters of appeal must be submitted in writing to the LDOA Executive Director and must be received by LDOA no later than August 17, 2018.
- B. The LDOA Executive Director reviews all appeals and provides recommendations – including any recommended adjustments in funding – to the Louisiana State Arts Council at its quarterly meeting.
- C. The Council reviews the appeal recommendations and ratifies all final funding recommendations. The Louisiana Legislature appropriates money for the Division of the Arts grants programs during its regular session. It is only after passage of the Appropriations Bill that the Division has an indication of the amount of money available for the grant year. Once an application has been approved for funding, and after the LDOA receives its approved budget, applicants receive notification of approval and formal grant agreements are processed. The LDOA does not release funds until there is a signed grant agreement between the LDOA and the recipient of a grant. Funding is contingent on the availability of funds designated from the Louisiana Legislature.

X. MANAGING THE GRANT AWARD

- A. **Award Letter and Grant Agreement:** After the Louisiana State Arts Council approves the grant awards, the grantee will receive an award letter and a grant agreement. The grantee must sign and return an original grant agreement and invoice within 30 days to the Louisiana Division of the Arts.
- B. **Acknowledgement Statement:** Each grantee is required to include the official logos of the Office of Cultural Development/Division of the Arts and the National Endowment for the Arts (NEA) in close proximity to the name of the grantee organization in all publicity, advertising, and programs along with the following statement, "Supported by a grant from the Louisiana Division of the Arts, Office of Cultural Development, Department of Culture Recreation and Tourism, in cooperation with the Louisiana State Arts Council. Funding has also been provided by the National Endowment for the Arts, Art Works." The logos may be downloaded from <https://www.crt.state.la.us/cultural-development/arts/grants/manage-your-grant/index>
- C. **Final Report:** Each grantee is required to complete and submit a final report through the online grant system, along with a final invoice, to receive the final grant payment. The final report for year one is due no later than June 1, 2019. The final report for year two is due no later than June 1, 2020. Components of the final report include:
1. A completed organizational budget for the grant period
 2. Documentation of grant expenses
 3. Documentation of grant funded activities
 4. Documentation of use of proper logos and acknowledgement statements
 5. Provide actual numbers of people and schools who were impacted by the organization's programs and services. Estimated numbers were provided in the grant application.
 6. Provide the physical address for each activity that took place during the grant activity period
 7. Provide information about groups who were impacted as defined by age, race/ethnicity, and distinct groups (individuals with disabilities, individuals in institutions, individuals with limited English proficiency, youth at risk, individuals below the poverty line, or military veterans/active duty personnel)

General Operating Support Grant Program Calendar

- **April 25, 2018:**
Guidelines and Grant Application available
- **May 15, 2018:**
Draft Receipt Deadline: Contact Paula White to review your draft by this date.
- **June 8, 2018, 5:00 pm**
Application Deadline
- **July 2018:**
Grant Review Panels
- **August 6, 2018:**
Panel Comments and Scores are available upon request
- **August 17, 2018:**
Appeals Deadline
- **August 21, 2018:**
Louisiana State Arts Council Reviews and Ratifies Grant Recommendations
- **September 2018:**
Grant Award Letters
- **October-November 2018:**
Grant Agreements
- **June 1, 2019:**
Year One Final Report Due
- **June 1, 2020:**
Year Two Final Report Due