**Calcasieu Parish Police Jury Grant, FY 2022-2023**

**Arts Council of Southwest Louisiana**

**809 Kirby Street, Suite 202  
Lake Charles, LA 70601**

**Telephone: 337-439-2787**

**GRANT AGREEMENT**





Due via email to jordang@artscouncilswla.org by 5 p.m. on Friday, **October 1st, 2021.**

Be it known that on DATE, the Arts Council of Southwest Louisiana (grantor) and «Grantee» (grantee) do hereby enter into an agreement under the following terms and conditions.

**1. Services.** Grantee hereby agrees to furnish the following services: Under Grant number «CPPJ FY 2021/2022-000» entitled **«Title»** and within the grant period of April 1, 2022 – March 31, 2022, to sponsor arts and cultural activities as described in the application submitted and numbered « CPPJ FY 2021/2022-000\_» .

**2. Grant Award.** In consideration of the services described above, the Council agrees to pay Grantee a maximum sum of **$«Award\_Amt»** conditioned upon the availability of funds appropriated to the Council by the Calcasieu Parish Police Jury. The sum will be paid in accordance with the following requirements: Two payments will be made. The first payment of 75% of the total award will be issued upon receipt of the signed Grant Agreement and Request for First Payment. The final payment of 25% will be issued on a reimbursement basis upon receipt and approval of the Final Report and Request for Second Payment provided by Grantee.

**3. Payment of Grant Monies.** Payments to grantees will be made through electronic fund transfer (EFT). Grantee agrees to provide the Arts Council of SWLA the following information on the attached form:

*bank routing number, checking account number, bank account type, copy of a voided check*

**4. Acknowledgment Statement.** The statement, **“Supported by a grant from the Calcasieu Parish Police Jury as administered by the Arts Council of SWLA”** shall be prominently positioned along with the official logo of the Calcasieu Parish Police Jury and the Arts Council of SWLA and shall appear in close proximity to the name of the grantee organization in **all** printed and broadcast promotion, publicity, advertising, programs and web sites (if the grantee has an established web site with a sponsor area/page).

**5. Regulations.** Grantee will do all work in accordance with the current edition of the program guidelines, the OMB Circular A-110, and the OMB Circular A-122.

**6. Amendments.** Any alterations, modifications or changes to this agreement including budget, activity dates or personnel changes **must** be made **in writing** before the project takes place. The amendment must be on a copy of the attached amendment page and approved by the Arts Council before it is enacted. Notification of approval or rejection will be sent to Grantee. (Notice of approval of Attachment A will be by the issuing of the first payment. Rejections will be contacted.)

**7. Anti-Discrimination.** Grantee agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973 as amended, the Vietnam Era Veteran’s Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1972, and Grantee agrees to abide by the requirements of the Americans with Disabilities Act of 1990. Grantee agrees not to discriminate in its employment practices and will render services under this contract without regard to race, religion, sex, national origin, veteran status, political affiliation, disabilities or in accordance with EWE 92-7 because of an individual’s sexual orientation. Any act of discrimination committed by the Grantee or failure to comply with these statutory obligations when applicable shall be grounds for termination of this contract.

**8. Workplace.** Grantee agrees that they will provide a drug-free workplace according to the U.S. Department of the Interior’s Drug-Free Workplace Requirements.

**9. Anti-Lobbying.** No part of the money appropriated shall be used directly or indirectly to pay for personal service, advertisement, telegram, telephone, letter, printed or written matter, or other device intended or designed to influence in any manner any legislation or appropriation by any governmental agency.

**10. Termination.** Either party may terminate this grant at any time by giving ten (10) days written notice and verbal consultation of both parties.

**11. Documentation.** Upon completion of this Grant Agreement, or if terminated earlier, all records, reports, worksheets, documents or any other materials related to this grant shall become the property of the Arts Council. Grantee must agree to keep all materials for a minimum of three years.

**12. Auditing.** It is hereby agreed that the Legislative Auditor of the State of Louisiana shall have the option of auditing all accounts of Grantee that are related to this grant.

**13. Taxes.** Grantee hereby agrees that the responsibility for payment of taxes from the funds thus received under this agreement shall be the obligation of the Grantee and identified under Federal tax identification number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

**14. Assignment of Interest.** Grantee shall not assign any interest in this grant and shall not transfer any interest in same (whether by assignment or innovation.)

**15. Final Report**. Grantee shall submit a **Final Report upon completion of the project specified in this Agreement** **30 days after the project’s completion** **or** ***April 30, 2023***, **whichever comes first**. The final Report shall be prepared on one of the official report forms provided, in accordance with the instructions contained therein. Grantee agrees to provide such interim reports as may be requested by the Arts Council. Completion of the Final Report requires complete documentation of all expenses, a full review and evaluation of the project, and proof the acknowledgement statement was included in **all** printed and broadcast promotion.

**16. Cancellation.** Grantee shall be liable for all grant funds not used in accordance with the terms and conditions of this Agreement and the approved budget. If the Grantee is unable to perform the services agreed to, the Grantee shall so notify the Arts Council **in writing** before the expiration date of said services and thereby acknowledge the automatic cancellation of the grant, unless such notification contains a request for an amendment as provided.

