

LOUISIANA DECENTRALIZED ARTS FUNDING PROGRAM

As administered by the

Arts Council of Central Louisiana

1101 4th St., Suite 201, Alexandria, LA 71301

**ORGANIZATIONAL SUPPORT
DAF GRANT APPLICATION - FY 2017**

APPLICATION DEADLINE: Received, not postmarked, by **5:00 P.M., June 15th, 2016**. Submit your application to the granting agency above. Applications received after the deadline will be ineligible. Applications **MUST** be typed on an official application form. Handwritten applications are ineligible. Applications may not be submitted via fax. ***If you would like a draft review of your application,** please submit a draft to the Community Development Coordinator **3 weeks PRIOR** to the application deadline, or by **5:00 p.m., Wednesday, May 25th, 2016**. ****Please read the Guidelines and instructions carefully before completing this application form.** This application form is available online at www.louisiana-arts.org. This grant covers activity between **Oct. 1st, 2016 – Sept. 30th, 2017**.

1). Organization Name

Address

City _____ State **LOUISIANA** Zip _____

Parish _____ Phone _____ FAX _____

Website _____

Number of full-time staff employed by your organization _____

Number of part-time staff employed by your organization _____

Number of contracted staff employed by your organization _____

Number of volunteers in your organization (including board members) _____

2). Main Contact Person and Title:

Required (if different from above):

Address _____

City _____ State **LOUISIANA** Zip _____

Phone (day) _____ FAX _____

Email _____

3). Amount Requested (from page 18, line 53 of this application)

Note: May request up to 25% of previous annual budget or \$6,500.00 (whichever figure is less). _____

4). Total Organization Expenses for FY '17 (from page 18, line 72 of this application). _____

THE APPLICANT

5). Applicant Status: Indicate whether the description below accurately describes the legal status of the applicant. Note that it is required that an applicant fitting this description must provide

documentation showing 501(c)(3) Nonprofit status.

Y/N Organization – Nonprofit --Arts: Not engaged in profit-making activities (i.e. no part of the income or assets inure to the benefit of any director, officer, or employee except as salary or reasonable compensation for services and travel expenses). **The mission statement of the organization makes clear that the activities of the organization are primarily arts-related.**

** Please note that an organization applying for DAF Organizational Support **must** be a primarily **arts-related, Nonprofit 501(c)(3) organization**. If this description **does not** fit your organization, but you think you may still be able to apply for arts funding under **DAF Project Assistance** (which allows for applications for arts-related projects in 8 categories, from both Nonprofit arts and regular Nonprofit organizations; Governmental Agencies; Schools; Colleges/ Universities; Libraries; and/or Individuals applying through a Fiscal Agent Nonprofit organization; please contact the **Community Development Coordinator (CDC)** for assistance at **318-484-4471** or caroline@louisiana-arts.org.

6). Federal Employer ID# of Applicant (REQUIRED)

7). DUNS # (REQUIRED) _____

NOTE: If your institution has not yet registered for a DUNS number, you may do so via Dun & Bradstreet's website at <http://fedgov.dnb.com/webform> . Please note that registration via the website may take up to **thirty (30) business days** to complete. If you have questions about this, please contact the CDC. (The CDC's information is listed on p. 1).

8). 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 #** _____

9). Applicant Institution Type: Choose **ONE** from the descriptions below which best illustrates the type of non-profit arts organization that is applying for funds:

___ **Performing Group:** Group of artists who perform works of art (e.g., an orchestra, theatre, or dance group).

___ **Performing Group – Community:** A group of persons who perform works of art vocationally and who may be but are not necessarily directed by professionals.

___ **Performing Group for Youth:** A group which may but does not necessarily include children who perform works of art for young audiences.

___ **Performance Facility:** A building or space used for presenting concerts, drama presentations, etc.

___ **Museum – Art:** An organization essentially educational or aesthetic in purpose with professional staff, which owns or utilizes tangible objects, cares for them, and exhibits them to the public in some regular schedule.

___ **Gallery/ Exhibition Space:** An organization or space which primarily exhibits works of art from collections other than its own, and may be involved in selling those works.

___ **Cinema:** A motion picture theatre or organization which regularly shows films.

___ **Independent Press:** A non-commercial publisher or printing press which issues small editions of literary and other works.

___ **Literary Magazine:** A non-commercial, numbered, serial publication devoted to contemporary poetry, fiction, drama, or literary criticism.

