

# Lake Charles Partnership Grant Program Guidelines FY2018–2019



**Activity Period: April 1, 2018–March 31, 2019  
funded by the City of Lake Charles  
administered by the Arts Council of SWLA**

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## APPLICATION REQUIREMENTS

**Application Deadline – Friday, January 19, 2018.** Application with original signed documents must be received, not post-marked, by the Arts Council office by 5 p.m. on Friday, January 19, 2018.

- Any application received after 5 p.m. on Friday, January 19, 2018, will be ineligible.
- Applications may not be faxed.
- Hand-written applications will not be accepted.
- Applications can be completed online and/or downloaded at [www.artscouncilswla.org](http://www.artscouncilswla.org).
- Applicants must turn in the original **single-sided** signed grant application with **blue signatures** as well as seven additional copies which *may be double-sided* (eight sets total).
  - All copies must be submitted on three-hole punched paper.
  - The **original must** be single-sided, but additional copies may be double-sided.

### Hand Deliver or Mail Applications to:

Arts Council of SWLA  
P.O. Box 1437  
Lake Charles, LA 70602 (mailing)

809 Kirby Street  
Suite 202  
Lake Charles, LA 70601 (physical)

**PLEASE NOTE:** Free assistance with your grant application is provided by the Arts Council prior to submission. Contact Robin Abshire, Community Development Coordinator, at [robina@artscouncilswla.org](mailto:robina@artscouncilswla.org) or at (337) 439-2787 for questions.



# LAKE CHARLES PARTNERSHIP GRANT PROGRAM

The purpose of the Lake Charles Partnership Grant Program is to provide a system of funding for arts and cultural projects and organizations within the city limits of Lake Charles. Funded annually by the City of Lake Charles, this grant program ensures a high quality of programming and events for the area through a competitive grant process. As applicants compete only with other organizations in the city limits, decisions about cultural priorities are made locally.

## Mission

The Lake Charles Partnership Grant Program aims to make the arts more readily available by providing local artists, nonprofit organizations, and community groups the opportunity to develop arts programs that meet local community needs.

## Policies

The Lake Charles Partnership Grant Program is designed to:

- Expand efforts to make the arts more accessible in Lake Charles;
- Award grants to organizations located within the city limits of Lake Charles for which the funds are designated.

## Goals

The goals of the Lake Charles Partnership Grant Program are to:

- Strengthen arts organizations;
- Encourage professional artists to undertake projects that have meaningful community involvement and build audiences for the arts;
- Encourage a variety of nonprofit organizations to sponsor arts and cultural activities including classical, contemporary, and traditional arts in eight disciplines;
- Leverage additional local support for the arts;
- Provide arts activities to groups which have had limited arts experiences;
- Provide funding for the arts and cultural activities that are open to the public;
- Introduce the grants process and develop grant writing skills.

## WHAT TYPES OF GRANTS ARE AVAILABLE?

There are two (2) grant categories for the Lake Charles Partnership Grant Program:

- **Project Assistance**
  - Grant request is **\$500 minimum** and **\$3,000 maximum** per application.
  - Provides funding for a specific project on one or more single or recurring dates. Up to 100% of eligible expenses.
- **Organizational Support**
  - Can request up to **25% of the previous year's operating expenses** with **maximum \$2,000**.
  - Provides funding for operative expenses, such as salaries, supplies, utilities, and marketing, of arts organizations with 501(c)(3) status from the IRS.

Applicants may submit up to two grant applications, if desired:

- two *Project Assistance* grants **OR**
- one *Project Assistance* grant and one *Organizational Support* grant.

No cash or in-kind match is required; however, a match demonstrates community involvement in and commitment to the project and is taken into consideration by the community review panels.

Given the competitive nature of the grants process and the number of applicants, it is likely applications will not be fully funded, if at all. It is important to consider additional sources of funding.

# PREPARING THE GRANT APPLICATION

## Planning the Proposal

1. Review the mission, goals and yearly work plan for your organization. Would it be in the public interest for partnership funds to support your work?
2. Review the intent of the Lake Charles Partnership Grant Program. Is this a logical funding source for your organization?
3. Think about the needs of the Lake Charles community. How is your project meeting a need? Does the project involve your community? If so, find concrete ways to demonstrate this, such as letters of support to document community support and collaboration.
4. Be realistic and specific in your plans. Talk to people you want involved in your project before you begin writing. Do they want or need the services your project offers?
5. Involve your community in the planning of the project. Who will benefit from this project? What are the concrete anticipated outcomes?
6. Assess - realistically - the costs, personnel needs, and time requirements for your project.
7. Plan for ways to revise the project but still accomplish it if it receives partial funding.
8. Talk to Robin Abshire, Community Development Coordinator at the Arts Council office.
9. Read the Lake Charles Partnership Grant Program guidelines again. Always ask questions if in doubt.

