



## NEW ORLEANS JAZZ & HERITAGE FESTIVAL AND FOUNDATION, INC.

2019-2020 Community Partnership Grants

### Jazz & Heritage Presenting: Festivals and Concerts in Music and Performing Arts

## 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?** Performance fees for Louisiana-based performing artists at cultural events that take place in Louisiana.
- **Who may apply?** Louisiana-based nonprofit **arts organizations**. Note: Organizations whose primary mission is *not* arts-based – such as social service agencies or municipal governments – may *not* apply unless in partnership with a Louisiana arts-based nonprofit.
- **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:** Events 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 the online application portal linked from [www.communitypartnershipgrants.org](http://www.communitypartnershipgrants.org).

#### Purpose: Performers Fees Only

The purpose of this grant category is to support **Louisiana nonprofit arts organizations** that create employment opportunities – such as festivals, concerts and other cultural events – for Louisiana-based musicians and other performing artists at events that take place in Louisiana. This grant can *only* be applied to live public performance fees paid to musicians, dancers, actors and other onstage performers. The grant may *not* be applied to fees paid to nonperforming artists, such as composers, choreographers, directors or other artistic contributors. The grant may *not* be used for staff, technical or other support personnel, 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: Who May Apply?**

Only applications from Louisiana-based *arts organizations* with 501(c)(3) nonprofit status, or that are incorporated in the State of Louisiana as a not-for-profit corporation, will be considered. Individuals and commercial organizations are **not** eligible.

Organizations whose primary mission is *not* arts-based – such as social service agencies or municipal governments – only may apply if in partnership with an arts-based nonprofit.

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

Applicants interested in funding to document performances, or to create new works in the performing arts, literature or other media, should see the Community Partnership Grants category “Jazz & Heritage Archive: Documentation and Preservation.” Programs that include performance but are intended for education do not qualify for this category. Applicants interested in funding for educational programs should see the Community Partnership Grant guidelines for the categories “Jazz & Heritage In-School Educational Programs in Music, Arts and Cultural Traditions” and “Jazz & Heritage After-School Programs in Music, Arts and Cultural Traditions.”

### **No Fundraising Events**

These grants are intended to support non-profit arts organizations that present cultural events for the public. They are not to support events whose primary purpose is to raise funds, whether for the presenting organization or for another entity. If the applying organization’s main source of revenue is the event referenced in the application, then it would be considered a fundraising event and would not be eligible for grant funding in this category.

### **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**

All activities funded by this grant **must occur between September 1, 2019, and August 31, 2020.**

All activities funded by this grant **must occur in Louisiana.**

### **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 or services – from another source in the budget. **Applications that do not indicate the amounts and sources of matching funds in the application’s budget form will not be considered.**

Jazz & Heritage Foundation grant funds may *only* be used to pay the artist performance fees for Louisiana-based artists for the event specified in the grant application. The applicant’s matching funds *may be used for artist performance fees or for other expenses.*

Grant awardees will be required to account for all funds expended from this grant by providing: signed copies of artist performance contracts or signed receipts for payment *and* cancelled checks (front and back) for fees paid to performers 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**

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.

### **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.

### **Information Requirements**

- Letter of determination for IRS 501(c)(3) nonprofit status or Articles of Incorporation as a Louisiana not-for-profit arts organization
- Federal Tax ID/Employer Identification (EIN) number of the applying non-profit organization – no Social Security numbers will be accepted
- Letter on the applying organization’s letterhead, signed by the top-ranking official or board chair, approving this grant application

If the names and fees of performers to be compensated with grant funds are known at the time the application is submitted, these should be included in the application form in the space provided. If the names and fees of performers are not known, applicants should indicate 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 education program 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 provide media interviews or other testimonials regarding their participation in the Community Partnership Grant 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 performance contracts or copies of signed receipts for payment for all performers paid with funds from this grant
- Copies of cancelled checks (front and back) for performance fees paid for all performers paid with funds from this grant
- Photographs or video of the event, showing the audience and performers
- Copies of materials crediting the Jazz & Heritage Foundation as a sponsor or contributor
- Copies of print or other media coverage, such as news articles, calendar listings and reviews

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 merit
- Community need and impact
- Feasibility (sufficient budget and personnel)
- Applicant's prior success as an event presenter or producer

### **Application and Support Materials**

Applications must be accompanied by the following uploaded documents:

- Letter of determination for IRS 501(c)(3) nonprofit status or Articles of Incorporation as a Louisiana not-for-profit corporation
- List of applying organization's Board of Directors, indicating officers
- Letter on the applying organization's letterhead, signed by the top-ranking official or board chair, approving this 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:**

- Individuals
- Commercial Organizations
- Non-profit organizations that are not based in Louisiana
- Organizations whose primary mission is not arts-based
- Events that do not take place in Louisiana
- Performance fees for artists that are not Louisiana residents
- 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 artist performance fees, as outlined in these guidelines
- Grants by the applicant to other organizations for programming activities ("re-granting")
- 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
- Operational costs
- Food or beverages for hospitality or entertainment functions
- Fines, penalties, interest on loans or costs of litigation
- Lobbying expenses
- Fund-raising events