



2024-2025 Community Partnership Grants

Louisiana Cultural Equity Arts + Creation

The New Orleans Jazz & Heritage Foundation

Louisiana Cultural Equity Arts + Creation Grant | Grant Guidelines

For projects taking place September 1, 2024 – August 31, 2025

Application Deadline: July 8th at 11 p.m.

Please direct any questions about the LCEA+C 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.

Purpose of this grant:

The Louisiana Cultural Equity Arts & Creation category supports all individuals engaged in creating, documenting, or exhibiting artwork that reflects, interprets, documents, or preserves the many cultures of Louisiana. All individuals based in Louisiana are welcome to apply. We also encourage applications from ALAANA individuals and those from historically underrepresented groups who are driving positive and transformative social change in the context of Louisiana culture and traditions. Examples would include: music recordings, 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. ALAANA and Historically underrepresented groups defined on page 4.

Important Dates*

- Application due: July 8th 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 only. If awarded, the grant award will be made payable to the individual.

Where must the funded activity take place? In Louisiana.

How much are the grants? Up to \$7,500.

Activity period: Programs funded by this grant must occur between Sept. 1, 2024, and Aug. 31, 2025.

Deadline: Application deadline is July 8, 2024. To apply, access our online application portal, linked at www.communitypartnershipgrants.org.

Eligibility Requirements: This grant is open to

- Individuals
- 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.

Restrictions

- No multiple applications permitted. Applicants may submit one application– per grant cycle.
- Outstanding Final Reports: Due No Later Than Sept. 1, 2025, those applicants who received grants in the 2023-2024 grant cycle but have not yet submitted final reports may still submit an application for the 2024-2025 grant cycle. Any outstanding final reports from 2023-2024 or previous grant cycles must be submitted no later than Sept. 1, 2024. Otherwise, applicants risk forfeiting new grants that may be awarded. The New Orleans Jazz & Heritage Foundation reserves the right to cancel 2024-2025 grants – even those that are approved for funding – if final reports from previous grant cycles are not submitted by Sept. 1, 2024. No new grant funds will be distributed until all outstanding 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)
- Activities that occur before Sept. 1, 2024, or after August 31, 2025
- Expenses incurred prior to Sept. 1, 2024, or after August 31, 2025
- 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, 2024, and August 31, 2025. 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.

Funding Amounts

The maximum amount grant applicants may request is \$7,500. Grant awards may be – and frequently are – for less than the amount requested. All Jazz & Heritage grant funds must be spent in Louisiana. Grant awardees will be required to account for all funds expended from this grant as part of the final report.

Conflict of Interest Policy

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

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. 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 award 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, 2025. 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 and must also include:

- A completed budget showing actual revenues and expenses
- Copies of signed contracts or 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 grants department.

Complete final reports must be submitted to the Jazz & Heritage Foundation by September 1, 2025, 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 in the grant portal.

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 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:

- Artistic, educational, or historic merit – **up to 40 points**
- Community need and impact – **up to 40 points**
- Adherence to the Jazz & Heritage Foundation’s mission – **up to 10 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, 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. Please visit www.communitypartnershipgrants.org to access the application form on the Jazz & Heritage grants portal.

Terms:

ALAANA: The Foundation uses [Grantmakers in the Arts’](#) definition of ALAANA which stands for African, Latinx, Arab, Asian, or Native American.

Historically Underrepresented Groups (HUG):

Underrepresented groups are defined as people of color; people with disabilities; people from a lower socioeconomic status; people who are LGBTQUIA+; An individual eligible in this category is one that identifies as a member of a historically underrepresented group. NOJHFF recognizes that ethnic minorities, women, and persons with disabilities have historically faced discrimination and other obstacles that limit their opportunities for education, and artistic expression.