

LOUISIANA DECENTRALIZED ARTS FUNDING PROGRAM  
As administered by  
Bossier Arts Council  
630 Barksdale Boulevard  
Bossier City, Louisiana 71111

PROJECT ASSISTANCE  
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. Submit your application to the granting agency above. Applications MUST be typed on an official application form. Handwritten applications are ineligible. No metered mail will be accepted. Applications may not be submitted via fax. Applicants are encouraged to contact Anne Susman, Executive Director & Community Development Coordinator (CDC) for the Bossier Arts Council, Local Regranting Agency for Region 7: Bossier Parish, for assistance PRIOR to the application deadline. Please read the Guidelines and instructions carefully before completing this application form. This application form is available online at the Louisiana Division of the Arts website at [www.crt.state.la.us/arts](http://www.crt.state.la.us/arts).

1. Amount requested (from page 10, line 38 in this application) \_\_\_\_\_

2. Total project expenses (from page 10, line 55 in this application) \_\_\_\_\_

3. Project Title: \_\_\_\_\_

4. Project Description (ONE sentence that summarizes the major activity of the project assistance request, including the artistic discipline and audience):

\_\_\_\_\_

THE APPLICANT

5. Check here if a fiscal agent is being used:  *If checked, complete question 11 and 12 in the Sub-Applicant section of the application, page 2.*

6. Organization Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State **LOUISIANA** Zip \_\_\_\_\_

Parish \_\_\_\_\_ Phone \_\_\_\_\_ FAX \_\_\_\_\_

Website \_\_\_\_\_

7. Federal Employer ID# of Applicant (REQUIRED) \_\_\_\_\_

8. Legislative and congressional district numbers of applicant. Districts are available from your local registrar of voters, clerk of court, or on-line at [www.legis.state.la.us/district/zipcode.asp](http://www.legis.state.la.us/district/zipcode.asp).

House District # \_\_\_\_\_ Louisiana Senate District # \_\_\_\_\_ US Congressional District # \_\_\_\_\_

9. Project Director \_\_\_\_\_

*If different than above:*

Address \_\_\_\_\_

City \_\_\_\_\_ State **LOUISIANA** Zip \_\_\_\_\_

Phone (day) \_\_\_\_\_ FAX \_\_\_\_\_

Email \_\_\_\_\_

**10. Mission Statement of the applicant organization.** What is your mission statement as adopted by your board of directors?

## THE SUB-APPLICANT

**(COMPLETED BY ORGANIZATIONS/INDIVIDUAL ARTISTS USING A FISCAL AGENT ONLY)**

An organization or an individual lacking the legal status to be an applicant must make arrangements for another organization to sign a grant application on its behalf and to pass on such grant funds for project implementation. The applicant organization acting on behalf of the sub-applicant is referred to as the “fiscal agent.” A charge for administrative services by the organization acting as fiscal agent (cost of personnel, time, supplies used in the administration of the funds for the funded project only) is allowable but must not exceed the lesser of 8% of the total grant request or \$150. Applicant/fiscal agents and sub-applicants must be domiciled in the same parish. Please note that in such cases, the fiscal agent is the applicant and remains the legally responsible party for the use of the grant funds. Note: Representatives of the applicant/fiscal agent organization must sign lines 57 and 58 as Authorizing Official and Chief Fiscal Officer.

**11. Sub-applicant**

**Address** \_\_\_\_\_  
**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_  
**Parish** \_\_\_\_\_

*Note: Sub-Applicant and Fiscal Agent Applicant must be domiciled in the same parish.*

**Contact** \_\_\_\_\_ **Title** \_\_\_\_\_  
**Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

**12. Briefly describe the Sub-Applicant.** If an organization, describe the organization’s mission and services it provides. If an individual, state your qualifications in the arts and describe your specific experience. Describe the relationship between the fiscal agent and the organization or individual.