## Following Instructions

1. Review the evaluation criteria for the type of grant you have selected (project assistance, organizational support). Keep it in front of you when you are writing the narrative.
2. Be sure to answer the questions asked in a clear and concise manner.
3. Try not to repeat information from section to section; instead, use this space to denote as many of the wonderful things your organization/event plans to fulfill with the monies.
4. Observe length restrictions, type font and size, rules about attachments, etc.
5. Include all required documentation (board of directors list, IRS letter, etc.)
6. Formulate a realistic budget that includes all revenue and expenses for your project. Call with questions.

## Writing

1. Be specific. Assume that the reader knows nothing about your organization or project except what is presented in the application. Use facts and not necessarily opinions. Present concrete plans, specific goals and evidence of adequate research and planning.
2. Avoid using too much jargon. Write in simple, clear language.
3. Be consistent. The budget, narrative, and provider of service forms should all relate.
4. Have people who know nothing about your project read your draft. Does it make sense to them? Then have people who were involved in the planning read it. Does the description reflect the intent of your organization? Does it address the evaluation criteria?
5. Rewrite. Proofread, proofread, and proofread!

# WHO IS ELIGIBLE TO APPLY?

**Applicants applying for *assistance* with a project *must hold* that project in Lake Charles. Applicants applying for *organizational support* *must be domiciled* in Lake Charles.**

The official domicile is the applying organization’s official address registered with the Louisiana Secretary of State and is 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 organization’s domicile address, visit <https://coraweb.sos.la.gov/CommercialSearch/CommercialSearch.aspx> to search your organization’s profile.

|                                 | <b>Project Assistance</b> | <b>Organizational Support</b> |
|---------------------------------|---------------------------|-------------------------------|
| Nonprofit Arts Organization     | ✓                         | ✓                             |
| Nonprofit Organization          | ✓                         |                               |
| Governmental Agencies           | ✓                         |                               |
| Schools and School Boards       | ✓                         |                               |
| Colleges and Universities       | ✓                         |                               |
| Individuals (with Fiscal Agent) | ✓                         |                               |

## **The following types of organizations *may* apply for funds:**

- Louisiana nonprofit tax-exempt organizations. Organizations without nonprofit tax-exempt status from the IRS must be registered as a nonprofit corporation with the Louisiana Secretary of State.
- Local, parish, or state governmental agencies, such as libraries.
- Public or private schools and school boards. Each school within a school system is considered a separate entity.
- Colleges or universities sponsoring activities (each university department is considered a separate entity) intended for community participation (not academic, credit-producing, or curriculum-oriented projects). Such activities must provide significant access and the probability of significant attendance by the public.
- Organizations lacking the legal status to be an applicant may apply using an eligible nonprofit organization as a fiscal agent. The fiscal agent assumes legal and financial responsibility.
- Individuals may apply by using an eligible nonprofit organization as a fiscal agent for projects developed by an individual but directly benefits the community and includes community participation. This is not a fellowship or award of merit. The fiscal agent assumes legal and financial responsibility for the project. *See fiscal agent requirements below.*

## **Fiscal Agent Requirements:**

- Organizations may serve as a fiscal agent for only ONE other applicant – termed sub-applicant – in addition to their own application.
- Fiscal agents must be domiciled in the Lake Charles city limits.
- Fiscal agents may not serve as a provider of service within the same project.

## WHO IS INELIGIBLE TO APPLY?

- Any applicant applying for project assistance whose project is *taking place outside of Lake Charles*, and any applicant applying for organizational support who is *not domiciled in Lake Charles*.
- The *Arts Council of SWLA* is not eligible to be an applicant or a paid provider of services on a grant application. Those members of the board of directors of the Arts Council should not submit a grant application on behalf of other agencies, groups, or individuals.
- Organizations *using the Arts Council as their current fiscal agent*.
- *Past grant recipients who are not in compliance* with the Lake Charles Partnership Grant Program or any other grant program administered by the Arts Council. Any organization that has failed to submit the proper paperwork to the Arts Council for a previous grant is considered non-compliant.

