

LOUISIANA DECENTRALIZED ARTS FUNDING PROGRAM

As administered by Bossier Arts Council 630 Barksdale Boulevard Bossier City, LA 71111

ORGANIZATIONAL SUPPORT FY 2009 GRANT APPLICATION

APPLICATION DEADLINE: All Application must be received by the Bossier Arts Council no later than 4 PM (!), Friday, June 27, 2008! This is a hard deadline and any applications received AFTER 4 PM (!), Friday, June 27, 2008 WILL NOT BE ACCEPTED.

- 1. Amount Requested (from page 8, line 34 - FY 2009)
2. Total Organization Expenses (from page 8, line 53 - FY 2009)

THE APPLICANT

3. Organization Name
Address
City State LOUISIANA Zip
Parish Phone FAX
Website

4. Federal Employer ID# of Applicant (REQUIRED)

5. Legislative and congressional district numbers of the applicant. District numbers are available from your local registrar of voters, clerk of court, or on-line at www.legis.state.la.us/district/zipcode.asp.
House District # Louisiana Senate District # US Congressional District #

6. Contact Person and Title

If different than above:
Address
City State LOUISIANA Zip
Phone (day) FAX
Email

7. What is your mission statement as adopted by your board of directors?

8. Artistic Discipline of your organization. CHECK ONE.
Dance Literature Theater
Design Media Visual Arts
Folklife Music Multidiscipline

9. Primary Target Audience. CHECK ONE:

- General Audience
 Ages 3-18/ Students PK-12
 College Students
 Special Population: _____

10. List your organization's actual cash income and expenses for the last two completed fiscal years and projections for FY 2009 and FY 2010.

YEAR	INCOME	EXPENSES
FY 2007	_____	_____
FY 2008	_____	_____
FY 2009	_____	_____
FY 2010	_____	_____

11. If the figures vary from year to year or if there is an accumulated surplus or deficit, please discuss the reason(s) for the variation and use of surplus and plans to reduce deficit:

12. IN-KIND SUPPORT (Last Completed Fiscal Year)

List the budget category or source of the donation/contribution, type of donation/contribution and value of in-kind donations or volunteer support in the space below. You may continue on an additional sheet of paper if necessary.

Source (List Budget Category or Company Name)	Contribution (Item or Hours)	Cash Equivalent
_____	_____	_____
_____	_____	_____
_____	_____	_____
TOTAL IN-KIND SUPPORT:		\$ 0.00

DIRECTIONS FOR QUESTIONS 13 THROUGH 19: List the numbers served for your organization's last completed fiscal year:

- | | |
|---|-------|
| 13. Number of public performances and/or exhibitions: | _____ |
| 14. Number of workshops, forums, educational and training programs offered: | _____ |
| 15. Number of artists benefiting from your organization's programs/services: | _____ |
| 16. Number of professional artists paid for providing programs/services: | _____ |
| 17. Amount paid in artist fees in FY 2008 (last completed fiscal year): | _____ |
| 18. Number of volunteers involved with your organization: | _____ |
| 19. Number of individuals who benefit from your programs and services: | _____ |

THE NARRATIVE

Directions for Completing the Organizational Support Narrative:

- Using the following two (2) pages, answer the questions according to the evaluation criteria.
- Be specific – your grant request will be evaluated on the clarity of information presented in the proposal.
- Do not use smaller than a 10-point type, Times New Roman.
- Double-space lines.
- Do not submit attachments with glue, staples, or tape.
- Separate out the narrative according to the evaluation criteria.

Quality: 50%

Your proposal will be evaluated on the basis of: (a) artistic merit of the organization's programs, (b) value of the organization's programs and services to the community, and (c) contribution to the understanding or appreciation of the art form(s).

Answer the following questions in your narrative:

- Describe the value, purpose and goals of your organization's programs and services and how they further the organization's mission.
- On a separate sheet, briefly describe programming activities for the current year and projections for next year with inclusive dates or length of program. Include description of productions, exhibits, festivals, and any educational programs.

Need and Impact: 30%

Your application will be evaluated on the basis of: (a) need for the organization's programs or services; (b) involvement of diverse (social, geographic, economic) populations reflective of the community, including those with limited access to the arts; (c) use of grant funds to further the mission of the organization; and (d) efforts for increased access, participation, and exposure to the arts.