# THE PROJECT

**13. Proposed Activities.** List the number or length of activities and the actual dates on which events, programs, concerts, exhibitions, or activities will occur – not a range of dates. *Note: These activities should be described in detail as a part of the narrative section and in the Provider of Services forms.*

**14. Partial Funding.** In the event of partial funding, how will the project be modified?

**15. Artists**

Number of professional artists paid through this project:

Number of artists to benefit from this project (include number paid):

**16. Individuals to Benefit**

Number of Individuals Participating  
(i.e. actively involved with hands-on activities, master classes, etc.):

Number of Individuals in the Audience:

**17. Primary Target Audience. CHECK ONE:**

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

**18. Artistic Discipline.** Check the **primary** artistic discipline(s) involved with the implementation of this project.

<p><b>Dance</b></p> <input type="checkbox"/> Ballet <input type="checkbox"/> Ethnic/Jazz <input type="checkbox"/> Modern <p><b>Design</b></p> <input type="checkbox"/> Architecture <input type="checkbox"/> Fashion Design <input type="checkbox"/> Graphic <input type="checkbox"/> Industrial <input type="checkbox"/> Interior <input type="checkbox"/> Landscape Architecture <input type="checkbox"/> Urban/Metropolitan <p><b>Folklife</b></p> <input type="checkbox"/> Folk/Traditional Dance <input type="checkbox"/> Folk/Traditional Music <input type="checkbox"/> Folk/Traditional Crafts and Visual Arts	<p><input type="checkbox"/> Folk/Traditional Occupational Crafts  <input type="checkbox"/> Oral Traditions</p> <p><b>Literature</b></p> <input type="checkbox"/> Fiction <input type="checkbox"/> Creative Nonfiction <input type="checkbox"/> Poetry <p><b>Media Arts</b></p> <input type="checkbox"/> Film <input type="checkbox"/> Audio <input type="checkbox"/> Video <input type="checkbox"/> Screenplay Writing <input type="checkbox"/> Technology/ Experimental	<p><b>Music</b></p> <input type="checkbox"/> Band <input type="checkbox"/> Chamber <input type="checkbox"/> Choral <input type="checkbox"/> New <input type="checkbox"/> Ethnic <input type="checkbox"/> Jazz <input type="checkbox"/> Popular <input type="checkbox"/> Soloist Recital <input type="checkbox"/> Orchestral <input type="checkbox"/> Opera <p><b>Theatre</b></p> <input type="checkbox"/> Musical Theater <input type="checkbox"/> Theater, General <input type="checkbox"/> Mime <input type="checkbox"/> Puppetry <input type="checkbox"/> Young Audiences <input type="checkbox"/> Storytelling	<p><input type="checkbox"/> Playwriting</p> <p><b>Visual Arts &amp; Crafts</b></p> <input type="checkbox"/> Painting <input type="checkbox"/> Sculpture <input type="checkbox"/> Drawing <input type="checkbox"/> Photography <input type="checkbox"/> Printmaking <input type="checkbox"/> Public Art <input type="checkbox"/> Clay <input type="checkbox"/> Fiber <input type="checkbox"/> Glass <input type="checkbox"/> Leather <input type="checkbox"/> Wood <input type="checkbox"/> Mixed Media <input type="checkbox"/> Metal
--	---	--	---

# THE NARRATIVE

## **Directions for Completing the Project Assistance Narrative:**

- Using the following two pages, answer each question listed below 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.

## **Artistic Merit: 35%**

*Your application will be reviewed on the basis of: (a) artistic merit of the proposed project, (b) expertise of artists involved as providers of service, and (c) contribution to the art form or the understanding and appreciation of the art form(s) proposed.*

*Answer the following questions in your narrative:*

- Describe the art project for which you are seeking funding.
- What do you want the art project to accomplish?
- Who are the artists involved with the project? *Note: Samples of work are strongly encouraged for artists involved in the project. Provide relevant past work experience and qualifications in the Provider of Services form for each artist involved.*

## **Need and Impact: 30%**

*Your application will be reviewed on the basis of: (a) need for the project, (b) merit of the project's purpose and objectives according to community standards, (c) efforts for increased access, participation, and exposure to the arts, (c) involvement of diverse (social, geographic, economic) populations reflective of the community, including those with limited access to the arts, and (d) level of community collaboration or involvement. For Folklife projects only: cultural significance of the art form and the involvement of trained cultural specialists (folklorists, anthropologists, ethnomusicologists).*

*Answer the following questions in your narrative:*

- Address efforts to increase access, participation, knowledge and/or exposure to the arts.
- How does this relate to the needs of the general public and the mission of your organization?
- Are there long-term goals you hope to achieve through this project, and if so, how will this project help achieve those goals?