___ **Fair/ Festival:** A seasonal program of arts events.

___ **Arts Center:** A multi-purpose facility for arts programming of various types.

___ **Arts Council/ Agency:** An organization whose primary purpose is to stimulate and promote the arts and increase access for the public through services, programs, and/or funding within a specific geographic area (e.g., county, state, local).

___ **Arts Service Organization:** An organization that has as its central function the provision of services that assist or promote the arts and/or arts organizations (e.g., statewide assemblies, NASAA, Opera America, arts education alliances, etc.). Not to include presenters or producers of the arts or regional arts organizations.

___ **Union/ Professional Association:** Artist coalitions, professional associations (such as the American Association of University Professors), or artists' clubs, guilds, or societies.

___ **Media – Periodical:** An arts-related periodical publication (art magazine or journal).

___ **Cultural Series Organization:** An organization whose primary purpose is presentation of single arts events or cultural series (e.g., Community Music Series, Metro Modern Dance Series, Washington Performing Arts Society, film series).

___ **Arts Camp/ Institute:** An organization dedicated to camps, institutes, or in-depth experiences for limited time duration (e.g., a children's summer music camp).

10. Mission Statement of the Applicant Organization. What is your organization's mission statement, as adopted by your board of directors?

****PRIOR DAF HISTORY (to be completed by previously-funded DAF grantees only)**

If you have received DAF funding in the past, you were required to submit a Final Report detailing your activities. Summarize the previous application and Final Report for your most recently *completed* DAF grant below.

___ **CHECK HERE** if your organization is a **first-time DAF applicant** or was a first-timer for FY2016, with your program still in progress.

Most recently completed DAF cycle/ fiscal year: _____	Grant Awarded: _____	Grant Expended: _____
Number of professional artists involved: _____	Amount paid to Artists: _____	Final Total Expenses as listed in Final Report: _____
Projected total attendance as listed in original application: _____	Actual total attendance as listed in Final Report: _____	Difference of: _____
Did your organization submit its Final Report on time? _____		

11). Artistic Discipline of your organization. CHECK ONE.

- | | | |
|-----------------------------------|-------------------------------------|--|
| <input type="checkbox"/> Dance | <input type="checkbox"/> Literature | <input type="checkbox"/> Theater |
| <input type="checkbox"/> Design | <input type="checkbox"/> Media | <input type="checkbox"/> Visual Arts |
| <input type="checkbox"/> Folklife | <input type="checkbox"/> Music | <input type="checkbox"/> Multidisciplinary |

12). Primary Target Audience. CHECK ONE:

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

13). List your organization’s actual cash income and expenses and any surplus/ deficit for the last two DAF grant cycles and projections for FY 2017. (Required for reporting to the State of Louisiana). Note: If your organization uses a January -- December schedule, or another schedule configuration for its fiscal year, please use the second chart below.

DAF YEAR	INCOME		EXPENSES		SURPLUS/DEFICIT
FY 2015 (10/1/2014--09/30/2015)					
FY 2016 (10/1/2015--09/30/2016)					
FY 2017 (10/1/2016--09/30/2017)					

***If using a January – December (or other schedule configuration) for your organization’s fiscal year, please fill in the spaces below, showing your organization’s income and expenses for this timeline (instead of using the DAF timeline above). You may note the cycle dates for the fiscal year timeline that you use, underneath the year shown on the left. Note: FY '17 will include projections.**

YEAR	INCOME		EXPENSES		SURPLUS/ DEFICIT
FY 2015 ()					
FY 2016 ()					
FY 2017 ()					

14). If the figures shown above 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:

15). 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:		

DIRECTIONS FOR QUESTIONS 16 THROUGH 26: List the actual numbers served for your organization's most recently completed fiscal year.

16). Number of public performances and/or exhibitions that were held:	
17). Number of workshops, forums, educational and training programs that were offered:	
18). Number of residencies* that were offered by your organization during FY '16 (or the last completed fiscal year). *Note: A <i>residency</i> includes the hosting of artists, academicians, curators, or other creative personnel for a time away from their usual environment and obligations. Residencies usually include a time of reflection, research, presentation, or production. For this grant, residencies must be arts-related.	
19). Number of professional artists that participated in your programs/services:	
20). Number of artists that were employed by your organization's programs/services:	
21). Amount paid in artist fees in FY 2016 (or in the last-completed fiscal year):	

22). Number of schools (Pre-K-12) that benefitted from your programs and services:	
23). Number of youth (under 18 yrs of age) that benefitted from your programs and services:	
24). Number of teachers that benefitted from your programs and services:	
25). Number of adults (ages 18 and up) that benefitted from your programs and services. [Note: This amount should include the # of teachers].	
26). Total number of individuals that benefitted from your programs and services. [Add the # youth (the amount for #23) + # of adults (the amount for #25)].	

