



2023-2024 Community Partnership Grants

Jazz & Heritage Media: Documentation + Creation

The New Orleans Jazz & Heritage Foundation

Media: Documentation + Creation | Grant Guidelines

For projects taking place September 1, 2023– August 31, 2024

Application Deadline: Friday, July 7th at 11:00p.m.

Please direct any questions about these grants 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 historically underrepresented groups - 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.

[Purpose of this grant:](#)

Purpose: Supporting New Works that Reflect or Document Louisiana Culture

The purpose of this grant category is to support creating, documenting or exhibiting artistic work that documents or interprets the indigenous culture and heritage of Louisiana. Examples would include: art exhibits or installations; visual art, photography or film projects; literature (fiction or nonfiction); Internet, podcasts, electronic or other media projects; documentaries; performing arts; or recordings.

[Important Dates](#)

- Application due: July 7th at 11:00 p.m. (CST)
- Panel Review: late July-Early August
- Recipient Notification: Mid-Late August
- Check Disbursement: Late September

*all dates subject to change

At A Glance:

- What does the grant fund? Creating, documenting or exhibiting artistic work that reflects or interprets the many cultures indigenous to Louisiana.
- 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.
 - 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 grant awards? Up to \$5,000.
- Activity period: Programs funded by this grant must occur between Sept. 1, 2023, and Aug. 31, 2024.
- Deadline: Application deadline is July 7, 2023.
- To apply: The Jazz & Heritage Community Partnership Grant application portal can be found here: www.communitypartnershipgrants.org.

Eligibility Requirements

- This grant category is open to individuals, 501(c)(3) organizations and registered Louisiana nonprofits who may use a 501(c)(3) nonprofit as a fiscal agent.
- Commercial organizations are not eligible.
- 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.*
- Applicants are not required to be based in Louisiana, but the major focus of the proposed project must be on an aspect of the culture and/or heritage of Louisiana. Priority will be given to Louisiana-based applicants. All Jazz & Heritage grant funds must be spent in Louisiana.

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 2023-2024 grant cycle. Any outstanding CPG Final Reports from 2022-2023 or previous grant cycles must be submitted no later than Sept. 1, 2023, 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 2023-2024 grants – even those that are approved for funding – if CPG Final Reports from previous grant cycles are not submitted by Sept. 1, 2023. CPG grant awards will NOT be distributed until all outstanding CPG Final Reports are received and approved by the Jazz & Heritage Foundation.

Ineligible Expenses - Grant funds [may not pay for](#):

- Activities outside of Louisiana
- Start-up money for new organizations
- Presenting festivals or concerts (see Jazz & Heritage Presenting grants)
- Planning and development of space
- Education K-12 program assistance (see Jazz & Heritage Education grants)
- Events or projects that have already taken place.
- Events or projects that do not take place within the defined time (September 1, 2023 – August 31, 2024).
- 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 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, 2023, and August 31, 2024. The applicant is not required to reside in Louisiana, but the major focus of the proposed project must relate to the culture and/or heritage of Louisiana.

Priority will be given to projects initiated by Louisiana-based applicants. The entire activity of the project is not required to occur in Louisiana, however all work funded with this grant must occur in Louisiana – that is, all Jazz & Heritage grant funds must be spent in Louisiana.

Funding 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 One to One

- 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 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.

Information Requirements

- 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>
- Individual applicants will need to provide their own personal information.

Disbursement of Grant Funds

Notification of grant awards will be sent by 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).
- Louisiana registered 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.

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 40) – up to 5 points
- Administration, staffing and budget – up to 5 points

Panel Review Notes

The Foundation staff facilitates the grant review and will take notes on comments during panel review deliberations. You may contact grants@jazzandheritage.org to request panel comments – after the review process is complete. Requests are fulfilled in the order they are received.

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, 2024. 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 will be made available in the Go Smart grant portal on September 1st, 2024. Final Reports must be completed in the grant portal form and must also include:

- For exhibitions, photographs or links documenting the event.
- For other projects, photographs or links or other documentation showing the project was completed according to the grant guidelines
- Proof (via link or upload) crediting the Jazz & Heritage Foundation as a sponsor or contributor
- For all grant recipients in the Media: Documentation & Creation 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, 2024, 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.

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.

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) 558-6100
- 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.