

Calcasieu Parish Police Jury Grant Project Assistance Application Fiscal Year (FY) 2018–2019



Grant Activity Period: April 1, 2018–March 31, 2019

Submit final report to:

Arts Council of SWLA
P.O. Box 1437, Lake Charles, LA 70602 (mailing)
809 Kirby St., Suite 202, Lake Charles, LA 70601 (physical)

Grant # CPPJ-18/19-_____

For Arts Council Use Only

DEADLINE:

Friday, February 16, 2018, 5 p.m.

Completed applications must be hand-delivered or received in the Arts Council office by 5:00 p.m. on Friday, February 16, 2018 or the application is ineligible. Applications **MUST** be typed on an official application form. Handwritten applications are ineligible. Applications may not be submitted via fax. Please read the CPPJ FY 2018-2019 Guidelines carefully before completing this application. Applicants are encouraged to contact the Community Development Coordinator for assistance **PRIOR** to the application deadline. The guidelines are available online at artscouncilswla.org. Projects occurring outside of Calcasieu Parish are ineligible for funding.

GRANT INFO

1. **Amount Requested** (from page 11, line 40 in this application): _____

2. **Total Project Expenses** (from page 11, line 57 in this application): _____

3. **Project Title:** _____

4. **Project Description** (ONE sentence that summarizes the major activity of the project assistance request, including the artistic discipline and audience):

APPLICANT DATA

If checked, complete questions 12 and 13 in the sub-applicant section of the application on page 2.

5. Check here if a fiscal agent is being used: _____

6. **Organization Name:** _____

6a. Address: _____

6b. City: _____ 6c. State: _____ 6d. Zip: _____

6e. Parish: _____ 6f. Phone: _____ 6g. Fax: _____

6h. Website: _____ 6i. Email: _____

6j. **Primary Contact and Title:** _____

If different from above:

6k. Address: _____

6l. City: _____ 6m. State: _____ 6n. Zip: _____

6o. Phone: _____ 6p. Fax: _____

6q. Email: _____

7. **Federal Employer Tax ID# of Applicant (REQUIRED):** _____

8. Legislative and congressional district numbers of applicant. Districts are available from your local registrar of voters, clerk of court, or online at www.legis.la.gov/legis/FindMyLegislators.aspx

House District #: _____ LA Senate District #: _____ US Congressional District #: _____

9. Project Director: _____

If different from above:

9a. Address: _____

9b. City: _____ 9c. State: _____ 9d. Zip: _____

9e. Phone: _____ 9f. Fax: _____

9g. Email: _____

10. Has your organization ever received a Calcasieu Parish Police Jury Grant? Yes No

If yes, indicate the last three grant awards:

_____ Amount

_____ Amount

_____ Amount

_____ Year

_____ Year

_____ Year

11. Mission statement of the applicant organization. What is your mission statement as adopted by your board of directors? What are your goals and what is the focus of your programming?

THE SUB-APPLICANT

Completed by organizations/individuals using a fiscal agent only.

An organization or an individual lacking the legal status to be an applicant must make arrangements for another organization to sign a grant application on its behalf and to pass on such grant funds for project implementation. The applicant organization acting on behalf of the sub-applicant is referred to as the "fiscal agent." A charge for administrative services by the organization acting as fiscal agent (cost of personnel, time, supplies used in the administration of the funds for the funded project only) is allowable but must not exceed the lesser of 8% of the total grant request or \$150. Applicant/fiscal agents and sub-applicants must be domiciled in the same parish. Please note that in such cases, the fiscal agent is the applicant and remains the legally responsible party for the use of the grant funds. Note: Representatives of the applicant/fiscal agent organization must sign lines 59 and 60 as Authorizing Official and Chief Fiscal Officer.

12. Sub-Applicant: _____

12a. Address: _____

12b. City: _____ 12c. State: _____ 12d. Zip: _____

12e. Parish: _____

Note: Sub-Applicant and Fiscal Agent Applicant must be domiciled in the same parish.

12f. Contact: _____ 12g. Title: _____

12h. Phone: _____ 12i. Email: _____

13. Briefly describe the Sub-Applicant. If an organization, describe the organization’s mission and services it provides. If an individual, state your qualifications in the arts and describe your specific experience. Describe the relationship between the fiscal agent and the organization or individual.

THE PROJECT

14. Proposed Activities. List (no narrative) the **number or length of activities** and the **actual dates and locations** on which events, programs, concerts, exhibitions or activities will occur—not a range of dates.