## **Planning and Design: 20%**

*Your proposal will be reviewed on the basis of: (a) well-planned and designed project, (b) adequate people and resources specified, (c) realistic time frame as proposed, and (d) involvement of target audience in the planning process.*

*Answer the following questions in your narrative:*

- What are you proposing to do?
- Describe how your community is involved with the project (planning, funding, donating equipment, supplies or time, etc).
- Where will it happen?
- Who is your targeted audience?
- How will you select the artists and the participants?
- How will you promote or endorse the project to the public?

## **Administration and Budget: 10%**

*Your application will be reviewed on the basis of: (a) ability of applicant to administer and deliver activities proposed, (b) appropriate request level and use of grant funds, (c) clarity and completeness of financial information, and (d) compliance with past grant contracts, if applicable.*

*Answer the following questions in your narrative:*

- Who will implement the program? What is his/her relationship to the organization?
- How will grant funds be used to implement the project?
- What is your method of evaluating the project?

**19. PROJECT ASSISTANCE NARRATIVE**

**19. PROJECT ASSISTANCE NARRATIVE, cont.**

## PROVIDER OF SERVICES

**THE PROVIDER OF SERVICES CANNOT BE SUBSTITUTED BY A RESUME OR INFORMATION CONTAINED IN ATTACHMENTS.** You may, however, include a complete resume, brochures, and/or videotape, slide or cassette tape samples of work for the provider as attachments to the application.

- Must be completed for the Project Director.
- Must be completed for artists, artistic personnel, or other individuals directly involved with the implementation and production of the proposed project.
- Use a separate copy of this form for each person or group. If more than one of these forms is needed, photocopy it.

**20. Person or Group to Provide Services:** \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**21. Number/Length of Activities/Services to be Provided:** \_\_\_\_\_

**22. Professional Fee** \_\_\_\_\_ Per \_\_\_\_\_ (Hour, Session, Activity)

**23. Travel Costs/Per Diems** \_\_\_\_\_

**TOTAL FEE FOR SERVICE** \_\_\_\_\_  *Check here if total fee is all-inclusive.*

**24. Is the Professional Fee for Service paid for with:**  **DAF GRANT**  **CASH**  **IN-KIND**

## 25. BRIEF BIO OR QUALIFICATIONS

**Directions:** Describe the qualifications, including education and training, and related work experience for the individuals or organizations hired for this project

## 26. DESCRIPTION OF SERVICES

**Directions:** Detail the services to be provided. This information should relate to Question 15. Proposed Activities.

# PROJECT BUDGET DIRECTIONS AND DEFINITIONS

## *Directions for completing the Project Budget:*

- Round all dollar amounts to the nearest \$1.
- Include **ALL CASH** Revenue and Expenses for the grant as it pertains to the project.
- All donated revenue and expenses for this project should be included under In-kind Support and not in the Cash Budget.
- Total Revenues must match Total Expenses.
- List the source of revenue where indicated.
- Line 38. Decentralized Arts Funding Grant Request must equal Line 55. Total Expenses – Grant column.
- Line 38. Decentralized Grant Request must equal the Cover Page – Question 1.
- If using Line 43, you must complete Questions 11 and 12 on page 2 of this application for the sub-applicant.
- All columns and rows should total correctly. Forms completed on-line will total automatically.
- You may also attach more detailed budget information, although it does not substitute for the information on the Project Budget. This information will be forwarded to the panel with the application budget.
- While a match (cash and/or in-kind) is not required under this program, it is encouraged and will be considered by the community review panel in their evaluations.

