

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

TECHNICAL 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.

THE APPLICANT

1. Check here is a fiscal agent is being used: *If checked, complete question 7 and 8 in the Sub-Applicant section of the application, page 2.*

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

3. Federal Employer ID# of Applicant (REQUIRED) _____

4. Contact Person: _____
If different than above:
Address _____
City _____ State LOUISIANA Zip _____
Phone (day) _____ FAX _____
Email _____

5. Legislative and congressional district numbers of 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. What is your mission statement as adopted by your board of directors?

THE SUB-APPLICANT
(COMPLETED BY ORGANIZATIONS)

An organization 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 51 and 52 as Authorizing Official and Chief Fiscal Officer.

7. Sub-applicant

Address _____
City _____ **State** LOUISIANA **Zip** _____
Parish _____

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

Contact _____ **Phone** _____
Fax _____ **Email** _____

8. Briefly describe the Sub-Applicant. If an organization, describe the organization’s mission and services it provides. Describe the relationship between the fiscal agent and the organization or individual.

THE PROPOSAL

9. Amount Requested (from page 7, line 32) _____

10. Total Project Expenses (from page 7, line 49) _____

11. Description of the type of technical assistance (ONE sentence that summarizes the major activity of the technical assistance request):

12. Actual dates of proposed activities. List only the **actual dates** on which training or consultancy will occur.

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13. Number of individuals directly involved or impacted by the consultancy or training: _____

THE NARRATIVE

Directions for Completing the Technical Assistance Project Narrative:

- Using 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 narrative according to criteria.

Need and Impact: 40%

Your application will be reviewed on the basis of: (a) need for technical assistance project, (b) degree to which technical assistance can aid in stabilizing or promoting the growth of the organization within its community, and (c) degree to which technical assistance with impact arts programming.

Answer the following questions in your narrative:

- What are you proposing to do?
- Why is there a need for technical assistance?
- What do you hope to accomplish through this assistance?
- What is your method of evaluating the assistance?
- How will it affect the arts component of your programming? *Note: Nonprofits whose mission is not arts related must evidence how the technical assistance will benefit only the arts component of its programming.*

Quality of Assistance: 40%

Your application will be reviewed on the basis of: (a) qualification of consultant(s) and (b) degree and depth of training provided by the consultant services, workshop or conference.

Answer the following questions in your narrative:

- Briefly describe the training requested.
- When and where will it happen?
- Why were the individuals/companies to be hired selected?

Administration and Budget: 20%

Your application will be reviewed on the basis of: (a) appropriate budget in relation to the type of service being requested and (b) compliance with past grant contract(s), if applicable.

Answer the following questions in your narrative:

- Who from your organization will be directly involved with the technical assistance?
- Describe its cost effectiveness.

14. TECHNICAL ASSISTANCE PROPOSAL NARRATIVE

14. TECHNICAL ASSISTANCE PROPOSAL 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.
- Must be completed for the individual(s) or company hired to provide the technical assistance.
- Use a separate copy of this form for each person or group. If more than one of these forms is needed, photocopy it.

15. Person or Group to Provide Services: _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

16. Professional Fee _____

17. Travel Costs/Per Diems _____

TOTAL FEE FOR SERVICE _____ *Check here if the Total Fee is all- inclusive.*

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

19. 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

20. DESCRIPTION OF SERVICES

Directions: Detail the services to be provided.

TECHNICAL ASSISTANCE BUDGET DIRECTIONS AND DEFINITIONS

Directions for completing the Technical Assistance Budget:

- Round all dollar amounts to the nearest \$1.
- Include **ALL CASH** Revenue and Expenses for the grant as it pertains to the project. Do not include in-kind except where indicated at the bottom of the budget page.
- Total Revenues must match Total Expenses.
- List the source of revenue where indicated.
- All columns and rows should total correctly. Forms completed online will total automatically.
- All donated revenue and expenses for this project should be included under In-kind Support and not in the Cash Budget.
- Line 32. Decentralized Arts Funding Grant Request must equal Line 49. Total Expenses – Grant column.
- Line 32. Decentralized Grant Request must equal the Cover Page – Question 1.
- If using Line 37, you must complete Questions 7 and 8 on page 2 of this application for the sub-applicant.
- If supplies and materials exceed \$500, a detailed budget breakdown must be included.
- You may also attach more detailed budget information, although it does not substitute for the information on the **Project** Technical Assistance 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.
- **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 Technical Assistance 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** refers 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.
- **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, you must submit a detailed breakdown of costs.
- **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.
- **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 or for individuals, the number of hours.
- **Cash Equivalent** is the amount the applicant would pay in cash for items, services or time listed.

TECHNICAL ASSISTANCE BUDGET AND GRANT REQUEST

See directions for completing the technical assistance budget (lines 21 through 49) on page 6.

REVENUE	CASH
21. Admissions, Memberships, Subscriptions	_____
22. Contracted Services (workshops, packaged presentations, etc.)	_____
23. Other Applicant Cash: <i>List Source</i>	_____
24. Corporate Support: <i>List Source</i>	_____
25. Foundation Support: <i>List Source</i>	_____
26. Fundraising	_____
27. Federal: <i>List Source</i>	_____
28. State: <i>List Source</i>	_____
29. Regional: <i>List Source</i>	_____
30. Local: <i>List Source</i>	_____
31. SUB-TOTAL	_____
32. Decentralized Arts Funding Grant Request	_____
33. TOTAL REVENUE (Must equal line 49. Total Expenses)	_____

EXPENSES	GRANT	CASH	TOTAL
34. Personnel – Administrative	_____	_____	_____
35. Personnel – Artistic	_____	_____	_____
36. Personnel – Tech/Production	_____	_____	_____
37. Fiscal Agent Fees	_____	_____	_____
38. Outside Professional Services – Artistic	_____	_____	_____
39. Outside Professional Services – Other	_____	_____	_____
40. Utilities	_____	_____	_____
41. Space Rental	_____	_____	_____
42. Travel	_____	_____	_____
43. Marketing (promotion, print)	_____	_____	_____
44. Equipment Rental	_____	_____	_____
45. Supplies and Materials *	_____	_____	_____
46. Postage/Shipping	_____	_____	_____
47. Insurance	_____	_____	_____
48. Other: <i>List</i>	_____	_____	_____
49. TOTAL EXPENSES (Must equal line 33. Total Revenue)	_____	_____	_____

* If supplies and materials exceed \$500, attach a detailed breakdown of expenses.

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

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: (*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. 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.
- 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, 2009.

CHECK LIST

- Application form with complete narrative, provider of services, project budget, and required attachments.
- Amount requested does not exceed parish funds available or maximum allowable request in the region.
- Project occurs between October 1, 2008 and September 30, 2009.
- 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.

51. Authorizing Official (usually the president or chairman)

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

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

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

53. 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.