Answer the following questions in your narrative:

- Describe the community served by your organization's programs and services.
- How is the community involved with the development of programs and services?
- How do your services impact the community?
- Address efforts to increase access, participation, knowledge and/or exposure to the arts.

Administration and Budget: 20%

Your application will be evaluated on the basis of: (a) sound fiscal history as shown in financial statements, (b) diverse funding sources and community support, (c) quality of organizational planning, and (d) compliance with past grant contracts, if applicable.

Answer the following questions in your narrative:

- Describe your planning process. How do you plan and evaluate organizational efforts, needs, and programs? How often?
- Provide a brief description of qualifications and experience of management staff, either paid or volunteer, full-and part-time.

20. ORGANIZATIONAL SUPPORT NARRATIVE

20. ORGANIZATIONAL SUPPORT NARRATIVE, cont.

ORGANIZATION BUDGET DIRECTIONS AND DEFINITIONS

Directions for completing the Organization Budget:

- Round all dollar amounts to the nearest \$1.
- Include the dates of the organization's fiscal year.
- Include actual cash figures for the last completed fiscal year (FY 2008), projected figures for this current year (FY 2009) and projected figures for the upcoming fiscal year (FY 2009).
- List the source of revenue where indicated.
- All columns and rows should total correctly. Forms completed online will total automatically.
- Line 34. Decentralized Grant Request must equal the Cover Page – Question 1.
- You may also attach more detailed budget information, although it does not substitute for the information on the Organization Budget. This information will be forwarded to the panel with the application budget.

Revenue:

- **Admissions, Memberships, Subscriptions** refer to income earned as a result of the organization's programs and services to which you charge a fee, such as individual ticket sales, price charged for involvement, etc.
- **Contracted Services Revenue** refers to income earned from services your agency offers on a contract for services basis, such as touring, school performance, etc.
- **Other Applicant Cash** refers to agency cash on hand that has been earned by your organization either through endowments, investments, etc.
- **Corporate Support** refers to cash contributed by local, national or international businesses in support of the organization's programs and services.
- **Foundation Support** refers to support provided by local or national foundations.
- **Other Private Support** refers to any solicitation for donations or contributions from individuals in support of the organization's programs and services.
- **Federal Support** refers to government support contributed by departments of the United States government.
- **State, not Louisiana Division of the Arts** refers to government support contributed by departments and divisions of State of Louisiana government, not including the Louisiana Division of the Arts.
- **State, Louisiana Division of the Arts** refers to government support contributed by the Louisiana Division of the Arts, Office of Cultural Development, Department of Culture, Recreation and Tourism, Office of the Lt. Governor, State of Louisiana. This includes funds from the Decentralized Arts Funding Program Project Assistance and Technical Assistance categories.
- **Local/Regional** refers to government support contributed by the local, parish or regional government agencies.
- **Local Arts Agency Support** refers to any grants awarded by the local arts council/agency in the organization's city or town.
- **Community Arts Fund Support** refers to any grants awarded by an arts fund, like the United Way, but one that targets arts organizations and arts programming.
- **Sub-total** represents all cash earned and contributed as a result of the programs, services and operations of the organization.
- **Decentralized Grant and Request** refers to the amount received from the Decentralized Arts Funding Program for FY 2006, FY 2008, and what is being requested for FY 2009. FY 2009 request is calculated at up to 25% of the last completed fiscal year's revenue. Include on Organizational Support awards and request only on this line.
- **Total Cash Revenue** represents all cash income that will be in support of the organization's operations, programs and services. **This number should match Total Expenses for FY 2008 only.**
- **Payroll taxes** refer to the amount paid in federal and state employment taxes.
- **Professional Services - Artistic** refers to costs paid for artistic and artistic programming services of groups or artists not considered employees of an applicant (e.g., artists, folklorist, curator, technical director, etc.) whose services are contracted.
- **Professional Fees and Services** refers to costs paid for professional services by firms or people not considered employees of an applicant (e.g., consultants, attorneys, accounting, security, etc.). Professional fees also include any dues or subscriptions paid to professional organizations, such as American Symphony League, American Association of Performing Arts Presenters, etc.
- **Production** refers to costs paid to produce artistic programming such as scripts, music, exhibit rentals, insurance, licenses, program books, etc.
- **Occupancy/Utilities** refers to costs paid for office, facility, exhibit or performance venue rental or mortgage. Indicate whether you rent or own the facility. Include costs for utilities in this line.
- **Equipment Rental and Maintenance** refers to costs paid for renting and maintenance of equipment and other heavy equipment utilized in your programs, services or operations.
- **Technology and Communications** refer to costs paid for telephone, website, technical support, hardware/software, etc.
- **Insurance** refers to the cost of liability insurance.
- **Supplies** refer to costs paid for producing your organization's programs, services, or operations, such as pens, pencils, paper, staples, etc.
- **Postage/Shipping** refers to costs paid for mailing and shipping.
- **Print/Publications/Marketing** refers to the cost to print booklets, newsletters, paid advertisements either in magazines, newspapers, street banners, etc. and press releases.
- **Development** refers to the cost of fundraising and special events.
- **Travel and Mileage** refers to costs paid for travel of outside professional services, per diems, and travel for services outside the area.
- **Conferences, Conventions and Meetings** refers to the costs paid for attending workshops, conventions for professional development as well as organization meetings, such as board of directors meetings.
- **Other** refers to expenses not listed under any other expense category. If larger than \$500, submit a budget breakdown.
- **Total Expenses** refers to all costs paid for by your organization. **This number should match Total Revenue for FY 2008 only.**
- **Surplus** refers to any excess cash revenue after expenses. Also referred to as Net Income.
- **Deficit** refers to excess costs after revenue. Also referred to as Net Loss.
- **Accumulated** refers to the addition of surpluses or deficits (Net Income or Net Loss) from one year to the next.