## WE DO NOT FUND IN ANY PROGRAM

- Activities that occur before April 1, 2018 and after March 31, 2019.
- Expenses incurred prior to April 1, 2018 and after March 31, 2019 for the proposed project, program or services.
- Organizations already receiving city funds, or appear as a line item on the city's budget.
- Activities not open to the public, except in projects involving schools or school systems.
- Activities intended to serve only an organization's membership.
- Projects that primarily serve social or religious purposes. The City of Lake Charles & the Arts Council of SWLA cannot support ministry projects.
- Exhibits or activities that primarily focus on historical topics rather than current folk life traditions.
- Re-grant by the applicant to other organizations for programming activities.
- Events that are primarily for fundraising purposes; this does not prohibit appropriate admission charges for events.
- Accumulated deficits or debt retirement.
- Contingency funds.
- Capital improvements.
- Restoration projects on historic buildings, sites, or non-arts related collections.
- Projects used for academic degrees.
- Tuition for academic study.
- Creation of textbooks or costs associated with recurring curriculum.
- Normal, traditional school activities.
- Artists filling teacher vacancies.
- Operational costs to universities.
- Food or beverages for hospitality or entertainment functions.
- Awards, cash prizes, scholarships, or commendations.
- Productions or exhibitions by children without the involvement of professional artists.
- Fees to children (under the age of 18) or their use as paid providers of services.
- Fines, penalties, litigation costs, or interest.
- Lobbying expenses.
- Projects/tours to take place outside the state.
- Permanent equipment (equipment is defined as costing \$1000 or more per unit and/or with an estimated useful life of more than one year), long-term rentals of equipment, property or library holdings.
- Fiscal agent as a paid provider of service within the same project.
- Licensing fees of any kind.

# CATEGORY 1: PROJECT ASSISTANCE

The Project Assistance grant is available to nonprofit arts organizations, nonprofit organizations, governmental agencies, schools and school boards, college and universities, and individuals (with fiscal agents).

Project Assistance provides funds for a wide variety of arts projects and programs with artistic value that meet specific community needs. Arts projects are supported within the following arts disciplines only:

|                    |                 |                   |                                |                        |
|--------------------|-----------------|-------------------|--------------------------------|------------------------|
| <i>Dance</i>       | <i>Media</i>    | <i>Music</i>      | <i>Theatre</i>                 | <i>Multidiscipline</i> |
| <i>Design Arts</i> | <i>Folklife</i> | <i>Literature</i> | <i>Visual Arts&amp; Crafts</i> |                        |

Grant request is **\$500 minimum** and **\$3,000 maximum** per application.

Grants may only be used for events and expenses between April 1, 2018 and March 31, 2019. Provides funding for a specific project on one or more single or recurring dates. Up to 100% of eligible expenses.

## Evaluation Criteria

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

### Artistic Merit

**Weight: 35%**

- Artistic merit of the proposed project
- Expertise of artists involved as providers of services
- Contribution to the art form or the understanding and appreciation of the art form(s) proposed

### Need and Impact

**Weight: 30%**

- Need for the project in the community
- Merit of the project's purpose and objectives according to community standards
- Efforts for increased access, participation, and exposure to the arts
- Involvement of diverse (social, geographic, economic) populations reflective of the community, including those with limited access to the arts
- Level of community collaboration or involvement

### Planning and Design

**Weight: 20%**

- Well-planned and designed project
- Adequate people and resources specified
- Realistic time frame as proposed
- Involvement of target audience in the planning process

### Administration and Budget

**Weight: 15%**

- Ability of applicant to administer and deliver activities proposed
- Appropriate request level and use of funds
- Clarity and completeness of financial information
- Compliance with past grant contracts, if applicable
- Project costs compared to need and impact and/or numbers served

# PROJECT ASSISTANCE PROJECT IDEAS

This list offers possible suggestions but is not to be considered exhaustive. Applicants are not limited to selecting a project from the list. If you would like assistance in developing a project for your community, contact Robin Abshire, Community Development Coordinator at the Arts Council.

## **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).

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.

In addition to the evaluation criteria for Project Assistance, folklife projects are evaluated for the cultural significance of the art form and the involvement of trained cultural specialists (folklorists, anthropologists, ethnomusicologists).

## **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, and orchestral, popular, solo/recital.

## **Theatre**

Theatre project grants are intended to help make high quality dramatic and musical theatre available to the public or support development of nonprofit professional and community theatre, puppetry, mime and storytelling.

## **Visual Arts and Crafts**

Visual Arts and Crafts project grants are intended to support projects or services of museums, art galleries, art centers, and other organizations concerned with visual arts. This includes drawing, painting, printmaking, sculpture, photography, glass, ceramics, fiber, wood, metal, mixed media, and art in public places.



## CATEGORY 2: ORGANIZATIONAL SUPPORT

The Organizational Support grant is only available to arts organizations with 501(c)(3) tax-exempt status from the IRS. An arts organization is generally defined as one whose mission statement makes clear that the organization's primary purpose is to develop, promote, encourage and/or present the arts (not history) to the public, ensuring community accessibility and targeting diverse populations.

Project Assistance provides funds for a wide variety of arts projects and programs with artistic value that meet specific community needs. Arts projects are supported within the following arts disciplines only:

|                    |                 |                   |                                 |                        |
|--------------------|-----------------|-------------------|---------------------------------|------------------------|
| <i>Dance</i>       | <i>Media</i>    | <i>Music</i>      | <i>Theatre</i>                  | <i>Multidiscipline</i> |
| <i>Design Arts</i> | <i>Folklife</i> | <i>Literature</i> | <i>Visual Arts &amp; Crafts</i> |                        |

Organizations may request up to **25% of the previous year's operating expenses with maximum \$2000.**

Grants may only be used for operating expenses, such as professional salaries, rent and utilities, supplies and materials, etc. incurred between April 1, 2018 and March 31, 2019.

