



2019-2020 Community Partnership Grants

## **Jazz & Heritage After-School and Summer Educational Programs In Music, Arts and Cultural Traditions**

### **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?** Instructor fees for after-school and summer educational programs in music and arts.
- **Who may apply?** Louisiana non-profits or K-12 schools (no individuals or commercial 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:** Instructional programs funded by this grant must occur between Sept. 1, 2019, and Aug. 31, 2020.
- **Deadline:** Application deadline is May 17, 2019.
- **How to apply:** Through our online application portal, linked at [www.communitypartnershipgrants.org](http://www.communitypartnershipgrants.org).

#### **Purpose: Supporting After-School and Summer Education Programs in Music and Arts**

The purpose of this grant category is to support organizations **whose after-school and summer education programs** create greater understanding and appreciation for the unique culture of Louisiana. Education programs eligible for funding in this category include work within the following disciplines:

- |           |                 |                       |
|-----------|-----------------|-----------------------|
| • Music   | • Visual Arts   | • Cultural Traditions |
| • Dance   | • Literature    | • Folk life           |
| • Theater | • Culinary Arts | • Media Arts          |

The grant is **restricted to paying salaries or fees to the artists or educators who do the instruction**. The grant may **not** be used to pay for administrative or support personnel, technical services, materials, equipment, rentals, facilities or other services.

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](mailto: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 form can be found at [www.communitypartnershipgrants.org](http://www.communitypartnershipgrants.org).

### **Eligibility Requirements**

Only applications from the following types of organizations will be considered: Those with IRS 501(c)(3) nonprofit status, or that are incorporated in the State of Louisiana as a not-for-profit corporation; Louisiana-based K-12 schools, colleges and universities.

Individuals and commercial organizations are not eligible.

### **No Multiple Applications Permitted**

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

Schools may submit only one application. Applications from schools must be accompanied by a letter on the school's letterhead, signed by the principal, chief administrative officer or board chair, approving the grant application. Music and art teachers should check with their colleagues and principals before submitting an application to make sure that no one else in the school is submitting one. If multiple applications are received from a school, all applications from that school will be disqualified.

### **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 grants 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.**

All activities funded by this grant must occur in Louisiana.

### **Category Guidelines**

The purpose of this grant category is to support organizations whose *after-school and summer* education programs create greater understanding and appreciation for the unique culture of Louisiana. Education programs eligible for funding in this category include work within the following disciplines:

- Music
- Dance
- Theater
- Visual Arts
- Literature
- Culinary Arts
- Cultural Traditions
- Folk life
- Media Arts

The grant is **restricted to paying salaries or fees to the artists or educators who do the instruction.** The grant may **not** be used to pay for administrative or support personnel, technical services, materials, equipment, rentals, facilities or other services.

After-school band or other arts enrichment programs, and summer arts enrichment programs, are eligible in this category.

Programs in Louisiana K-12 schools that take place during the regular school day do **not** qualify for this category. Applicants interested in funding for such programs should see the Community Partnership Grant guidelines for the category “Jazz & Heritage In-School Educational Programs in Music, Arts and Cultural Traditions.” Programs that include education but are mainly performances (such as festivals, concerts or other cultural events) do not qualify for this category. Applicants interested in funding for events or other public performances should see the Community Partnership Grant guidelines for the category “Jazz Journey Presenting: Festivals and Concerts in Music and the Performing Arts.” Those seeking to create new compositions or other artworks should see the guidelines for the category “Jazz & Heritage Archive: Documentation and Preservation.”

#### **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.

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.

Jazz & Heritage Foundation grant funds may be used *only* to pay salaries or fees to the artists or educators who do the instruction. Grant funds may **not** be used to pay for administrative or support personnel, technical services, materials, equipment, rentals, facilities or other services, but the applicant’s matching funds may be attributed to these types of expenses.

Grant awardees will be required to account for all funds expended from this grant by providing: signed copies of employment contracts for teaching personnel or signed receipts for payment *and* cancelled checks (front and back) for fees paid to instructors 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](http://www.communitypartnershipgrants.org).

### **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.

### **Application Information Requirements**

- Letter of determination for IRS 501(c)(3) nonprofit status or Articles of Incorporation as a Louisiana not-for-profit corporation
- Federal Tax ID/Employer Identification (EIN) number of the applying organization, school or school board (no Social Security numbers will be accepted)
- List of the organization's or school's or (school board's) Board of Directors, indicating officers
- Letter on applying organization or school's letterhead, signed by the principal, chief executive or board chair, approving the grant application

### **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 receipts or contracts with all instructors paid with funds from this grant
- Copies of cancelled checks (front and back) for all fees paid to instructors paid with funds from this grant
- Photographs or video of the program, showing students and instructors
- 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 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
- Academic or artistic merit
- Community need and impact
- Feasibility (sufficient budget and personnel)
- Applicant's prior success as a presenter of educational programming

### **Application and Supplemental Materials**

Applications must be accompanied by uploads of the following documents:

- Letter of determination for IRS 501(c)(3) nonprofit status or Articles of Incorporation as a Louisiana not-for-profit corporation
- List of the organization's or school's or (school board's) Board of Directors, indicating officers
- Letter on applying organization or school's letterhead, signed by the principal, chief executive or board chair, approving the grant application
- Detailed budget
- Proof of grant funding (if applicable)

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:**

- Performances such as festivals, concerts or cultural events
- Individuals
- Commercial Organizations
- Activities that occur before September 1, 2019, or after August 31, 2020
- Expenses incurred prior to September 1, 2019, or after August 31, 2020
- Fees or expenditures other than instructor fees
- Activities outside the state of Louisiana
- 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
- Operational costs
- Food or beverages for hospitality or entertainment functions
- Fines, penalties, interest on loans or costs of litigation
- Lobbying expenses
- Fundraising