Note: These activities should be described in detail as part of the narrative section—Planning and Design—and in the Provider of Service forms.

Activity dates must be within the grant activity period of April 1, 2018–March 31, 2019.

15. Partial Funding. In the event of partial funding, how will the project be modified?

16. Artists.

16a. Number of professional artists paid through this project: _____

16b. Total number of artists to benefit from this project (including number paid): _____

17. Individuals to Benefit.

17a. Number of individuals participating:
(i.e. actively involved with hands-on activities, master classes, etc.) _____

17b. Number of individuals in the audience: _____

18. Total Number of Individuals to Benefit.

18a. Number of youth to benefit from the above figure: _____

19. Primary Target Audience. CHECK ONE:

General Audience Ages 3–18/
Students PreK–12 College Students Special Population: _____

20. Artistic Discipline. Check the **primary** artistic discipline(s) involved with the implementation of this project.

Dance

Ballet
Ethnic Jazz
Contemporary

Music

Band
Chamber
Choral
Ethnic
Jazz
Popular
Soloist Recital
Orchestral
Opera

Literature

Fiction
Nonfiction
Poetry

Folklife

Folk/Traditional Dance
Folk/Traditional Music
Folk/Traditional Crafts
and Visual Arts
Folk/Traditional
Occupational Crafts
Oral Traditions

Design

Architecture
Fashion Design
Graphic
Industrial
Interior
Landscape Architecture
Urban/Metropolitan

Visual Arts and Crafts

Painting
Sculpture
Drawing
Photography
Printmaking
Public Art
Clay
Fiber
Glass
Leather
Wood
Mixed Media
Metal

Media Arts

Film
Audio
Video
Screenplay Writing
Technology/Experimental

Theatre

Musical Theatre
General Theatre
Mime
Puppetry
Young Audiences
Storytelling
Playwriting

THE NARRATIVE

Answer each question in the space provided. Be specific! Your application will be evaluated on the clarity of the information presented in the proposal. **Please read the evaluation criteria before answering the narrative questions.**

Please:

DO NOT type in font smaller than 12 point.

DO NOT bold your text.

DO NOT use any font that is difficult to read.

Artistic Merit: 35%

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

Note: Sample works of art included in the supplemental materials are strongly encouraged for artists involved in the project.

Need and Impact: 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: 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: 15%

Ability of applicant to administer and deliver activities proposed;
Appropriate request level and use of grant 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.

Bonus Points:

Bonus points will be determined by the Community Development Coordinator prior to the review, and disclosed to the panel at the time of the panel review.

- Project co-sponsored by one (1) non-profit organization (in addition to applicant) _____ / 5 pts
- Project co-sponsored by two (2) non-profit organizations (in addition to applicant) _____ / 10 pts
- Project with matching funds equaling 50% or more of total amount requested _____ / 5 pts

21. Narrative Questions.

Read all questions before beginning. Please answer questions—**using only the pages provided**—according to the evaluation criteria on page 4. Use 12 point easy-to-read font. **Be specific**—your application will be evaluated on the clarity of the information presented.

Note: There is a limited amount of space for each answer. Please be concise.

ARTISTIC MERIT: 35%

1. Describe the project for which you are seeking funding. Who are the artists involved in the project? How will this project expand the public’s understanding of the featured art form(s)? Use this space to describe the artistic merit of the project, details of the project’s purpose and goals, etc.

NEED AND IMPACT: 30%

1. Describe the need for the project in the community. What do you want the project to accomplish for the community? How does this project relate to your organization's mission statement? Use this space to describe short and long range goals for this project, how this project meets the needs of the community, the extent of the public's engagement in the project, etc.

2. Who is your target audience? Address efforts to increase access, participation, knowledge, and/or exposure to the arts, particularly the involvement of diverse (social, geographic, economic) populations, including those with limited access to the arts.

PLANNING AND DESIGN: 20%

1. Describe how staff, volunteers, and/or the community is involved with the planning, design, and funding of the project. Use this space to describe the methods of carrying out this project, including details of the project's logistics, event timeline, etc. Include any in-kind support and partnerships this project has received. If you are partnering with one or more local non-profit agencies, define the role they will play in the project, and provide a contact person's name and information.

2. How will you promote or endorse the project to the public? Describe your marketing and promotional plan or how you plan to increase the public's awareness of the program. Include details on any planned print ads, online listings, radio/TV promotions, etc.