For the purposes of this grant program, acceptable arts disciplines are defined as: Dance, Design Arts, Folklife, Literature, Media, Music, Theatre, Visual Arts & Crafts, and Multidiscipline.

### Evaluation Criteria

A community review panel will evaluate your proposal using evaluation criteria, which will be used to determine recommended funding. Responses to the narrative questions provided in the application along with the project budget and provider of services will be evaluated accordingly. Your application will be reviewed based on the following evaluation criteria and corresponding weights for the Organizational Support grant category:

#### Quality

**Weight: 50%**

- Artistic merit of the organization's programs
- Value of the organization's programs and services to the community
- Contribution to the understanding or appreciation of the art form(s)

#### Need and Impact

**Weight: 30%**

- Need for the organization's programs or services
- Involvement of diverse (social, geographic, economic) populations reflective of the community, including those with limited access to the arts
- Use of grant funds to further the mission of the organization
- Efforts for increased access, participation, and exposure to the arts

#### Administration and Budget

**Weight: 20%**

- Sound fiscal history as shown in financial statements
- Diverse funding sources and community support
- Quality of organizational planning
- Compliance with past grant contracts, if applicable

#### In Organizational Support, we do **NOT** fund:

- Non-arts organizations;
- Nonprofit arts organizations without 501(c)(3) status;
- Governmental agencies, colleges, universities, schools

# WHAT DOES MY ORGANIZATION SUBMIT?

**1. Complete (entirely) the application on the forms provided.** No handwritten applications will be accepted. Applications with missing information will delay the processing procedure. Applications are available online and can be completed or downloaded at [artscouncilswla.org](http://artscouncilswla.org).

## **2. All applicants must submit the following:**

- Appropriate single-sided original application form (either *Project Assistance* or *Organizational Support* or combination of both) with signatures in **blue ink with 7 additional copies** (may be double-sided) on three-hole punch paper (8 sets total), with complete narrative, project or organization budget, and provider of services forms (on Project Assistance grants). All parts of the application **must** be submitted by the **Friday, January 19, 2018** deadline for the application to be eligible.
- Proof of nonprofit status: Attach an IRS letter determining nonprofit tax exemption under Section 501(c)(3) of the Federal Tax Code or a letter from the Louisiana Secretary of State's office if the organization does not have tax exempt status. Governmental subdivisions (public schools, parish libraries, municipal governments, state universities, etc.) are not required to submit proof of nonprofit status.
- Proof of domicile: Certificate of Incorporation from the Secretary of State's office indicating the city in which the registered office of the applicant is located. Must show the most recent address as indicated on the Annual Report filed with the Secretary of State.
- Board of Directors list including names and addresses, phone number, identifying officers, ethnic make-up and professional affiliation.
- Schools and projects working with schools **must** submit a letter of support from the local school board and/or principal.
- Applications requesting creation of a **new** work (performing arts/art in public places/design) or media production (film, video, or radio) **must** submit a sample of work that illustrates artistic merit of artists involved. **Note:** Artistic merit and quality is the primary criterion under which applications are evaluated. Samples of work are encouraged, including pictures, slides, videos, and/or tapes of artists or related projects.

## **3. Arts organizations applying for Organizational Support *must also* submit:**

- Year-end financial statement for the previous year or the most current IRS Form 990
- **Optional** – your organization's most recent strategic, annual, or long-range plan (only 1 copy is needed)

## **4. Supplemental Materials**

- All applicants are strongly encouraged to submit letters of support, brochures, reviews, programs and detailed budgets about your organization or project. This is not a requirement, but it could be a significant factor when the community review panel evaluates your application. Supplemental materials will not be kept after **April 1, 2018**, but can be returned to applicants upon written request.

\*\*\*To conserve resources, you may include a few items in each set of information and make 1 larger set to be passed around at the review panel.

# HOW ARE FUNDING DECISIONS MADE?

After the **January 19, 2018** deadline, the **Arts Council** receives the application, determines that the applicant and the proposal are eligible for funding, and that the application complies with grant guidelines. Two to three weeks later, a community review panel (reflecting the area's ethnic, demographic and geographic diversity and the artistic and administrative expertise needed to evaluate applications) will be convened to review the applications.

To avoid conflicts of interest, Arts Council board members and employees, applicant employees, as well as paid providers of service on applicant organizations, will not be chosen to serve as panel members. Board members or volunteers of applicants may serve, but must recuse themselves by physically leaving the room when those applicants are discussed and scored. Other reasons for recusals include: a panelist's immediate family belonging to a board or the panelist having another close affiliation or potential bias regarding an applicant organization.

