



2022-2023 Community Partnership Grants

Louisiana Cultural Equity Arts

The New Orleans Jazz & Heritage Foundation

LCEA | 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 of 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.

Acknowledgements and Affirmations:

As a step toward achieving healing and reconciliation, our organization acknowledges the traditional land that we stand on rightfully belongs to Indigenous Tribal communities. This land acknowledgement is just one step in inviting and honoring the truth of stolen land and correcting the stories and practices that continue to erase Indigenous people's history and culture.

The Foundation recognizes that our society is challenged to overcome a complex web of inequities – racism, sexism, homophobia, transphobia, biphobia, classism, and ableism among them. All of these forms of discrimination are powerful drivers of unequal individual and group outcomes. We support the work being undertaken to dismantle the array of social and economic injustices. Our priority is working against racism by working toward racial equity in arts funding.

Historically Underrepresented Groups (HUG) :

Underrepresented groups are nondominant groups such as people of color; people with disabilities; people from a lower socioeconomic status; people who are LGBTQIA+; Historically Underrepresented Group Leadership is defined as an organization that has a mission related to the HUG experience and/or one or more HUG in leadership roles.

An organization eligible in this category is one that is HUG led and has a majority (51%+) of the organization's annual expenditures dedicated to arts and cultural activities.

An individual eligible in this category is one that identifies as a member of a historically underrepresented group.

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:

Who may apply? Individuals, 501(c)(3) organizations and Louisiana registered nonprofits. LLCs or other for-profit or commercial business designations will not be funded. If an individual applicant is awarded, the award check will be made out to the individual.

NEW:

- Individuals are not permitted to use fiscal agents.
- Organizations must upload proof of nonprofit status by providing one of the following:
 - An IRS 501(c)(3) Letter of Determination

OR

 - A current Louisiana Nonprofit filing. Filings can be searched here: <https://coraweb.sos.la.gov/commercialsearch/CommercialSearch.aspx>

Where must the funded activity take place? In Louisiana.

How much are the grants? Up to \$5,000.

Activity period: 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 of this grant:

Supporting new works from historically underrepresented creatives and from historically underrepresented led arts organizations that reflect or document Louisiana culture.

Eligibility Requirements: This grant is open to

- Historically underrepresented individuals.
- Historically underrepresented-led Louisiana nonprofits including:
 - 501(c)3 organizations
 - Registered Louisiana nonprofits who may use a 501(c)(3) organization as a fiscal agent
- Applicants must be based in Louisiana. All Jazz & Heritage grant funds must be spent in Louisiana.
- Only applications that support the mission of the Jazz & Heritage Foundation and are appropriate to this category will be considered.
- Only applications to fund programs and activities that align with the mission of the Jazz & Heritage Foundation will be considered. Mission: 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

* Commercial organizations are not eligible.

***New: Fiscal Agents**

- Individuals are not permitted to use fiscal agents.
- Organizations that are incorporated in Louisiana but do not yet have their 501(c)(3) status may use a fiscal agent to manage the awarded grant funds. Your fiscal agent must be a registered Louisiana-based non-profit organization. [More about Fiscal Agents HERE](#)

Restrictions

- Applicants may submit no more than one CPG application – and in only one of our five grant categories – per grant cycle.
- Applicants who have received grant awards in past grant cycles, but have not yet submitted CPG Final Report, may submit an application for the 2022-2023 grant cycle. Any outstanding CPG Final Reports from 2021-2022 or previous grant cycles must be submitted no later than Sept. 1, 2022 to be eligible for CPG awards in the current grant cycle. Applicants with outstanding CPG Final Reports risk forfeiting GPG awards in the future.

- The New Orleans Jazz & Heritage Foundation reserves the right to cancel 2022-2023 grants – even those that are approved for funding – if CPG Final Reports from previous grant cycles are not submitted by Sept. 1, 2022. CPG grant awards will NOT be distributed until all outstanding CPG Final Reports are received and approved by the Jazz & Heritage Foundation.