Expenses:

- **Salaries/Wages/Benefits – Administration** refers to salaries and benefits paid to permanent employees of the organization, either full- or part-time in executive level and administrative positions. Benefits include paid leave, retirement, health care, etc.
- **Salaries/Wages/Benefits - Artistic** refers to the salaries and benefits paid to artistic employees of the organization, either full-or part-time.

FISCAL YEAR ORGANIZATION BUDGET

Fiscal Year _____ to _____ (m/d/yy) Is this Cash Basis or Accrual Basis of accounting?

REVENUE	FY 2008 (Last Year)	FY 2009 (This Year)	FY 2010 (Next Year)
21. Admissions, Memberships, Subscriptions	_____	_____	_____
22. Contracted Services Revenue	_____	_____	_____
23. Other Applicant Cash: List Source	_____	_____	_____

24. Corporate Support	_____	_____	_____
25. Foundation Support	_____	_____	_____
26. Other Private Support	_____	_____	_____
27. Federal Support: List source	_____	_____	_____

28. State, not Louisiana Division of the Arts:	_____	_____	_____

29. State, Louisiana Division of the Arts:	_____	_____	_____

30. Local/Regional Support:	_____	_____	_____

31. Local Arts Agency Support	_____	_____	_____
32. Community Arts Fund Support	_____	_____	_____
33. SUBTOTAL (add lines 21 to 32)	\$ 0.00	\$ 0.00	\$ 0.00
34. Decentralized Grant and Request	_____	_____	_____
35. TOTAL CASH REVENUE (add 33, 34)	\$ 0.00	\$ 0.00	\$ 0.00
EXPENSES			
36. Salaries/Wages/Benefits - Administration	_____	_____	_____
37. Salaries/Wages/Benefits - Artistic	_____	_____	_____
38. Payroll Taxes	_____	_____	_____
39. Professional Services - Artistic	_____	_____	_____
40. Professional Fees and Services	_____	_____	_____
41. Production	_____	_____	_____
42. Occupancy/Utilities <input type="checkbox"/> Rent <input type="checkbox"/> Own	_____	_____	_____
43. Equipment Rental and Maintenance	_____	_____	_____
44. Technology & Communications	_____	_____	_____
45. Insurance	_____	_____	_____
46. Supplies	_____	_____	_____
47. Postage/Shipping	_____	_____	_____
48. Print/Publications/Marketing	_____	_____	_____
49. Development	_____	_____	_____
50. Travel and Mileage	_____	_____	_____
51. Conferences, Conventions, and Meetings	_____	_____	_____
52. Other Expenses*	_____	_____	_____

53. TOTAL EXPENSES (add lines 36 to 52)	\$ 0.00	\$ 0.00	\$ 0.00
54. SURPLUS/DEFICIT (subtract 35, 53)	\$ 0.00	\$ 0.00	\$ 0.00
55. Accumulated Surplus/Deficit, if any	_____	_____	_____

* If more than \$500, submit a detailed budget breakdown.