Once the panel has met, applicants may call the granting agency to find out the recommended funding level and panel comments. Applicants not recommended for funding, or recommended for reduced funding, may appeal the funding recommendation by submitting a written appeal to the Arts Council. For an application to be considered for appeal, the organization must submit a letter **justifying** the appeal, and a representative must have been present during the review panel process. Such requests must contain a justification indicating that the decision against funding the project was based upon insufficient or incorrect information resulting from an issue other than the fault of the applicant.

Submitting an incomplete application is not grounds for appeal. Information not provided in the original grant application will not be considered as grounds for appeal. Recommendations by the panel to not fund an application or recommendations for partial funding are not grounds for appeal. The date that the funding recommendation will be available, and the appeal deadline will be included in the letter notifying applicants that their application has been received. Once the appeals have been reviewed, the Arts Council Board of Directors will be presented with the recommendations of the panel for final approval.

# WHAT DO I DO IF I'M FUNDED?

## **Contract and Payment Requirements**

Congratulations! You will enter into a contract with the Arts Council. Applicants who receive partial funding should be prepared to revise the plan and budget accordingly. Once the contract has been signed and approved by all parties, you will be eligible to receive your first payment of 75% of your grant award.

**If at any time you are unable to complete the project, programs, or services for which you are funded, immediately contact Robin Abshire, Community Development Coordinator, the Arts Council at (337) 439-2787.**

## **Final Report Requirements**

During the course of your project, you are responsible for keeping track of information and financial information related to your project, programs, or services for which you received grant money. You must keep copies of all receipts, invoices, check numbers, and cancelled checks.

In addition to financial and budget tracking, you will also be responsible for keeping track of Performance Indicators. Performance Indicators are evaluation tools used to determine the effectiveness of your project, programs or services and to evaluate the use of grant funding (see page 15). This information will be compiled at the end of your project or the end of the Lake Charles Partnership Grant Program fiscal year in the final report. No payments will be made without applicable documentation. Final report forms and instructions can be picked up at the Arts Council office and are made available online at [www.artscouncilswla.org](http://www.artscouncilswla.org) after funding decisions are made.

The final report documents the programs or services provided by your organization. Information in the final report compares the original information contained in your application with what actually happened as a result of your project, programs, or services. We want to know what worked and what did not; how many people benefited; what were the results? what was the intent of the project? and was it achieved? Keep in mind (throughout the process) the goals of the Lake Charles Partnership Grant Program and the appropriate evaluation criteria.

Once you have submitted the final report with all required documentation and it has been approved, you will receive the final 25% of your grant award. **Final reports must be submitted to the Arts Council no later than thirty (30) days after completion of services OR by April 30, 2019, whichever comes first.**

### **Miscellaneous Requirements**

Organizations funded through this grant program are **required** to credit the City of Lake Charles and the Arts Council by name, logo, and credit statement in all relevant and appropriate printed public material (brochures, flyers, banners, etc.). High resolution logos for the City of Lake Charles and Arts Council are found online under the Lake Charles Partnership Grant Program page at [www.artscouncilswla.org](http://www.artscouncilswla.org). Acknowledgement statements should be included in materials distributed to the public and must read as:

**Supported by a grant from the City of Lake Charles  
as administered by the Arts Council of SWLA.**

You are **required** to provide the Arts Council with four complimentary admissions tickets prior to any project or program funded by the Lake Charles Partnership Grant Program. Notification is required at least **one month** prior to an event. You **should send notification** to those individuals responsible for funding your project, program, or service, including Lake Charles elected officials, through correspondence to:

**Kimberly Dellafosse, Asst. City Administrator  
PO Box 900, Lake Charles, LA 70602**

If the Arts Council determines that a grantee has failed to comply with the terms and conditions set forth in the agreement, that grantee shall become ineligible to receive its final payment of 25% of the grant award. Recipients in non-compliance status may also be asked to return all or some of their initial grant payment. For one year following a determination of non-compliance, the grantee will be ineligible to apply to the Lake Charles Partnership Grant Program or any other grant program administered by the Arts Council.

