



NEW ORLEANS JAZZ & HERITAGE FESTIVAL AND FOUNDATION, INC.

2019-2020 Community Partnership Grants

Jazz & Heritage Archive: Documentation and Preservation

Guidelines

Application Deadline: Friday, May 17, 2019

Grant Period: Funded activity must take place between September 1, 2019, and August 31, 2020

Mission of the New Orleans Jazz & Heritage Festival and Foundation, Inc.: To promote, preserve, perpetuate and encourage the music, culture and heritage of communities in Louisiana through festivals, programs and other cultural, educational, civic and economic activities.

At A Glance:

- **What does the grant cover?** Creating, documenting or exhibiting artistic work that reflects or interprets the indigenous culture of Louisiana.
- **Who may apply?** Individuals or nonprofit organizations.
- **Where must the funded activity take place?** In Louisiana.
- **How much are the grants?** Up to \$5,000.
- **Matching funds:** For every dollar of grant funds requested, the applicant must be able to match it with money (not in-kind donations) from other sources.
- **Activity period:** Projects funded by this grant must occur between Sept. 1, 2019, and Aug. 31, 2020.
- **Deadline:** Application deadline is May 17, 2019.
- **How to apply:** Use our online application portal, linked from www.communitypartnershipgrants.org.

Purpose: Supporting New Works that Reflect or Document Louisiana Culture

The purpose of this grant category is to support creating, documenting or exhibiting artistic work that documents or interprets the indigenous culture and heritage of Louisiana. Examples would include: art exhibits or installations; visual art, photography or film projects; literature (fiction or nonfiction); Internet, electronic or other media projects; documentaries; performing arts; or recordings.

Notification of grant awards will be sent by letter and e-mail by Aug. 31, 2019.

The proposed activity funded by this grant must occur between Sept. 1, 2019, and August 31, 2020.

General Information and Questions

Please read these Guidelines carefully before starting the application. Staff members of the Jazz & Heritage Foundation will be happy to answer questions or explain the process before the deadline. Questions should be directed to Programs, Marketing & Communications, via e-mail at programs@jazzandheritage.org, or by telephone at (504) 558-6100.

Only applications submitted through our online application portal will be considered. The link to the application can be found at www.communitypartnershipgrants.org.

Eligibility Requirements: Who May Apply?

This grant category is open to **individuals** and **nonprofit organizations**. Commercial organizations are not eligible.

Only applications that support the mission of the Jazz & Heritage Foundation and are appropriate to this category will be considered.

Applicants are not required to be based in Louisiana, but the major focus of the proposed project must be on an aspect of the culture and/or heritage of Louisiana. *Priority will be given to Louisiana-based applicants. All Jazz & Heritage grant funds must be spent in Louisiana.*

Applicants seeking to produce or present cultural events such as festivals or concerts should refer to the guidelines and applications for Community Partnership Grants in the category “Jazz Journey Presenting: Festivals and Concerts in Music and Performing Arts.”

Applicants interested in funding for educational programs should refer to the Community Partnership Grant guidelines for the categories “Jazz & Heritage After-School and Summer Education Programs in Music, Arts and Cultural Traditions” or “Jazz & Heritage In-School Music & Arts Education.”

No Multiple Applications Permitted

Applicants may submit no more than one application – and in only one of our four grant categories – per grant cycle.

Outstanding Final Reports: Due No Later Than Sept. 1

Those applicants who received grants in the 2018-2019 grant cycle but have not yet submitted final reports may submit an application for the 2019-2020 grant cycle. Any outstanding final reports from 2018-2019 or previous grant cycles must be submitted no later than Sept. 1, 2019. Otherwise, applicants risk forfeiting new grants that may be awarded. The New Orleans Jazz & Heritage Foundation reserves the right to cancel 2019-2020 grants – even those that are approved for funding – if final reports from previous grant cycles are not submitted by Sept. 1, 2019. No new grant funds will be distributed until all outstanding final reports are received and approved by the Jazz & Heritage Foundation.

Activity Period and Location

The proposed activity **must occur between September 1, 2019, and August 31, 2020**. The applicant is not required to reside in Louisiana, but the major focus of the proposed project must relate to the culture and/or heritage of Louisiana.

Priority will be given to projects initiated by Louisiana-based applicants. The entire activity of the project is not required to occur in Louisiana, however all work funded with this grant must occur in Louisiana – that is, all Jazz & Heritage grant funds must be spent in Louisiana.

Copies for Jazz & Heritage Archive

For all creative projects that receive funding through Community Partnership Grants, at least one copy of the completed work must be provided to the Jazz & Heritage Archive.

Funding Amounts and Match Requirements

The maximum amount grant applicants may request is \$5,000. Grant awards may be – and frequently are – for less than the amount requested.

All Jazz & Heritage grant funds must be spent in Louisiana.

The Jazz & Heritage Foundation requires applicants to secure funding from other sources for the proposed project.

All applicants must match Jazz & Heritage Foundation grant funding with other funds by a ratio of at least one to one. That is, for every dollar requested from the Jazz & Heritage Foundation, the applicant must provide at least one dollar – in cash, not in-kind donations of goods or services – from another source in the budget. **Applications that do not indicate the amounts and sources of matching funds will not be considered.**

Grant awardees will be required to account for all funds expended from this grant as part of the final report.

Proof of Grant Funds Required

Applicants who indicate that grant funds from other sources are being used as matching funds are required to upload documentation to prove that such grant funds have been awarded. This may include an award letter or similar notice that the applicant has been awarded grant funds.