**17. Admission.**  In order to provide staff members of the Arts Council an opportunity to report and appraise the caliber of presentations supported by the Calcasieu Parish Police Jury funds, the Grantee agrees to *admit without charge* said Arts Council individuals to such presentations. Grantee agrees to mail four (4) invitations to Police Jurors/Police Jury to attend such presentations. Invitations should be mailed thirty (30) days in advance to:

**Administration Office**

**c/o Jessica Williamson**

**PO Box 1583**

**Lake Charles, LA 70602-1583**

**18. Dates of Agreement.** The Grant Agreement shall begin on date of signing and shall terminate upon the approval of the Final Report.

**19. Release.** Grantee shall indemnify and hold harmless the Arts Council and the Calcasieu Parish Police Jury against any and all claims, demands, suits and judgments of sums of money to any party for loss of life or injury or damage to person or property growing out of, resulting from or by reason of any negligent act or omission, operation or work of the Grantee, his agents, servants, or employees while engaged upon or in connection with services required or performed by the Grantee hereunder.

**20. Proceed.** Grantee shall proceed with the terms of this Agreement only after receiving written authorization from the Arts Council to be sent after the Grant agreement has been signed and returned by the Grantee to the Arts Council.

**21. Penalties.** When the Arts Council determines that Grantee fails or has failed to comply with the Agreements and/or conditions set forth herein, Grantee shall become ineligible to receive any remaining payments under this Agreement and/or receive any new grants from the Arts Council during the first complete grant year following the determination of non-compliance. Subsequent failure of Grantee to meet the requirements of the Arts Council for the timely and appropriate resolution of non-compliance findings and recommendations shall result in legal action and Grantee shall thereafter become ineligible to receive future grants from the Arts Council for a period of one full year.

**«Grantee»**

**GRANTEE SIGNATURES:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Authorizing Official Signature Project Director Signature**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Printed Name Printed Name**

**DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**WITNESSED WITNESSED**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Signature

**The Arts Council of SWLA**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Devan Corbello Date Madison Miller Date

Executive Director Community Development Coordinator

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Date

Calcasieu Parish Police Jury Grant FY 2022/2023

**REQUEST FOR FIRST PAYMENT, CPPJ FY2022-2023**

**TO:** Arts Council of SWLA

809 Kirby Street, Suite 202  
Lake Charles, LA 70601

**FROM:** «Grantee»

«Address»

«City», «State», «Zip»

**RE:** Calcasieu Parish Police Jury Grant FY2022-2023

Grant #: « CPPJ FY 2022/2023-000»

Title of Project: «Title»

This document requests the first payment of **$\_«First\_Payment»** for the above-mentioned grant, which will equal 75% of the grant award of $**«Award\_Amt»**. Grant funds must be expended between September 1, 2021 and March 31, 2022. Grant funds are conditioned upon the availability of funds appropriated to the Arts Council of SWLA by the Calcasieu Parish Police Jury. The check will be sent to the above mailing address.

Your signatures also indicate that you hereby agree to submit to the Arts Council of SWLA a Final Report and a

Request for Final Payment within thirty (30) days of completion of the grant project, based on the dates below, or by

April 30, 2022, whichever comes first. The check for the final 25% of the grant award will be issued after your

completed Final Report has been approved.

You also hereby agree to retain copies of all materials related to this grant award for a minimum of three years and that

the Legislative Auditor of the State of Louisiana shall have the option of auditing all accounts related to this grant. You also agree that the responsibility for payment of taxes from the funds thus received under this Grant Agreement is the obligation of Grantee.

**Grant Project Start Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **End Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**GRANTEE SIGNATURES:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorizing Official Signature Project Director Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Typed or Printed Name Typed or Printed Name

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ARTS COUNCIL SIGNATURES:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Devan Corbello, Executive Director Madison Miller, Community Development Coordinator

DATE: DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**THE ARTS & HUMANITIES COUNCIL OF SWLA**

Electronic Funds Transfer Enrollment Form

The Arts & Humanities Council of SWLA is moving to an electronic fund transfer (EFT) system. The

only requirement for participation in the EFT payment process is that you have an active checking or savings account at a financial institution that can accept remittance financial information electronically. You will be responsible for any fees assessed by your financial institution for this service. **By completing, signing, and submitting this form and required voided or cancelled check, you agree to receive your grant disbursements electronically through your bank.**

Activation of your EFT enrollment will occur upon receipt of your completed application form. After your enrollment has been activated, grant payments will be sent to you electronically.

If changes occur that affect your bank or account information after submitting the enrollment form, contact our office immediately using the contact information listed below. Failure to do so may result in delayed payments. The Arts Council will bear no responsibility for lost or misdirected payments if it is determined that you failed to notify us of changes or failed to provide correct information.

If you have previously submitted this information for another grant, you do not need to resubmit the information (unless there are changes). You must also denote this by checking the appropriate response(s) below:

I have have not previously submitted the required information.

The information previously submitted is current/accurate.

inaccurate, and new information is submitted below.

**EFT AGREEMENT**

By completing and submitting the information required below, I hereby authorize The Arts & Humanities Council of SWLA to initiate EFT entries to the financial institution account listed below for grant disbursement fees. This authorization is to remain in full effect until such time as The Arts & Humanities Council is notified in writing by a representative of this organization (vendor).

Vendor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vendor Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vendor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vendor Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Account Designation: Checking Savings

Personal Business

**Please attach a copy of a voided OR cancelled check, with clear vendor contact information, bank name, routing number, and account number.**