## **How do I find out about other Arts Council programs and events?**

Arts Council of SWLA  
Central School Arts & Humanities Center  
809 Kirby Street, Suite 202  
Lake Charles, LA 70601  
Tel: 337-439-2787  
Fax: 337-439-8009  
[www.artscouncilswla.org](http://www.artscouncilswla.org)  
[www.facebook.com/ArtsCouncilSWLA](https://www.facebook.com/ArtsCouncilSWLA)

**Ashli Waldrep, Executive Director**  
[ashliw@artscouncilswla.org](mailto:ashliw@artscouncilswla.org)

**Jody Taylor, Project Coordinator**  
[jodyt@artscouncilswla.org](mailto:jodyt@artscouncilswla.org)

**Robin Abshire, Community Development  
Coordinator**  
[robina@artscouncilswla.org](mailto:robina@artscouncilswla.org)

# GLOSSARY OF TERMS

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

**Activity Period** – actual dates of programming activities. Must fall between April 1, 2018 and March 31, 2019.

**Admissions/Memberships/Subscriptions** – revenue from the sale of admission, tickets, subscriptions, memberships, etc., for events attributable or prorated to the project. If an admission is charged for this project, applicants are encouraged to include price of admission in the narrative section of the application.

**Appeals Process** – a means by which applicants may petition a re evaluation of the preliminary funding decision regarding their applications. Funding decisions based on insufficient or incorrect information resulting from something other than the fault of the applicant are legitimate grounds for an appeal. The applicant must submit justification for appeal.

**Applicant** – the organization registered as a nonprofit corporation with the Louisiana Secretary of State's office and/or the IRS under section 501(c)(3). The applicant assumes legal and financial responsibility for administering a grant-funded project even if funds are passed on to another organization or individual.

**Applicant Cash** – funds from applicant's present or anticipated accumulated resources that will be used on the proposed project.

**Artists Paid** – the number of artists providing art or artistic services specifically identified with the project for a fee; including the number of individual artists of a company, troupe or touring group; including living artists whose work is represented in an exhibition, regardless of whether the work was provided by the artist or by an institution.

**Artists Benefitting** – the number of artists who will directly benefit from programs or services offered by the applicant. This includes the number of artists involved with the project or programming on a volunteer basis and the number of individuals who will gain knowledge or expertise because of the project or programming.

**Arts Organization** – generally defined as one whose mission statement makes clear that the organization's primary purpose is to develop, promote, encourage and/or present the arts (not history) to the public, insuring community accessibility and targeting diverse populations.

**Authorizing Official** – the person with authority to legally obligate an organization, usually the president of the board of directors.

**Capital Outlay** – money earned or contributed for the specific purpose of building facilities or structures.

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

**Chief Fiscal Officer** – person with immediate responsibility for an applicant organization's financial management and fiscal control.

**Community Arts Project** – one to multiple arts activities that are participatory and emphasize collaborations between artists and other members of the public.

**Community Support** – the amount of money or services contributed from the community toward this project either through money, time, or planning (organizations, agencies, or individuals). Also includes the degree to which the community needs or wants the project or programming being proposed. In other contexts, may refer to letters of support encouraging and contributing in some way to the success of this project.

**Contact Person** – the person to contact for additional information about an application, usually the project director or person responsible for implementing proposed activities.

**Contracted Services Revenue** – revenue derived from fees earned through sales of services (for example, sale of workshops to other community organizations, contracts for specific services, performance or residency fees, tuition, etc.).

**Corporate Support** – cash support from businesses, corporations or corporate foundations allocated to this project or programming.

**Current Fiscal Year** – the organization's present, active fiscal year at the time of application. Current year financial figures are estimated amounts based on active budgets.

**Dates of Project Activities** – the dates of project activities for which grant assistance is requested. Dates must fall between April 1, 2018 and March 31, 2019.

**Discipline** – the primary focus of an arts activity as defined among the eight following fields: dance; design arts; folklife; literature; media; music; theater; visual arts and crafts. See also Multi-disciplinary and Inter-disciplinary.

**Emerging Artist** – an individual with a career commitment to an art form, but lacking an extensive resume or body of work.

**Endowment Funds** – restricted or unrestricted funds invested by the organization and secured for purposes that extend beyond the organization’s annual operating cycle. Interest income or dividends from investments may be used by the organization for its annual operations and should be classified as other applicant cash.

**Engagement** – a set of services with at least one public performance provided by an artist for a presenter and which may include additional performances and residency activities such as student performances, workshops, master classes, and lecture-demonstrations.

**Equipment – Permanent** – items costing \$1000 or more per unit and/or with an estimated useful life of more than one year.

**Equipment – Rental** – items to be used specifically for this event, or with an estimated life of less than one year.

**Evaluation Criteria** – standards by which an application will be evaluated or the measurement of a project or other activity. Evaluation criteria is used to evaluate the total application, including the narrative, provider of services form, budget, and required attachments.

**Evaluation Methods** – a tool to monitor the effects of the goals, purpose, or intent of a project or programming.

**Expenses (expenditures)** – costs required to implement a project or programming.

**Federal Employee Identification Number** – an account number identifying an applicant for purposes of reporting wages and taxes to the Internal Revenue Service. Can also be the Social Security Number of the registered agent of the organization as reported to the Louisiana Secretary of State’s office on the Annual Report.