WE DO NOT FUND:

- Activities outside of Louisiana
- Start-up money for new organizations
- Presenting festivals or concerts (see Presenting grants)
- Planning and development of space
- Education K-12 program assistance (see Education grants)
- 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).
- Capital improvements, new construction, or restoration.
- Grants by the applicant to other organizations for programming activities (“re-granting”)
- Activities intended primarily for fundraising purposes
- Accumulated deficits or debt retirement
- Prize money for competitions.
- Costs associated with fundraising activities such as galas, parties, or other events where alcohol is available (DO NOT include these items listed in your application or evaluation).
- Contingency funds
- Projects used for academic degrees
- Tuition for academic study
- Payment of administrative staff for any school or school system
- Food or beverages for hospitality or entertainment functions
- Fines, penalties, interest on loans or costs of litigation
- Lobbying expenses

Activity Period and Location

The proposed activity must occur between September 1, 2022, and August 31, 2023. The applicant is required to be based in Louisiana, and the major focus of the proposed project must relate to the culture and/or heritage of Louisiana.

Copies for Jazz & Heritage Archive

For all creative projects that receive funding through Community Partnership Grants, at least one copy of the completed work must be provided to the [Jazz & Heritage Archive](#).

Funding Amounts and Match Requirements

- The maximum amount grant amount is \$5,000. Grant awards may be – and frequently are – for less than the amount requested.
- All Jazz & Heritage grant funds must be spent in Louisiana.

Matching Funds

- The Jazz & Heritage Foundation requires applicants to secure funding from other sources for the proposed project.
- Grant awardees will be required to account for all funds expended from this grant as part of the final report.
- All applicants must match Jazz & Heritage Foundation grant funding with other funds by 50%. That is, for every dollar requested from the Jazz & Heritage Foundation, the applicant must provide at 50% of that dollar – from another source in the budget.
- In-kind donations of goods or services are permitted as a match in this category only.

Information Requirements

- Organizations must show proof of nonprofit status by providing one of the following:
 - An IRS 501(c)(3) Letter of Determination
 - OR
 - A current Louisiana Nonprofit filing. Filings can be searched here: <https://coraweb.sos.la.gov/commercialsearch/CommercialSearch.aspx>
 - Individual applicants will need to provide their own personal information.

Conflict of Interest Policy

Applications will not be accepted from New Orleans Jazz & Heritage Foundation employees, Board of Directors or Advisory Council members. Applications that involve such persons must disclose as much in the application narrative

New: 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.

- **Individual Awardees:** will be required to submit a signed contract/Letter of Agreement and W9 Form with their own personal information (social security number). The Foundation will no longer pay to an individual's LLC. Individuals are not permitted to have fiscal agents for these grants. Awardee will receive a 1099 for the calendar year they were awarded.
- **501 (c)(3) Nonprofit Awardees:** will be required to submit a signed contract/Letter of Agreement and W9 Form with their nonprofit's information (EIN).

- **Registered Louisiana nonprofits** or Non 501 (c)(3) nonprofit awardees with Fiscal Agents: will be required to submit a signed contract/Letter of Agreement and W9 Form with their fiscal agent's information (EIN). The top authorizing official of the fiscal agent will need to also sign the Letter of Agreement and may be required to fill out additional paperwork.

*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.

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 or speak at 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 receive any future grant awards until the final report has been submitted.

Final reports must be completed on the form supplied by the Jazz & Heritage Foundation, and must also include:

- A completed budget showing actual revenues and expenses
- Copies of receipts for payment for all expenses paid with funds from this grant.
- For exhibitions, photographs or links documenting the event.
- For other projects, photographs or links documenting the event or other documentation showing the project was completed according to the grant application.
- Copies of materials crediting the Jazz & Heritage Foundation as a sponsor or contributor
- For all grant recipients in the Louisiana Cultural Equity Arts grant category, copies of the finished product must be provided to the [Jazz & Heritage Foundation Archive](#).

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. The final report link can be found at www.communitypartnershipgrants.org.

Application, Supplemental & Support Materials

For non-profit organizations, the following support materials are required:

- If applying as an organization, Letter of determination for Louisiana nonprofit status

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:

- 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 40points
- 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.