ATTACHMENTS

- Attach an IRS letter determining nonprofit tax exemption under 501(c)(3) of the Federal Tax Code, [*if not already on file with the Bossier Arts Council*].
- Proof of parish domicile [*if not already on file with the Bossier Arts Council*]: Certificate of Incorporation from the Louisiana Secretary of State, Commercial Division indicating the city in which the registered office of the applicant is located. Must be the most recent address as indicated on the Annual Report filed with the Secretary of State.
- Attach a board of director's listing that includes name and addresses indicating officers, ethnic make-up and professional affiliation.
- Year-end financial statement for the most recently completed fiscal year or the most current IRS Form 990.
- List of programming for the current and projected year.
- Optional, but recommended: attach your most recent strategic, annual, or long-range plan.
- Optional, but recommended: one or two sets of supplemental materials, including a scrapbook or set of materials to document recent projects, artist samples, extended resumes, brochures/ marketing materials, and letters of recommendation and support. Include all supplemental materials with this application. Supplemental materials will be made available to the community review panel the day of review, and not before.

CHECK LIST

- Application form with complete narrative, organizational budget, and all required attachments.
- Application must be received by the Bossier Arts Council no later than **4 PM (!), Friday, June 27, 2008!** This is a hard deadline and any applications received **AFTER 4 PM (!), Friday, June 27, 2008 WILL NOT BE ACCEPTED.**
- Amount requested does not exceed parish funds available or maximum allowable request in the region.
- Appropriate signatures signed in **BLUE INK** below (original signatures, not photocopies).
- Do not staple, bind, or tape the application, the required attachments, or the supplemental materials together.
- A copy of the completed application form is kept for your records.

ASSURANCES

The applicant hereby gives assurances to the Louisiana Division of the Arts, the Louisiana State Arts Council, and the Bossier Arts Council that: the applicant has read and understands all information contained in the FY 2009 Decentralized Arts Funding Program Guidelines; the activities and services proposed in this application will be administered by the applicant organization; and any grant funds received for this application will be used exclusively for payment of allowable expenditures incurred for proposed services, and such grant funds will be administered by the applicant. The applicant will comply with all rules, regulations, laws, terms, and conditions described in the FY 2009 Decentralized Arts Funding Program Guidelines. The undersigned have been duly authorized by the governing authority of the applying organization to submit this application to the Bossier Arts Council as authorized by the Louisiana Division of the Arts and the Louisiana State Arts Council. We hereby certify that all figures, statements, and representations made in this application, including any attachments, are true and correct to the best of our knowledge.

Signatures are required and indicate that the signers have read the above "ASSURANCES" and agree to the grant conditions. "Authorizing Official" should be the president of the board or other individual with the authority to enter into a legal contract on behalf of the agency (in the event of an application from a school or school system, a duly authorized representative on behalf of the parish school board or private/parochial school board). "Chief Fiscal Officer" should be the individual immediately responsible for the disbursement of funds for the project. "Project Director" is the individual who will be directly responsible for the implementation of the activities of the above-described project. The application with the signatures constitutes a legal document. The signatures **MUST** be original (not photocopies) and all three spaces must be completely filled in.

56. Authorizing Official (usually the president or chairman)

Signature _____ Date _____
 Typed Name _____ Title _____
 Phone (day) _____ Phone (other) _____

57. Chief Fiscal Officer (may be same as Authorizing Official, usually the Treasurer)

Signature _____ Date _____
 Typed Name _____ Title _____
 Phone (day) _____ Phone (other) _____

58. Director (Managing or Executive)

Signature _____ Date _____
 Typed Name _____ Title _____
 Phone (day) _____ Phone (other) _____

**Please check your final application package carefully. Incomplete applications will not be accepted.
 Remember to keep a copy of the application and all attachments for your files to help answer questions
 during the review of your application.**