**Fiscal Agent** – a nonprofit organization, acting on behalf of a sub applicant, assuming responsibility for the legal and fiscal management of funds granted for use by a sub applicant. See Sub applicant.

**Fiscal Agent Fee** – a charge for administrative services by the organization acting as the fiscal agent. Fiscal agent fees are intended to offset the cost of personnel, time and supplies used in the administration of the sub applicant’s grant only. Fiscal agent fees may not exceed the lesser of eight (8) percent of the total grant award or \$150 for any project.

**Fiscal Year** – any 12 month period used for financial record keeping and reporting suited to the organization’s operating cycle or programming season.

**Folk Artist** – an individual maintaining a traditional art form learned informally (orally or by example) within the artist’s own traditional culture and not learned through books or classes within the performing arts (music, dance, storytelling), traditional arts and crafts, or ritual, festive, occupational and food traditions.

**Foundation Support** – cash support derived from grants given for this project by private foundations.

**Genre** – specific sub categories within each discipline (for example, literature poetry, fiction and creative non fiction).

**Government Support/Federal** – cash support derived from grants or appropriations given for this project by agencies of the federal government, such as the National Endowment for the Arts, US Department of Education, etc.

**Government Support/Local** – grants or appropriations from city, parish or other government agencies given for a project.

**Government Support/Regional** – cash support derived from grants or appropriations given for a project by agencies of state government or multi state consortia of state agencies.

**Income** – present or anticipated funds and resources required to accomplish the proposed activities (for example, revenues which are earned income, support which is unearned income, such as cash contributions and grants).

**Individuals to Participate** – the number of persons expected to be involved directly with a project or other activity. Activities include master classes, workshops, in school residencies (not presentations).

**Individuals to Benefit** – the number of persons expected to benefit – passive involvement such as watching or listening - directly from a project or other activity, for example, the audience. Large public events will require an applicant to estimate the number of persons to benefit.

**In kind** – the monetary value of time, materials and other tangible goods or services contributed free of charge by businesses and individuals. In kind contributions may be provided by an applicant or any other organization or individual, but they must be expended only for the proposed activities and under the direct supervision of the applicant. An applicant must be prepared to substantiate in kind contributions (for example, time records for volunteers). Reporting in-kind contributions is highly encouraged.

**Insurance** – refers to the cost of additional liability insurance related to the project and not part of the general operating expenses of the organization.

**Inter-disciplinary** – pertaining to art works that integrate more than one arts genre or discipline to form a single work (for example, collaboration between the performing and visual arts). Excluded from this category or genre is Musical Theater, which is a genre included under Theater.

**Lake Charles Partnership Grant Program** – program of the City of Lake Charles and the Arts Council of SWLA.

**Letter of Intent** – a signed document indicating intent to contract with individuals or organizations to provide services, usually in cases where a formal contract is contingent upon availability of funds. A letter of intent should include terms that will become a part of the contract (for example, specific services to be performed, fees for each of those services, dates of said services, locations, persons or organizations to perform the services) and should be signed by the persons authorized to sign the anticipated contract for both the contractor and applicant.

**Marketing Costs** – publicity or promotion costs specifically for the project. Includes costs of newspaper, radio and television advertising; printing and mailing of brochures, flyers and posters; publicity or advertising.

**Match** – amount of money—hard cash—estimated to fund the portion of a project not covered by grant funds.

**Multi-disciplinary** – pertaining to engagements that include activities in more than one discipline; for example, a summer arts camp that will sponsor activities in dance, theater, and visual arts.

**Nonprofit Tax-Exempt** – organizations eligible to apply with IRS nonprofit tax-exemption under sections 501(c)(3) through 501(c)(10) and 501(c)(19).

**Objectives** – statements defining the desired outcome of proposed activities and identifying the persons to be served. Objectives should be attainable, measurable and limited to a specific time period.

**Operating Funds** – all funds budgeted for an organization's operations, activities, programs, and services during a fiscal year. Operating funds do not include capital funds, endowment funds, reserve funds or any other funds not allocated to the annual operating cycle of the organization.

**Organizational Support** – an application category through the Lake Charles Partnership Grant Program that awards grants to 501(c)(3) arts organizations for operational support including staff, supplies and materials, or facility operations.

**Other Private Support** – sponsorships from small businesses, etc.

**Other Revenue** – cash revenue derived from sources other than those specifically listed in the budget, including catalog sales, advertising in programs, gift shop income, concessions, parking, investment income, etc.

**Outside Professional Services Artistic** – payments to artists or arts organizations not considered full- or part-time employees of an applicant. Examples include: artistic directors, curators, dance masters, composers, choreographers, designers, video artists, sculptors, film makers, painters, poets, authors, graphic artists, actors, dancers, singers, musicians, teachers, puppeteers, etc.

