The New Orleans Jazz & Heritage Foundation

Education After School | Grant Guidelines
For projects taking place September 1, 2021 – August 31, 2022
Application Deadline: Friday, August 6th at 11 p.m. (CT)

Please direct any questions about this grant process to: grants@jazzandheritage.org

New Orleans Jazz & Heritage Foundation’s Mission Statement:
The New Orleans Jazz & Heritage Festival and Foundation, Inc. promotes, preserves, perpetuates and encourages the music, culture and heritage of communities in Louisiana through festivals, programs and other cultural, educational, civic and economic activities.

Racial Equity Statement:
The New Orleans Jazz & Heritage Foundation is committed to an anti-racist work practice that centers the creativity and leadership of Black, Indigenous and People of Color - those most impacted by structural racism - to move toward systems that benefit us all. We also acknowledge that we are on land belonging indigenous tribes of Louisiana. We seek new solutions that use arts as a strategy to drive not only our office, but Louisiana as a whole toward racial equity and social justice. We will continue to break barriers and build arts-integrated tools that challenge the status quo, and push us toward the inclusive society we envision. Building a race equity culture requires intention and action.

Important Dates
- Application due: Friday, August 6 at 11:00 p.m. (CST)
- Panel Review: Late August
- Recipient Notification: Late September
- Check Disbursement: Late October
  *all dates subject to change.

At A Glance:
- **What does the grant cover?** Instructor fees for after-school and summer educational programs in music and arts.
- **NEW:** Funding will also support programs that have been modified to take place online, amid COVID-19 concerns.
- **NEW:** We are no longer requiring Service Provider Forms or for applicants to upload a list of their Board of Directors.
- **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, 2021, and Aug. 31, 2022.

• **Deadline:** Application deadline is Friday, August 6, 2021.

• **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
- Dance
- Theater
- Visual Arts/Photography
- Cultural Heritage/ Folk life
- Media Arts/Film/Web
- Culinary Arts
- Creative Writing/Literary/Spoken Word

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 email.*

*The proposed activity funded by this grant must occur between Sept. 1, 2021, and August 31, 2022.*

**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 the Programs Department, via e-mail at grants@jazzandheritage.org or by telephone at (504) 558-6108. 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 five grant categories – per grant cycle.
After-School and Summer Educational Programs in Music, Arts and Cultural Traditions
Guidelines

Outstanding Final Reports: Due No Later Than Sept. 1*
Those applicants who received grants in the 2020-2021 grant cycle but have not yet submitted final reports may submit an application for the 2021-2022 grant cycle. Any outstanding final reports from 2020-2021 or previous grant cycles must be submitted no later than Sept. 1, 2021* (Extension given due to COVID-19). Otherwise, applicants risk forfeiting new grants that may be awarded. The New Orleans Jazz & Heritage Foundation reserves the right to cancel 2021-2022 grants – even those that are approved for funding – if final reports from previous grant cycles are not submitted by Sept. 1, 2021. 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, 2021 and August 31, 2022.**
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/Photography
- Cultural Heritage/ Folk life
- Media Arts/Film/Web
- Culinary Arts
- Creative Writing/Literary/Spoken Word
- Multidisciplinary

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.**

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.**
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.

**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 Board of Directors and Advisory 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)
- 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 email.

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 may be asked to attend ceremonies or to provide media interviews or other testimonials regarding their participation in the Community Partnership Grants program (subject to change based on COVID-restrictions).

**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, 2022. 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. Applicants will be asked

**Awardees who do not submit a final report by the deadline will not be eligible to apply for Community Partnership Grants in the future.**

**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
- Letter on applying organization or school’s letterhead, signed by the principal, chief executive or board chair, approving the grant application
- Detailed budget

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

- Performances such as festivals, concerts or cultural events (see Jazz & Heritage Presenting grants)
- Individuals
- Commercial Organizations
- Activities that occur before September 1, 2021, or after August 31, 2022
- Expenses incurred prior to September 1, 2021, or after August 31, 2022
- 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
- Start-up money for new organizations

**Panel Evaluation and Scoring 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:
After-School and Summer Educational Programs in Music, Arts and Cultural Traditions
Guidelines

- Adherence to the Jazz & Heritage Foundation’s mission – up to 10 points
- Artistic, educational or historic merit – up to 40 points
- Community need and impact – up to 40 points
- Feasibility (sufficient budget and personnel) – up to 5 points
- Administration, staffing and budget – up to 5 points

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