<u>DIRECTIONS FOR QUESTIONS 27 THROUGH 37: LIST THE PROJECTED NUMBERS TO BE SERVED DURING FY '17. (NOTE: PROJECTED = ESTIMATED).</u>	
27). NUMBER OF PUBLIC PERFORMANCES AND/OR EXHIBITIONS THAT WILL BE HELD BY YOUR ORGANIZATION IN FY '17:	
28). NUMBER OF WORKSHOPS, FORUMS, EDUCATIONAL AND TRAINING PROGRAMS THAT WILL BE OFFERED IN FY '17:	
29). PROJECTED # OF RESIDENCIES* THAT WILL BE OFFERED BY YOUR ORGANIZATION IN FY '17. *[NOTE: SEE DEFINITION OF RESIDENCIES, PAGE 5, #18].	
30). NUMBER OF PROFESSIONAL ARTISTS THAT WILL BE PARTICIPATING IN YOUR ORGANIZATION'S PROGRAMS AND SERVICES IN FY '17:	
31). NUMBER OF ARTISTS THAT WILL BE EMPLOYED BY YOUR ORGANIZATION IN FY '17:	
32). AMOUNT TO BE PAID IN ARTIST FEES IN FY '17:	

33). PROJECTED # OF SCHOOLS (PRE-K-12) THAT WILL BENEFIT FROM YOUR ORGANIZATION'S PROGRAMS AND SERVICES IN FY '17:	
34). PROJECTED # OF YOUTH (UNDER 18 YRS OF AGE) THAT WILL BENEFIT FROM YOUR ORGANIZATION'S PROGRAMS AND SERVICES IN FY '17:	
35). PROJECTED # OF TEACHERS THAT WILL BENEFIT FROM YOUR ORGANIZATION'S PROGRAMS AND SERVICES IN FY '17:	
36). PROJECTED # OF ADULTS THAT WILL BENEFIT FROM YOUR ORGANIZATION'S PROGRAMS AND SERVICES IN FY '17: [THIS SHOULD INCLUDE THE PROJECTED # OF TEACHERS].	
37). PROJECTED TOTAL # OF INDIVIDUALS WHO WILL BENEFIT FROM YOUR ORGANIZATION'S PROGRAMS AND SERVICES IN FY '17: [ADD PROJECTED # YOUTH (THE AMOUNT FOR #34) + PROJECTED # OF ADULTS (THE AMOUNT FOR #36)].	

38). CHOOSE <u>ONE</u> OF THESE FROM THE LIST BELOW THAT BEST DESCRIBES THE <u>PRIMARY STRATEGIC OUTCOME</u> , OR THE MAIN FOCUS OF THE ORGANIZATION'S PROGRAMMING, ASSOCIATED WITH THIS GRANT REQUEST.
<u>CREATION</u> : THE PORTFOLIO OF AMERICAN ART IS EXPANDED
<u>ENGAGEMENT</u> : AMERICANS THROUGHOUT THE NATION EXPERIENCE ART
<u>LEARNING</u> : AMERICANS OF ALL AGES ACQUIRE KNOWLEDGE OR SKILLS IN THE ARTS
<u>LIVABILITY</u> : AMERICAN COMMUNITIES ARE STRENGTHENED THROUGH THE ARTS
<u>UNDERSTANDING</u> : PUBLIC KNOWLEDGE AND UNDERSTANDING ABOUT THE CONTRIBUTIONS OF THE ARTS ARE ENHANCED.

THE NARRATIVE

Directions for Completing the Organizational Support Narrative:

- Using the following three (3-4) 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 **10-point type, Times New Roman or Arial** font.
- **Double-space** lines.
- **Do not** submit attachments with glue, staples, or tape.
- **Separate out the narrative** according to the evaluation criteria, as shown on the pages provided. If you need more space for any of the categories, there is an additional page provided. You may edit the document as needed (meaning you may use less space or

more space than is provided, but be sure to include the narrative points as listed [and in the order they are listed], and to answer the questions within the criteria for each category both clearly and thoroughly. **Also, PLEASE PROOFREAD YOUR APPLICATION -- BEFORE SUBMITTING -- for grammatical errors.