## *Revenue:*

- **Admissions, Memberships, Subscriptions** refer to income earned as a result of the project you are applying for, such as individual ticket sales, price charged for involvement, etc. If an admission is charged for this project, applicants are encouraged to include price of admission in the narrative section of the application.
- **Contracted Services** refer 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 will be used towards the project you are applying for. The applicant will provide cash that is not earned as a part of this project.
- **Corporate Support** refers to cash contributed by local, national or international businesses that will be used towards the project you are applying for.
- **Foundation Support** refers to support provided by local or national foundations.
- **Fundraising** refers to any solicitation for donations or contributions from individuals in support of this project.
- **Federal, State, Regional** refers to government support contributed by the United States Government, State of Louisiana, or Parish government.
- **Local** refers to cash contributed by a local government or community group.
- **Decentralized Arts Funding Program Grant Request** refers to the amount requested from the applicant organization for this project. This line should be broken down under the Grant Expenses column of the Project Budget to represent what items grant money will support, if funded.
- **Total Revenue** represents all cash income that will be used to administer the project.

## *Expenses:*

- Personnel refer to permanent employees of the organization who will be paid for his/her time as a part of this project.
- Fiscal Agent Fees are defined as fees charged by an organization to act as the applicant for another organization and are intended to offset the cost of personnel, time, and supplies. Fiscal agent fees should not exceed either \$150 or 8% of the total project costs – whichever figure is less.
- Outside Professional Services – Artistic refers to artistic services by firms or people not considered employees of the applicant (e.g., individual artists, folklorist, curator, etc. whose services are contracted for the project). A provider of services form is required for anyone listed under this category.

- Outside Professional Services – Other refers to non-artistic services by firms or people not considered employees of the applicant (e.g., project director, consultants, technical director, publisher, etc.). A provider of services form is required for anyone listed under this category.
- Utilities refer to costs associated with telephone, gas and electric, water, etc. related to the project. The expenses MUST be a part of the project and the applicant must be able to document the portion of the expense that is claimed.
- Space Rental refers to the cost to rent a facility, exhibit or performance venue.
- Travel refers to the cost of travel for outside professional services, per diems, and travel for services outside the area.
- Marketing refers to the cost associated with advertising, soliciting involvement, or promoting the project and includes design, printing, advertising, flyers, playbills, tickets, etc.
- Equipment Rental refers to the costs associated with renting equipment for the purpose of producing the project.
- Supplies and Materials refer to the cost of items that are needed to produce or create the project, such as fabric, paints, disposable cameras, paper, etc. If supplies and materials exceed \$500, a detailed budget breakdown must be included.
- Postage/Shipping refers to the cost for mailing and shipping related to the project.
- Insurance refers to the cost of liability insurance related to the project. The expenses MUST be a part of the project and the applicant must be able to document the portion of the expense that is claimed.
- Other refers to expenses not listed under any other expense category.
- Total Expenses represents all cash costs involved to administer the project being proposed.

## *In-kind Support:*

- In-kind refers to donated personnel and volunteer time, materials, and services associated with the project.
- Source is either an organization contributing materials, facilities, services, etc. for the project or an individual contributing volunteer time.
- Contribution is the item being donated, such as a facility space or for individuals, the number of hours.
- Cash Equivalent is the amount the applicant would pay in cash for items, services or time listed.

# TOTAL PROJECT BUDGET AND GRANT REQUEST

See directions for completing the project budget (lines 27 through 55) on page 9.