Budget Requirements and Service Providers

Along with the online application form, applicants must upload a detailed, one-page budget that provides specifics on all of the actual and anticipated revenues and expenses for the project.

For all individuals or service providers to be compensated with Jazz & Heritage grant funds, applicants must upload Service Provider Forms indicating who will be paid with grant funds, how much and for what services. These Service Provider Forms may be downloaded from www.communitypartnershipgrants.org.

Project Timeline

Applicants must upload a timeline showing dates of important milestones for the project, from conception to completion. The timeline should show when during the activity period (Sept. 1, 2019 – Aug. 31, 2020) services paid for with Jazz & Heritage grant funds will be completed. For projects that will not be fully completed prior to the end of the activity period, the timeline should show when the project's anticipated completion will occur.

Information Requirements

- For non-profits: Letter of determination for IRS 501(c)(3) nonprofit status or Articles of Incorporation as a Louisiana not-for-profit corporation
- Social Security Number or Federal Tax ID/Employer Identification (EIN) number of the applicant
- For nonprofit organizations, a list of the organization's board members, indicating officers
- For nonprofit organizations, a letter (on the organization's letterhead) from the top-ranking staff member or board chair, approving this grant application

Conflict of Interest Policy

Applications will not be accepted from employees of the New Orleans Jazz & Heritage Foundation, or members of its Board of Directors, Advisory Council, Past Presidents' Senate or Honors Council. Applications will not be accepted from employees of Festival Productions, Inc. – New Orleans. Applications that involve such persons must disclose as much in the application narrative.

Disbursement of Grant Funds

Notification of grant awards will be sent by letter and e-mail by Aug. 31, 2019.

Grant awardees will be required to complete an award contract with the Jazz & Heritage Foundation detailing the terms and conditions of the grant. Upon receipt of the contract and a completed W9 Form, the Jazz & Heritage Foundation will disburse the grant funding at a public event, the time and date of which will be specified in the grant contract.

Credits and Media Availability

Grant awardees will be required to recognize the New Orleans Jazz & Heritage Foundation as a sponsor of or contributor to the project by including the Foundation's name or logo in all advertisements, programs, web sites and other promotional information.

Grant awardees will be asked to attend ceremonies or to provide media interviews or other testimonials regarding their participation in the Community Partnership Grants program.

Final Report

Upon completion of the funded activity, grantees must submit a final report with the required supplemental materials that prove the project was completed within the terms and conditions of the grant contract.

We encourage all awardees to submit the final report as soon as possible after the completion of the event. Final reports will be accepted no later than September 1, 2020.

Grant awardees who do not submit final reports by that date will not be eligible to apply for Community Partnership Grants in the future.

Final reports must be completed on the **form** supplied by the Jazz & Heritage Foundation, and must also include:

- A narrative report
- A completed budget showing actual revenues and expenses
- Copies of signed contracts or copies of signed receipts for payment for all expenses paid with funds from this grant
- Copies of cancelled checks (front and back) for all expenses paid with funds from this grant
- For exhibitions, photographs or video documenting the event
- For other projects, copies of materials or other documentation showing the project was completed according to the grant guidelines
- Copies of materials crediting the Jazz & Heritage Foundation as a sponsor or contributor

Complete final reports must be submitted to the Jazz & Heritage Foundation by September 1, 2020, in order to be considered for final approval. **Awardees who do not submit a final report by the deadline will not be eligible to apply for Community Partnership Grants in the future.**

Evaluation Criteria

All applications are reviewed and evaluated by a panel of Jazz & Heritage Foundation board members, not Foundation staff. The Foundation adheres to a strict Conflict of Interest policy. Panelists will recuse themselves from reviewing proposals for projects with which they are or a relative are associated as board members, paid staff, volunteers or participants. Panelists review applications solely based upon the merits of the application and eligibility requirements including:

- Adherence to the Jazz & Heritage Foundation's mission
- Artistic, educational or historic merit
- Community need and impact
- Feasibility (sufficient budget and personnel)
- Applicant's prior success in the field of cultural documentation, interpretation or preservation

Application, Supplemental & Support Materials

For non-profit organizations, the following support materials are required:

- Letter of determination for IRS 501(c)(3) nonprofit status or Articles of Incorporation as a Louisiana not-for-profit corporation
- A list of organization's Board of Directors, indicating officers
- A letter (on the organization's letterhead) from the top-ranking staff member or board chair, approving this grant application
- Detailed budget
- Service Provider Forms (if applicable)
- Proof of grant funding (if applicable)
- Project timeline

If the applicant is an individual, these items are not required.

In the past, we have requested additional support materials, including photos, videos, press clippings and other items. **THESE ITEMS ARE NO LONGER REQUIRED.** Please submit only the application form and required materials. **PLEASE DO NOT SUBMIT ADDITIONAL MATERIALS.**

In this category the Jazz & Heritage Foundation will not fund:

- Activities that occur before Sept. 1, 2019, or after August 31, 2020
- Expenses incurred prior to Sept. 1, 2019, or after August 31, 2020
- Grants by the applicant to other organizations for programming activities ("re-granting")
- Activities intended primarily for fundraising purposes
- Accumulated deficits or debt retirement
- Contingency funds
- Projects used for academic degrees
- Tuition for academic study
- Payment of administrative staff for any school or school system
- Food or beverages for hospitality or entertainment functions
- Fines, penalties, interest on loans or costs of litigation
- Lobbying expenses