Quality: 45%

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**, including dates or length of program(s). Include **description of productions, exhibits, festivals, and any educational programs**.

Need and Impact: 25%

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: 25%

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/ other paid staff/ volunteer staff/ full-and part-time staff.**

Compliance: 5%

Your organization will be reviewed on the basis of its ***past compliance with deadlines and guidelines in previous years.*** Documented instances of non-compliance will be presented to the Community Panel on the date of your application's review by the moderator/CDC.

39). ORGANIZATIONAL SUPPORT NARRATIVE:

QUALITY (45%) (See p.8 for the criteria for this category):

39). ORGANIZATIONAL SUPPORT NARRATIVE, ctd.

NEED/ IMPACT (25%) (See p.8 for the criteria for this category):

39). ORGANIZATIONAL SUPPORT NARRATIVE, ctd.

ADMINISTRATION / BUDGET (25%) (See pages 8-9 for the criteria for this category):

Addendum to Organizational Support Narrative: Please indicate if your organization has any **Technical Assistance** needs for FY '17. **(See p. 14 of the DAF FY '17 Guidelines, for help).** You may include the projected costs for these needs within this section, as well as in the appropriate categories listed on the **Provider of Services** form on **p.14** of this application, as well as on the Budget page (under #'s 59, 68, 69, 70, or 71 in the Expenses section).

The Community Panel will evaluate any technical assistance needs listed here according to:

- 1) **How closely related** the technical assistance needs are to the development of your arts programming and
- 2) **Feasibility** of the technical assistance costs, based on the clarity and accuracy shown in your budget.

[Note: If Technical Assistance needs do not relate to your organization's DAF proposal for this year, you may put **N/A**. Technical assistance needs for this type of application **may only be listed for non-profit arts organizations**. Items that **may not be listed** as technical assistance needs and which **will not be funded** under DAF include: costs for permanent administrative or artistic staff; funding for colleges or universities; or funding for individuals not associated with the applicant organization].

PROVIDER OF SERVICES – Technical Assistance [if applicable]

- **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, copy and paste. If you do not know how to do this, contact the CDC.

Person or Group to Provide Services: _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Professional Fee _____

Travel Costs/Per Diems _____

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

Is the Professional Fee for Service paid for with:

DAF GRANT **CASH** **IN-KIND**

BRIEF BIO OR QUALIFICATIONS

Directions: Describe the qualifications -- including education, training, and related work experience-- for the individuals or organization(s) involved in providing these services.

DESCRIPTION OF SERVICES

Directions: Detail the services to be provided.

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 2015), projected figures for this current year (FY 2016) and projected figures for the upcoming fiscal year (FY 2017).
- List the source of revenue where indicated.
- All columns and rows should total correctly. Forms completed online should total automatically.
- Line 53: Decentralized Grant Request must equal the amount shown on 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:

- **40) 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, prices charged for involvement, etc.
- **41) Contracted Services Revenue** refers to income earned from services your agency offers on a contract for services basis, such as touring, school performance, etc.
- **42) Other Applicant Cash** refers to agency cash on hand that has been earned by your organization either through endowments, investments, etc.
- **43) Corporate Support** refers to cash contributed by local, national or international businesses in support of the organization's programs and services.
- **44) Foundation Support** refers to support provided by local or national foundations.
- **45) Other Private Support** refers to any solicitation for donations or contributions from individuals in support of the organization's programs and services.
- **46) Federal Support** refers to government support contributed by departments of the United States government.
- **47) 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.
- **48) 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. This includes funds from the Decentralized Arts Funding Program Project Assistance category, or from other grant programs offered by the Louisiana Division of the Arts.
- **49) Local/Regional** refers to government support contributed by the local, parish or regional government agencies.
- **50) Local Arts Agency Support** refers to any grants awarded by the local arts council/agency in the organization's city or town.

- **51) Community Arts Fund Support** refers to any grants awarded by an arts fund, such as from entities like the United Way. Its specific intent is to target arts organizations and to foster arts programming.
- **52) Sub-total** represents all cash earned and contributed as a result of the programs, services and operations of the organization.
- **53) Decentralized Grant and Request** refers to the amount received from the Decentralized Arts Funding Program for FY 2015, FY 2016, and what is being requested for FY 2017. FY 2017's request should be calculated at up to 25% of the last completed fiscal year's revenue. Include the two previous years' Organizational Support **awards** and then, **only the requested award amount for FY '17.**
- **54) Total Cash Revenue** represents all cash income that will be in support of the organization's operations, programs and services.