<b>REVENUE</b>	<b>CASH</b>
27. Admissions, Memberships, Subscriptions	_____
28. Contracted Services (workshops, packaged presentations, etc.)	_____
29. Other Applicant Cash: <i>List Source</i>	_____
30. Corporate Support: <i>List Source</i>	_____
31. Foundation Support: <i>List Source</i>	_____
32. Fundraising	_____
33. Federal: <i>List Source</i>	_____
34. State: <i>List Source</i>	_____
35. Regional: <i>List Source</i>	_____
36. Local: <i>List Source</i>	_____
<b>37. SUB-TOTAL</b>	<b>\$</b>
<b>38. Decentralized Arts Funding Grant Request</b>	<b>\$</b>
<b>39. TOTAL REVENUE</b> (Must match line 55. Total Expenses)	<b>\$</b>

<b>EXPENSES</b>	<b>GRANT</b>	<b>CASH</b>	<b>TOTAL</b>
40. Personnel – Administrative	_____	_____	\$
41. Personnel – Artistic	_____	_____	\$
42. Personnel – Tech/Production	_____	_____	\$
43. Fiscal Agent Fees	_____	_____	\$
44. Outside Professional Services – Artistic	_____	_____	\$
45. Outside Professional Services – Other	_____	_____	\$
46. Utilities*	_____	_____	\$
47. Space Rental	_____	_____	\$
48. Travel	_____	_____	\$
49. Marketing (promotion, print)	_____	_____	\$
50. Equipment Rental	_____	_____	\$
51. Supplies and Materials**	_____	_____	\$
52. Postage/Shipping	_____	_____	\$
53. Insurance***	_____	_____	\$
54. Other: List	_____	_____	\$
<b>55. TOTAL EXPENSES</b> (Must match line 39. Total Revenue)	<b>\$</b>	<b>\$</b>	<b>\$</b>

\*Expenses MUST BE part of the project and the applicant must be able to document the portion of the expense that is being claimed.  
 \*\*If supplies and materials exceed \$500, attach a detailed breakdown of expenses.  
 \*\*\*Expenses MUST BE part of the project and the applicant must be able to document the portion of the expense that is being claimed.

<b>56. IN-KIND SUPPORT (list source, contribution and cash equivalent)</b>		
For example: Source: ABC Printing, Inc./Marketing Contribution: Flyers and Street Banners. Cash Equivalent: \$575.00. The ABC Printing company is donating the materials for flyers that will be used in a mailing and street banners that will hang above main street the day of the event.		
Source (List Budget Category or Company)	Contribution (Item or Hours)	Cash Equivalent (\$)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
<b>TOTAL IN-KIND SUPPORT:</b>		<b>\$</b>

## ATTACHMENTS

- Attach an IRS letter determining nonprofit tax exemption under section 501(c) of the Federal Tax Code (*if not already on file with the Bossier Arts Council*). Governmental subdivisions (public schools, parish libraries, municipal governments, state universities, etc.) are not required to submit proof of nonprofit status.
- Proof of parish domicile: 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 (*if not already on file with the Bossier Arts Council*). Governmental subdivisions (public schools, parish libraries, municipal governments, state universities, etc.) are not required to submit proof of nonprofit status.
- Chapter organizations must attach IRS documentation for the central organization and chapter organization. A letter of support from the central organization must also be attached.
- Attach a board of directors listing that includes names and addresses, identifying officers, ethnicity, and professional affiliation. Governmental subdivisions (public schools, parish libraries, municipal governments, state universities, etc.) are not required to submit board of director verification.
- Schools or projects working with schools must attach a letter of support from the local school board and/or principal.
- Applications requesting the creation of a new work in the performing arts, art in public places/public art, design, or media production (film, video, or radio) must submit a sample of work that illustrates artistic merit of artists involved.
- 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. Items may be returned after October 1, 2008.

## CHECK LIST

- Project occurs between October 1, 2008 and September 30, 2009
- Amount requested does not exceed parish funds available or maximum allowable request in the region
- Application form with complete narrative, provider of services, project budget, and required attachments
- Samples of work (for applications requesting funds for creation of a new work)
- 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
- 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.**

## 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.

### 57. Authorizing Official (usually the president or chairman)

Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Typed Name \_\_\_\_\_ Title \_\_\_\_\_  
 Phone (day) \_\_\_\_\_ Phone (other) \_\_\_\_\_

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

Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Typed Name \_\_\_\_\_ Title \_\_\_\_\_  
 Phone (day) \_\_\_\_\_ Phone (other) \_\_\_\_\_

### 59. Project Director

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.**