



2022-2023 Community Partnership Grants

Jazz & Heritage In-School Educational Programs In Music, Arts and Cultural Traditions

The New Orleans Jazz & Heritage Foundation

Education In School | Grant Guidelines

For projects taking place September 1, 2022 – August 31, 2023

Application Deadline: Friday, August 5th at 11 p.m.

Please direct any questions about this grant 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, People of Color and historically underrepresented groups - those most impacted by structural racism and/or discrimination - 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: August 5th 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? Music and art education programs of Louisiana K-12 schools that take place on the applying school's premises during the school day.
- Who may apply? Louisiana K-12 public, private and parochial schools. NOTE: Only one application per school will be considered. 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. 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.

- 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. The teacher's salary can be counted as matching funds.
- Activity period: Instructional programs funded by this grant must occur between Sept. 1, 2022, and Aug. 31, 2023.
- Deadline: Application deadline is August 5, 2022.
 - To apply: Through our online application portal, linked at www.communitypartnershipgrants.org.

Purpose: Supporting Music and Arts in the Schools

The purpose of this grant category is to support Louisiana K-12 schools that offer music and art education programs on school premises during regular school hours, after-school during the summer.

- Music
- Media Arts/ Film
- Visual Arts/ Photography
- Theatre
- Spoken Word / Literature/ Creative Writing
- Culinary Arts
- Cultural Traditions/ Folk Life
- Dance
- Multidisciplinary

Only Louisiana K-12 schools may apply. This grant is open to Public, Private, Catholic or Parochial schools. Nonprofit organizations other than Louisiana K-12 schools are not eligible; instead, they should see the guidelines for our grant category "Jazz & Heritage After-School and Summer Education Programs in Music, Arts and Cultural Traditions."

This Grant May Fund:

- 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.

- The grant may be used to pay for after- school or summer instruction for programs that take place on the school's premises.

This Grant Will Not Fund:

- Individuals
- Salaries of music or art teachers on the school's staff.
- Administrative or support personnel, technical services, rentals, facilities or other services not specifically approved in these grant guidelines.
- Performances such as festivals, concerts or cultural events
- Commercial Organizations
- Events or projects that have already taken place.
- Events or projects that do not take place within the defined time (September 1, 2022 – August 31, 2023).
- 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

The proposed activity funded by this grant must occur between Sept. 1, 2022, and August 31, 2023.

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.

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.

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.

Outstanding Final Reports: Due No Later Than Sept. 1*

Those applicants who received grants in past grant cycles but have not yet submitted final reports may submit an application for the 2022-2023 grant cycle. Any outstanding final reports from 2020-2021 or previous grant cycles must be submitted no later than Sept. 1, 2022. Otherwise, applicants risk forfeiting new grants that may be awarded. The New Orleans Jazz & Heritage Foundation reserves the right to cancel 2022-2023 grants – even those that are approved for funding – if final reports from previous grant cycles are not submitted by Sept. 1, 2022. 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, 2022 and August 31, 2023.

All activities funded by this grant must occur in Louisiana.

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).

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.

Information Requirements

- Federal Tax ID/Employer Identification (EIN) number of the applying organization. You will need this number for the profile section of the application.
- Organizations must upload proof of nonprofit status by providing an IRS 501(c)(3) Letter of Determination
- 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. 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.

- School will be required to submit a signed contract/Letter of Agreement and W9 Form with their nonprofit's information (EIN).

*In previous years, the Foundation has hosted an award ceremony open to the public at the George and Joyce Wein Jazz & Heritage Center. Information will be forthcoming about check distribution.

Conflict of Interest Policy

Applications will not be accepted from employees of the New Orleans Jazz & Heritage Foundation, or Board and Advisory members. 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.

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, 2023.

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:

- Copies of receipts with how funds were used from this grant
- Photographs or links of the program, showing students and instructors
- Copies of materials crediting the Jazz & Heritage Foundation as a sponsor or contributor (if applicable)

Complete final reports must be submitted to the Jazz & Heritage Foundation by September 1, 2023, 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.

Panel Evaluation and Scoring Criteria

All applications are reviewed and evaluated by a panel of Jazz & Heritage Foundation Board members and community 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 – 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

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.

- e-mail at grants@jazzandheritage.org
- telephone at (504) 558-6103
- Only applications submitted through our online application portal will be considered. Please visit www.jazzandheritage.org to access the application form on the Jazz & Heritage grants portal.