ADMINISTRATION AND BUDGET: 15%

1. Describe the management of the project and how grant funds will be used. Use this space to describe who will be responsible for the implementation of the project and what his/her relationship to the applicant is. If you are receiving matching funds, please list the source in the narrative. If you are seeking funds for the payment of a venue, include venue information. Be specific on exactly how grant funds will be used in the project, including an overview of expected expenses and revenue of the project.

2. What is your method of evaluating and/or assessing this project?

PROVIDER OF SERVICES

THE PROVIDER OF SERVICES CANNOT BE SUBSTITUTED BY A RESUME OR INFORMATION CONTAINED IN ATTACHMENTS. You may, however, *include* a complete resume, brochures, and/or video, slides, cassette tape, CD/DVD samples of work for the provider as supplementals to the application.

Must be completed for paid or not paid Project Director.

Must be completed for **all** artists, artistic personnel, or other individuals directly involved with the implementation and production of the proposed project.

Use a separate copy of this form for each person or group. If more than one of these forms is needed, photocopy it.

22. Person or Group to Provide Service: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

23. Number/Length of Activities to be Provided: _____

24. Professional Fee: _____ Per _____ (Hour, session, activity, etc.)

25. Travel/Per Diem: _____

TOTAL FEE FOR SERVICE: _____ *Check here if fee is all-inclusive.*

26. How will this professional fee be paid?	CPPJ Grant Award	Applicant Cash	In-Kind Donation
<i>Check all that apply.</i>	\$ _____	\$ _____	\$ _____

27. Brief Bio and Qualifications

Describe the qualifications, including education and training, and related work experience for the individuals or organizations hired for this project. Keep in mind why this person or organization should be hired for your project; part of the evaluation of your grant will be based on the quality of professionals involved.

28. Description of Services

Briefly detail the services to be provided. This information should related to Question #14 (Proposed Activities) on page 3 of this application.

THE PROJECT BUDGET DIRECTIONS AND DEFINITIONS

Directions for Completing the Project Budget:

- Round all dollar amounts to the nearest \$1.
- Include ALL CASH Revenue and Expenses for the grant as it pertains to the project.
- All in-kind or donated services should be included under In-Kind Support and not in the Cash Budget.
- List the source of revenue where indicated.
- All columns and rows should total correctly.
- All donated revenue and expenses for this project should be included under In-Kind Support and not in the Cash Budget.
- The Grant Request on Line 40 must equal Total Expenses on Line 57 under the Grant column.
- The Grant Request on Line 40 must equal Question 1 on page 1.
- If using Line 45, you must complete Questions 12 and 13 on page 2 of this application for the sub-applicant.
- You may also attach a more detailed budget, although it does not substitute for the information on the Project Budget. This information will be forwarded to the panel with the application budget.
- While a match (cash and/or in-kind) is not required under this program, it is encouraged and will be considered by the community review panel in their evaluations.

REVENUE:

- **Admissions, Memberships, Subscriptions** refers to income earned as a result of the project you are applying for, such as individual ticket sales, price charged for involvement, etc.
- **Contracted Services Revenues** refers to income earned from services your agency offers on a contract for services basis, such as touring, school performance, etc.
- **Other Applicant Cash** refers to agency cash on hand that will be used towards the project you are applying for. The applicant will provide cash that is not earned as a part of this project.
- **Corporate Support** refers to cash contributed by local, national or international businesses that will be used towards the project you are applying for.
- **Foundation Support** refers to support provided by local or national foundations.
- **Fundraising** refers to any solicitation for donations or contributions from individuals in support of this project.
- **Federal, State, Regional** refers to government support contributed by the United States Government, State of Louisiana, or Parish government.
- **Local** refers to cash contributed by a local government or community group.
- **Calcasieu Parish Police Jury Grant Request** refers to the amount requested from the applicant organization for this project. This line should be broken down under the Grant Expenses column of the Project Budget to represent what items grant money will support, if funded.
- **Total Revenue** represents all cash income that will be used to administer the project.

