

Deadline: Friday, March 27th, 5:00 p.m. CDT

The purpose of Community Outreach Tickets is to provide access to Jazz Fest for those Louisiana residents who otherwise could not afford to attend the festival. Only **organizations in Louisiana** are eligible to apply.

Applying organizations must provide details on the types of services they provide and demographic data on their clientele. Any tickets received by these organizations may be used only by the people who receive services from those organizations.

If any applicants for Community Outreach Tickets need to use tickets to provide chaperones, they must state clearly in their application how many tickets must be used for that purpose and explain why this is necessary.

Any recipients of Community Outreach Tickets who are found to violate the letter or spirit of these guidelines will be permanently barred from receiving tickets through this program in the future.

Note: Only **organizations in Louisiana** are eligible to apply.

- All applications must be accompanied by the following:
 - A letter on the applying organization's letterhead signed by the chief executive officer.
 - Proof of Louisiana state nonprofit status or an IRS letter proving federal 501(c)3 nonprofit status

ONLY REQUESTS THAT ADHERE TO THESE GUIDELINES WILL BE CONSIDERED.

Eligible Recipients

1. **Public and non-profit private schools** offering grades 9-12 (with proof of nonprofit status and letter signed by the head of school) can apply for tickets to be used by students as rewards for good grades or outstanding behavior.
2. **Nonprofit organizations** within the state of Louisiana that **provide direct, ongoing social services to low-income residents of Louisiana**; must provide proof of federal 501(c)(3) or Louisiana active nonprofit status; 501(c)(4) social welfare organizations are not eligible. **Nonprofit status must be current and active.**
 - a. Universities
 - b. Charities
 - c. Neighborhood
3. **Religious organizations** (with proof of nonprofit status) that provide direct, ongoing social services to low-income residents of Louisiana.
4. **Government agencies** that provide **direct services to low-income residents** (with letter on official stationery).
 - a. Housing authorities
 - b. Recreation programs

*****Any agencies/organizations applying without proof of nonprofit status will NOT be eligible. The nonprofit status of all applying organizations must be current and active.***

Ineligible Applicants - We will NOT grant Community Outreach Tickets to the following:

1. Privately owned for-profit businesses.
2. Kindergarten through 8th grade schools and classes. Schools that serve fourth through eighth grades may apply to participate in the "School Day at Jazz Fest" program. Contact Festival Productions, Inc by sending an email to: schoolday@nojazzfest.com.
3. Individuals.
4. Staff, employees, board members, volunteers, or agents of city or state government departments/agencies and their family members (although applications from government agencies that provide services to the needy are eligible).
5. Organizations based outside the state of Louisiana.
6. 501(c)(4) social welfare organizations.
7. Organizations requesting tickets to be used by or for the following:
 - Board members
 - Donors/Benefactors
 - Paid contract employees
 - Contractors or consultants
 - Dues-paying members
 - Executive staff
 - Staff or employees (except when chaperones are required to assist those who receive the agency's services)
 - Volunteers
 - Family members of staff, board, donors, benefactors, contractors, and consultants for the applying organization
 - Offices of elected officials and their staff members
 - Fraternal organizations or other social/benevolent groups that do not provide direct, ongoing social services to low-income individuals, social aid and pleasure clubs
 - Business development organizations or associations
 - Nonprofits that only provide arts or other educational programming and do not provide direct, ongoing social services to low-income individuals
 - Booster clubs or fundraising arms of nonprofit organizations
 - Organizations that charge clients a fee or tuition for services

- Members or staff of city or state government offices in the Legislative, Executive, or Judicial branches, other than agencies whose sole role is to provide direct, ongoing social services to low-income residents of Louisiana
- Raffles
- Fraternities or sororities
- Contest or prize giveaways
- Fundraising activities of any kind
- Promotional uses of any kind

Application Guidelines:

- All applicants must fill out the application form and submit the required supplemental materials.
- Applications should be filled out online through the Community Outreach Tickets web site.
- Those unable to access the online application form may call the Foundation office for assistance at 504-558-6100. The online application form is *strongly encouraged and preferred*.
- All applications **must be** completed and received **by 5 p.m. CDT on Friday, March 27th** to be considered for an award of Community Outreach Tickets. If you do not receive a confirmation email after submitting your application, we did not receive it, and you will need to try again.
- **Community Outreach Tickets are for use by those who otherwise could not attend Jazz Fest for financial reasons.**
 - Community Outreach Tickets must be distributed to those who receive an organization's services.
 - **Community Outreach Tickets are NOT for organization board members, donors, employees, contractors, volunteers, or family or any others listed as ineligible in these guidelines.**
 - Community Outreach Tickets may not be sold or used for fundraising purposes.
 - If an organization violates the intent of the Community Outreach Tickets program and its guidelines, the violating organization will be permanently barred from receiving Community Outreach Tickets in the future.
- Organizations seeking Community Outreach Tickets may submit only one (1) application per year.
- Applications must be accompanied by the following **supporting documents**:
 - For all but government service agencies, a copy of the letter from the Internal Revenue Service verifying 501(c)(3) status, *or* proof of State of Louisiana active non-profit status through the Secretary of State's website. Applications without proof of nonprofit status will not be considered.

AND

- A letter on the organization's **official stationery** signed by the highest authorizing official of the organization that explains the work of the organization and to whom tickets will be distributed. Request letters signed by anyone other than the highest authorizing official or not on official stationery will be disqualified.
- Community Outreach Ticket requests are limited to a maximum total of 30 tickets. Tickets will be awarded based on availability, with **priority given to new applicants**. We regret that we cannot honor all requests, and in most cases we cannot supply the number of tickets requested. *A past history of receiving tickets is **not** a guarantee that applicants will receive tickets this year or in the future.*
- Community Outreach Ticket applicants will be **notified by e-mail** when the applications have been reviewed and processed. ***Please double check the email address provided in your application, as errors may result in failure to receive notifications regarding your application status.***
- **Tickets do not include Saturday admission.**
- Tickets are **weekend specific** and are ordered based on applicant's response on the application.
- **Tickets for approved applications will be available for pick-up at a date that will later be specified.** *Tickets not picked up on the specified date will be forfeited.*

To Apply for Community Outreach Tickets

Please carefully read these guidelines.

Please apply at www.jazzandheritage.org

Applications must be accompanied by the supporting documents specified in these guidelines.

Application Checklist:

- ☐ Application – complete and authorized by the highest authority of your organization
- ☐ IRS Determination Letter of nonprofit status - 501(c)(3) organizations only (schools, nonprofits, religious); 501(c)(4)s are not eligible - or proof of State of Louisiana nonprofit status
- ☐ Letter on official stationery signed by the highest authority of your organization

Questions?

Contact the Programs Department of the New Orleans Jazz & Heritage Foundation by calling (504) 558-6100, or by sending email to: programs@jazzandheritage.org.