

The grant is to pay for **instruments, instrument repair, supplies** (such as sheet music, visual art supplies or other materials) and other items necessary for music and arts instruction. The grant may be used to pay for the fees of *visiting* teaching artists or clinicians for programs on school premises. Grant funds may be used to pay for bus transportation for students to participate in the applying school's arts programs. Grant funds may not be used to pay salaries of music or art teachers *on the school's staff*. The grant may not be used to pay for administrative or support personnel, technical services, rentals, facilities or other services not specifically approved in these grant guidelines. The grant may be used to pay for after-school or summer instruction for programs that take place on the school's premises.

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.

We only accept applications through our online application portal. The appropriate link can be found at www.communitypartnershipgrants.org.

Eligibility Requirements – Instruction During the School Day or After School

Only applications from Louisiana K-12 schools that support music or art instruction *during the regular school day or in the after school hours* or during the summer at the applying school's premises will be considered. Nonprofits other than Louisiana K-12 schools, individuals and commercial organizations are not eligible.

All applying schools will have to explain their music and/or art instruction programs, and provide the total amount the school spends on music or art instruction per year.

For the purposes of this grant, after-school or summer band or other arts instruction programs **may** be considered to be "in-school" music instruction, provided the instruction takes place on the applying school's premises. For the budget section of your application, school funds spent on after-school or summer programs should be included in the amount the school spends on in-school arts instruction.

Programs put on by nonprofit organizations (other than Louisiana K-12 schools) do not qualify in this category. Applicants interested in funding for arts instruction programs put on by nonprofits should refer to the guidelines for our grant category "Jazz & Heritage After-School and Summer Education 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."

Tuition, Tuition Waivers; Free or Reduced-Cost Lunch

We allow private schools to apply for grants in this category. Private schools will have to provide the cost of tuition per year, and the percentage of students that receives scholarships or tuition waivers (full or partial).

All applying schools (public and private) must provide the percentage of their schools' population that qualifies for free or reduced-cost lunch programs.

Only One Application Per School

Schools may submit only one application. Applications must be accompanied by a letter (on the school's letterhead) signed by the school's principal, chief administrative officer or board chair, approving the 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. 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. 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 K-12 schools, during regular school hours or after school on the school's premises.

Funding Amounts and Match Requirements

The maximum amount of a grant 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 (such as the salary of the school's music or art teachers). **Applications that do not indicate the amounts and sources of matching funds will not be considered.**

Only money spent specifically on music or art education programs *during the school day or in the after school hours on the school's premises* may be considered as matching funds. *Money spent on music or art teachers' salaries may be considered to be matching funds.*

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

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 school or school board – Social Security numbers will not be accepted
- Applications must be accompanied by a letter (on the school's letterhead) signed by the school's principal, chief administrative officer or board chair, approving this grant application

Disbursement of Grant Funds

Notification of grant awards will be sent by letter and e-mail by August 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 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 contracts or copies of signed receipts for payment for all equipment or services paid for with funds from this grant
- Copies of cancelled checks (front and back) for all expenses paid with funds from this grant

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 and/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

All applications must be completed through our online portal. You will be required to upload three additional 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 school's or school board's Board of Directors, indicating officers
- Applications must be accompanied by a letter (on the school's letterhead) signed by the school's principal, chief administrative officer or board chair, approving this grant application

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 documents. **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 approved equipment or service purchases or visiting instructor fees
- Activities that take place outside the school's premises
- 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 other than instructors
- Operational costs
- Food or beverages for hospitality or entertainment functions
- Fines, penalties, interest on loans or costs of litigation
- Lobbying expenses
- Fundraising events