EXPENSES:

- **Personnel** refers to permanent employees of the organization who will be paid for his/her time as a part of this project.
- **Personnel – Administrative** – administrative employees receiving payments specifically identified with the project. Examples: executive and supervisory admin staff, program directors, bookkeepers, etc.
- **Personnel – Artistic** – artistic employees receiving payments specifically identified with the project. Examples: artistic directors, curators, composers, painters, poets, teachers, etc.
- **Personnel – Tech/Production** – employees receiving payments specifically identified with the project for technical management and staff services. Examples: technical directors, wardrobe, exhibit preparers, stage managers, etc.
- **Fiscal Agent Fees** are defined as fees charged by an organization to act as the applicant for another organization and are intended to offset the cost of personnel, time, and supplies. Fiscal agent fees should not exceed either \$150 or 8% of the total project costs – whichever figure is less.

- **Outside Professional Services – Artistic** refers to artistic services by firms or people not considered employees of the applicant (e.g., individual artists, folklorist, curator, etc. whose services are contracted for the project). A provider of services form is required for anyone listed under this category.
- **Outside Professional Services – Other** refers to non-artistic services by firms or people not considered employees of the applicant (e.g., project director, consultants, technical director, publisher, etc.). A provider of services form is required for anyone listed under this category.
- **Utilities** refer to costs associated with telephone, gas and electric, water, etc.
- **Space Rental** refers to the cost to rent a facility, exhibit or performance venue.
- **Travel/Per Diems** refers to the cost of travel for outside professional services, per diems, and travel for services outside the area.
- **Marketing Costs** refers to the cost associated with advertising, soliciting involvement, or promoting the project and includes design, printing, advertising, flyers, playbills, tickets, etc.
- **Rental Equipment** refers to the costs associated with renting equipment for the purpose of producing the project.
- **Supplies and Materials** refer to the cost of items that are needed to produce or create the project, such as fabric, paints, disposable cameras, paper, etc. If supplies and materials exceed \$500, you must submit a detailed breakdown of costs.
- **Postage/Shipping Costs** refers to the cost for mailing and shipping related to the project.
- **Insurance** refers to the cost of liability insurance related to the project.
- **Other** refers to expenses not listed under any other expense category. List all expenses under Other.
- **Total Expenses** represents all cash costs involved to administer the project being proposed.

IN-KIND SUPPORT: (budget on page 11)

- **In-kind** refers to donated personnel and volunteer time, materials, and services associated with the project.
- **Source** is either an organization contributing materials, facilities, services, etc. for the project or an individual contributing volunteer time.
- **Contribution** is the item being donated, such as a facility space or for individuals, the number of hours.
- **Cash Equivalent** is the amount the applicant would pay in cash for items, services or time listed.

TOTAL PROJECT BUDGET AND GRANT REQUEST

See directions on page 10 for completing the project budget before completing lines 29 through 57.

REVENUE

CASH

29. Admissions, Memberships, Subscriptions	_____	_____
30. Contracted Services (workshops, packaged presentations, etc.)	_____	_____
31. Other Applicant Cash: <i>List Source</i>	_____	_____
32. Corporate Support: <i>List Source</i>	_____	_____
33. Foundation Support: <i>List Source</i>	_____	_____
34. Fundraising	_____	_____
35. Federal: <i>List Source</i>	_____	_____
36. State: <i>List Source</i>	_____	_____
37. Regional: <i>List Source</i>	_____	_____
38. Local: <i>List Source</i>	_____	_____
39. Sub-Total	_____	_____
40. Calcasieu Parish Police Jury Grant Request	_____	_____
41. Total Revenue	_____	_____

EXPENSES

GRANT

CASH

TOTAL

42. Personnel—Administrative	_____	_____	_____
43. Personnel—Artistic	_____	_____	_____
44. Personnel—Tech/Production	_____	_____	_____
45. Fiscal Agent Fees	_____	_____	_____
46. Outside Professional Services—Artistic	_____	_____	_____
47. Outside Professional Services—Other	_____	_____	_____
48. Utilities*	_____	_____	_____
49. Space Rental	_____	_____	_____
50. Travel/Per Diems	_____	_____	_____
51. Marketing Costs (promotions, print)	_____	_____	_____
52. Rental Equipment	_____	_____	_____
53. Supplies and Materials*	_____	_____	_____
54. Postage/Shipping Costs	_____	_____	_____
55. Insurance*	_____	_____	_____
56. Other: <i>List</i>	_____	_____	_____
57. Total Expenses	_____	_____	_____

*Line 48, Utilities: Only project-related utilities may be claimed as expenses. Supporting documentation must be provided in final report.
 *Line 53, Supplies and Materials: If supplies and materials exceed \$500, a detailed breakdown must accompany this application.
 *Line 55, Insurance: Only project-related insurance expenses may be claimed. Supporting documentation must be provided in final report.

