



2018 Community Outreach Tickets GUIDELINES

Deadline: Monday, March 5 (until 11 p.m.)

The New Orleans Jazz & Heritage Festival and Foundation's **Community Outreach Tickets** program provides tickets to the New Orleans Jazz & Heritage Festival presented by Shell (Jazz Fest), the Foundation's main fundraising event.

The purpose of Community Outreach Tickets is to provide access to Jazz Fest for those Louisiana residents who otherwise could not afford to attend the festival.

Community Outreach tickets are distributed through nonprofit social service organizations that provide direct services to low-income residents of Louisiana. These may include educational, religious, government and community agencies – but only those that provide direct, ongoing services to low-income clients.

Applying organizations must provide details on the types of services they provide and demographic data on their clientele. Any tickets received by these organizations may be used only by the people who receive services from those organizations.

Tickets are **NOT** to be used by current or former staff members, board members, donors, sponsors or volunteers of those groups, or their families, except in cases where a chaperone is required. If any applicants for Community Outreach Tickets need to use tickets to provide chaperones, they must state clearly in their application how many tickets must be used for that purpose and explain why this is necessary.

The tickets may not be sold in any way. They are not to be used as raffle items or for fund-raising purposes, or as rewards for volunteers. They are to be distributed based on financial need and availability, and, in certain approved cases, as rewards or incentives for the clients' good behavior.

Any recipients of Community Outreach Tickets who are found to violate the letter or spirit of these guidelines will be permanently barred from receiving tickets through this program in the future.

ONLY REQUESTS THAT ADHERE TO THESE GUIDELINES WILL BE CONSIDERED.

Eligible Recipients:

- Nonprofit organizations within the state of Louisiana that provide direct, ongoing social services to low-income residents of Louisiana; must provide proof of federal 501(c)(3) or Louisiana nonprofit status; 501(c)(4) social welfare organizations are not eligible
- Religious organizations (with proof of nonprofit status) that provide direct, ongoing social services to low-income residents of Louisiana
- Public and non-profit private schools offering grades 9-12 (with proof of nonprofit status and letter signed by the head of school)
- Government agencies that provide direct services to low-income residents (with letter on official stationery)

Nonprofit status must be current and in good standing.

Note: Only **organizations in Louisiana** are eligible to apply.

Required Materials:

- All applications must be accompanied by the following:
 - A letter on the applying organization's letterhead signed by the chief executive officer
 - Proof of Louisiana state nonprofit status or an IRS letter proving federal 501(c)3 nonprofit status

High Schools

High schools may apply for Community Outreach Tickets to be used by students as rewards for good grades or outstanding behavior.

Agencies/organizations applying without proof of nonprofit status will NOT be eligible. The nonprofit status of all applying organizations must be current and in good standing.

We will NOT grant Community Outreach Tickets to the following:

- Privately owned businesses
- **Kindergarten through 8th grade schools and classes.** Elementary and middle schools may apply to participate in the "School Day at Jazz Fest" program. Contact Festival Productions, Inc., by calling (504) 410-4100, or by sending an email to: kidsday@nojazzfest.com
- Individuals
- Staff, employees, board members, volunteers or agents of city or state government departments/agencies and their family members (although applications from government agencies that provide services to the needy are eligible)
- Organizations based outside the state of Louisiana
- 501(c)(4) social welfare organizations
- Organizations requesting tickets to be used by or for the following:
 - Board members
 - Donors/Benefactors
 - Paid contract employees
 - Contractors or consultants
 - Dues-paying members
 - Executive staff
 - Staff or employees (except when chaperones are required to assist those who receive the agency's services)
 - Volunteers
 - Family members of staff, board, donors, benefactors, contractors and consultants or the applying organization
 - Offices of elected officials and their staff members
 - Fraternal organizations or other social/benevolent groups that do not provide direct, ongoing social services to low-income individuals
 - Business development organizations or associations
 - Nonprofits that only provide arts or other educational programming and do not provide direct, ongoing social services to low-income individuals
 - Booster clubs or fundraising arms of nonprofit organizations
 - Organizations that charge clients a fee or tuition for services
 - Members or staff of city or state government offices in the Legislative, Executive or Judicial branches, other than agencies whose sole role is to provide direct, ongoing social services to low-income residents of Louisiana
 - Raffles
 - Auctions
 - Fund-raising activities of any kind
 - Promotional uses of any kind

Application Guidelines:

- All applicants must fill out the application form and submit the required supplemental materials.
- Applications should be filled out online from the Community Outreach Tickets web site.

- Those unable to access the online application form may use the paper form which may be obtained from the New Orleans Jazz & Heritage Foundation office or the Community Outreach Tickets web site. However, the online application form is *strongly encouraged and preferred*.
- All applications **must be** completed and received **by 11 p.m. on Monday, March 5** to be considered for an award of Community Outreach Tickets.
- **Community Outreach Tickets are for use by those who otherwise could not attend Jazz Fest for financial reasons.**
 - Community Outreach Tickets must be distributed to those who receive an organization's services.
 - **Community Outreach Tickets are NOT for organization board members, donors, employees, contractors, volunteers or family or any others listed as ineligible in these guidelines.**
 - Community Outreach Tickets may not be sold or used for fund-raising purposes.
 - If an organization violates the intent of the Community Outreach Tickets program and its guidelines, the violating organization will be permanently barred from receiving Community Outreach Tickets in the future.
- Organizations seeking Community Outreach Tickets may submit only one (1) application per year.
- Applications, including those submitted online, must be accompanied by the following **supporting documents**:
 - For all but government service agencies, a copy of the letter from the Internal Revenue Service verifying 501(c)(3) status, or proof of State of Louisiana non-profit status. Applications without proof of nonprofit status will be disqualified.

AND

- A letter on the organization's **official stationery** signed by the highest authorizing official of the organization that explains the work of the organization and to whom tickets will be distributed. Request letters not on official stationery or signed by anyone other than the highest authorizing official will be disqualified.
- Community Outreach Ticket requests are limited to a total of 30 tickets. Tickets will be awarded based on availability, with **priority given to new applicants**. We regret that we cannot honor all requests, and in most cases we cannot supply the number of tickets requested. Most awards in 2017 were of 15 tickets. *A past history of receiving tickets is **not** a guarantee that applicants will receive tickets this year or in the future.*
- Community Outreach Ticket applicants will be notified by **e-mail or mail** (or in some cases, by telephone) when the applications have been reviewed and processed. **Please do not call.**
- **Tickets for approved applications will be available for pick-up on Wednesday April 11 and Thursday April 12, hours 10 am – 4 pm.** Tickets not picked up on those dates will be forfeited.

To Apply For Community Outreach Tickets

Please carefully read these guidelines.

Please use the online [application form](#).

Applications must be accompanied by the supporting documents specified in these guidelines.

Those unable to access the online form may use a paper form (available from the Jazz & Heritage Foundation office and online). These may be submitted via mail or hand delivery:

Community Outreach Tickets Program
New Orleans Jazz & Heritage Festival and Foundation, Inc.
1225 North Rampart Street
New Orleans, LA 70116
Telephone: (504) 558-6103

Online applications can be found at www.jazzandheritage.org.

Application Checklist:

- Application – complete and authorized by the highest authority of your organization
- IRS Determination Letter of nonprofit status - 501(c)(3)s only (schools, nonprofits, religious);
501(c)(4)s are not eligible - or proof of State of Louisiana nonprofit status
- Letter on official stationery from the highest authority of your organization

Questions?

Contact the Programs Department of the New Orleans Jazz & Heritage Foundation by calling (504) 558-6100, or by sending email to: programs@jazzandheritage.org.