**Outside Professional Services Other** – payments for non artistic services to firms or persons not considered full- or part-time employees of an applicant (for example, consultants or employees of other organizations). Examples include: project directors, managing directors, business managers, clerical staff, bookkeepers, etc.

**Payroll Taxes** – FICA, etc.

**Performance Indicator** – numbers and statistics reported to the Louisiana State Legislature and Division of Administration to evaluate the effective use of State of Louisiana tax funds.

**Personnel Administrative** – administrative employees receiving payments for salaries, wages, fees, and benefits specifically identified with the project. Examples include: executive and supervisory administrative staff, program directors, managing directors, business managers, clerical staff, bookkeepers, etc.

**Personnel Artistic** – artistic employees receiving payments for salaries, wages, fees, and benefits specifically identified with the project. Examples include: artistic directors, curators, dance masters, composers, choreographers, designers, video artists, sculptors, film makers, painters, poets, authors, graphic artists, actors, dancers, singers, musicians, teachers, puppeteers, etc.

**Personnel Full time** – employees or volunteers who work at least 35 hours per week for at least 48 weeks per year.

**Personnel Part time** – employees or volunteers who work fewer than 35 hours per week.

**Personnel Technical/Production** – employees receiving payments for salaries, wages, fees, or benefits specifically identified with the project for technical management and staff services. Examples include: technical directors, wardrobe, lighting and sound crew, stage managers, exhibit preparers, video and film technicians, etc.

**Postage/Shipping Costs** – refers to the cost for mailing and shipping items related to the project/event, and not those for general operating expenses.

**Presenter** – an organization which presents for public performance artists/companies in programs which have been produced elsewhere. A presenter "buys" a packaged tour from artists/companies or professional managers of those artists. The presenter provides the space and technical support, promotes the event to the community and pays the artist a fee.

**Prior Year** – an organization's most recently completed fiscal year at the time of application. Prior year financial figures are actual amounts based on complete financial records.

**Private Support** – cash support derived from cash donations or a proportionate share of general donations allocated to a project. Does not include corporate, foundation or government contributions or grants.

**Production** – components related to the events production – lighting, sound, etc.

**Professional Artist** – an individual with a serious career commitment, degree of peer acceptance, and a substantial and developed body of work.

**Project Assistance** – an application category through the Lake Charles Partnership Grant Program that awards grants to IRS nonprofit tax-exempt organizations under sections 501(c)(3) for support of a specific arts project.

**Project Director** – person with immediate responsibility for implementing project activities.

**Projected Year** – an organization’s next fiscal year. Next year’s financial figures are projected amounts based on budgets which have been approved by an organization’s board of directors or governing authority at the time of application.

**Provider of Services Form** – that page of the application form which seeks information on the 1) project director, and 2) artistic and other person(s) being hired or engaged to implement the grant, the services to be provided, the fee for those services and the qualifications of the individual/group. This page may be photocopied.

**Rural** – parish with 100,000 or fewer residents or a city with 25,000 or fewer residents.

**Series of Related Events** – a project composed of two or more exhibitions or performances which, taken as a whole, are necessary to achieve the project’s goals and objectives. Events which occur simultaneously, consecutively, or within the same venue are not “related” unless individually they provide a necessary component toward the realization of the project’s goals and objectives.

**Site** – the actual location of proposed activities.

**Space Rental** – payments for rental of space specifically identified with a project (for example, offices, rehearsal halls, theaters, galleries).

**Staff and Board Development** – professional development, training seminars, workshops, etc.

**Sub applicant** – an individual artist or organization lacking legal status to be an applicant who makes arrangements for another organization to act as its legal applicant. The fiscal agent agrees to submit and sign a grant application on the sub-applicant’s behalf and to pass on such grant funds for project implementation. Please note that in such cases the applicant remains legally and financially responsible for the use of grant funds. Auditors generally will not provide an “unqualified” financial audit statement for an applicant who acts as fiscal agent for a sub applicant unless the sub applicant’s financial records and related activities are also audited. See Fiscal Agent.

**Supplies and Materials** – supplies and materials include consumable supplies, raw material for the fabrication of project items.

**Technology and Communications** – office related items, such as computers, email services, phone calls, etc.

**Tour** – two or more engagements at different sites, in different communities, contracted through any number of presenters included in one trip away from the artist’s home base. Engagements within the artist’s home base do not constitute a tour.

**Travel/Per Diems** – costs directly related to travel specifically identified with a project (for example: fares, lodging, food, tolls, auto rental, mileage allowance for private vehicles, tips and per diem).

**Underserved Population** – people who genuinely lack access to arts programs, services, or resources for geographic, economic, cultural, social, physical, or other demonstrable reasons. The term “population” can refer to a group of people with common heritage, regardless of whether they live in the same area.

**Urban** – a parish with more than 100,000 residents or a city with more than 25,000 residents.