58. In-Kind Support for Proposed Project. In the space below, list the budget category or source of the donation/contribution, type of donation/contribution and the value of the in-kind donations or volunteer support. You may continue on an additional sheet of paper, if necessary.
For example: Source: ABC Printing, Marketing. Contribution: Flyers and street banners. Cash Equivalent: \$575.00. ABC Printing is donating the materials for flyers that will be used in a mailing and street banners that will hang above main street.

Source (List Budget Category or Company)	Contribution (Items or Hours)	Cash Equivalent
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total In-Kind Support:		_____

ATTACHMENTS

Attach an IRS letter determining nonprofit tax exemption under section 501(c)(3) of the Federal Tax Code. Governmental subdivisions (public schools, parish libraries, municipal governments, state universities, etc.) are not required to submit proof of nonprofit status.

For organizations lacking nonprofit tax exemption from the IRS, attach a Certificate of Incorporation from the Louisiana Secretary of State, Commercial Division indicating nonprofit status and city/parish of domicile, if not already on file.

Chapter organizations must attach IRS documentation for the central organization and chapter organization. A letter of support from the central organization must also be attached.

Attach a board of directors listing that includes names and addresses, identifying officers, ethnicity, and professional affiliation. Schools or projects working with schools must attach a letter of support from the local school board and/or principal.

Applications requesting the creation of a **new** work in the performing arts, art in public places/public art, design, or media production (film, video, or radio) must submit a sample of work that illustrates artistic merit of artists involved.

Optional, but recommended: One or two sets of supplemental materials, including a scrapbook or set of materials to document recent projects, artist samples, extended resumes, brochures/ marketing materials, and letters of recommendation and support.

Include all supplemental materials with this application. Items may be returned after May 1, 2018.

CHECK LIST

Project occurs between April 1, 2018 and March 31, 2019;

Amount requested does not exceed maximum allowable request (\$5,000);

A copy of your year-end financial statements or a copy of your most recently completed audit;

Original single-sided application form with seven (7) copies (may be double-sided) on three-hole punch paper with complete narrative, provider of services, project budget, and required attachments (8 sets total);

Samples of work (for applications requesting funds for creation of a new work);

Appropriate signatures signed in **BLUE INK** below (**original signatures, not photocopies**);

Do not staple, bind, or tape the application, the required attachments, or the supplemental materials together;

Keep a copy of the completed application form for your records;

Application received by the Arts Council office by **5:00 p.m.** on or before **February 16, 2018.**

ASSURANCES

The applicant hereby gives assurances to the Calcasieu Parish Police Jury and the Arts Council of SWLA that: the applicant has read and understands all information contained in the FY 2018-2019 Calcasieu Parish Police Jury Grant Program Guidelines; the activities and services proposed in this application will be administered by the applicant organization; and any grant funds received for this application will be used exclusively for payment of allowable expenditures incurred for proposed services, and such grant funds will be administered by the applicant. The applicant will comply with all rules, regulations, laws, terms, and conditions described in the FY 2018-2019 Calcasieu Parish Police Jury Grant Guidelines. The undersigned have been duly authorized by the governing authority of the applying organization to submit this application to The Arts and Humanities Council of Southwest Louisiana and as authorized by the Calcasieu Parish Police Jury. We hereby certify that all figures, statements, and representations made in this application, including any attachments, are true and correct to the best of our knowledge.

Signatures are required and indicate that the signers have read the above "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. The application with the signatures constitutes a legal document. **The signatures MUST be the original signatures in blue ink (not photocopies) and all three spaces must be completely filled in.**

59. Authorizing Official (usually president or chairman)

Signature: _____ Date: _____

Typed Name: _____ Title: _____

Phone (Day): _____ Phone (Other): _____

59. Chief Fiscal Officer (may be same as Authorizing Official, usually the treasurer)

Signature: _____ Date: _____

Typed Name: _____ Title: _____

Phone (Day): _____ Phone (Other): _____

59. Project Director

Signature: _____ Date: _____

Typed Name: _____ Title: _____

Phone (Day): _____ Phone (Other): _____

Please check your final application package carefully. **Incomplete applications may not be funded.** Remember to keep a copy of the application and all attachments in your files to help answer questions during the review of your application.

Grant Review Panel: Wednesday, March 8, 2018, 10 a.m., Central School — Subject to change.