Expenses:

- **55) 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.
- **56) Salaries/Wages/Benefits - Artistic** refers to the salaries and benefits paid to artistic employees of the organization, either full-or part-time.
- **57) Payroll taxes** refer to the amount paid in federal and state employment taxes.
- **58) 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.

- **59) 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.
- **60) Production** refers to costs paid to produce artistic programming such as scripts, music, exhibit rentals, insurance, licenses, program books, etc.
- **61) 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.
- **62) 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.
- **63) Technology and Communications** refer to costs paid for telephone, website, technical support, hardware/software, etc.
- **64) Insurance** refers to the cost of liability insurance.
- **65) Supplies** refer to costs paid for producing your organization's programs, services, or operations, such as pens, pencils, paper, staples, etc.
- **66) Postage/Shipping** refers to costs paid for mailing and shipping.
- **67) Print/Publications/Marketing** refers to the cost to print booklets, newsletters,

paid advertisements either in magazines, newspapers, street banners, etc. and press releases.

- **68) *Development*** refers to the cost of fundraising and special events.
- **69) *Travel and Mileage*** refers to costs paid for travel for individuals offering outside professional services to the organization, per diems, or travel by members of the organization for services outside the area.
- **70) *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.
- **71) *Other*** refers to expenses not listed under any other expense category. If larger than \$500, submit a budget breakdown.
- **72) *Total Expenses*** refers to all costs paid for by your organization.
- **73) *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.
- **74) *Accumulated Surplus or Deficit*** refers to the addition of surpluses or deficits (Net Income or Net Loss) from one year to the next.

CALENDAR YEAR OR FISCAL YEAR ORGANIZATION BUDGET

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

REVENUE	FY 2015 (Last Year)	FY 2016 (This Year)	FY 2017 (Next Year)
40). Admissions, Memberships, Subscriptions	_____	_____	_____
41). Contracted Services Revenue	_____	_____	_____
42). Other Applicant Cash: List Source	_____	_____	_____

43). Corporate Support	_____	_____	_____
44). Foundation Support	_____	_____	_____
45). Other Private Support	_____	_____	_____
46). Federal Support: List source	_____	_____	_____

47). State, not Louisiana Division of the Arts:	_____	_____	_____

48). State, Louisiana Division of the Arts:	_____	_____	_____

49). Local/Regional Support:	_____	_____	_____

50). Local Arts Agency Support	_____	_____	_____
51). Community Arts Fund Support	_____	_____	_____
52). SUBTOTAL (add lines 40 to 51)	_____	_____	_____
53). Decentralized Grant and Request	_____	_____	_____
54). TOTAL CASH REVENUE (add 52,53)	_____	_____	_____
EXPENSES			
55). Salaries/Wages/Benefits - Administration	_____	_____	_____
56). Salaries/Wages/Benefits - Artistic	_____	_____	_____
57). Payroll Taxes	_____	_____	_____
58). Professional Services - Artistic	_____	_____	_____
59). Professional Fees and Services	_____	_____	_____
60). Production	_____	_____	_____
61). Occupancy/Utilities <input type="checkbox"/> Rent <input type="checkbox"/> Own	_____	_____	_____
62). Equipment Rental and Maintenance	_____	_____	_____
63). Technology & Communications	_____	_____	_____
64). Insurance	_____	_____	_____
65). Supplies	_____	_____	_____
66). Postage/Shipping	_____	_____	_____
67). Print/Publications/Marketing	_____	_____	_____
68). Development	_____	_____	_____
69). Travel and Mileage	_____	_____	_____
70). Conferences, Conventions, and Meetings	_____	_____	_____
71). Other Expenses*	_____	_____	_____

72). TOTAL EXPENSES (add lines 55 to 71)	_____	_____	_____
73). SURPLUS/DEFICIT (subtract ln 72 from 54)	_____	_____	_____
74). Accumulated Surplus/Deficit, if any	_____	_____	_____

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

ATTACHMENTS

- Attach an **IRS 501(c)(3) tax-exempt determination letter**.
- 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.
- Attach a **board of directors listing** that includes **names and addresses** identifying **officers, sex, ethnicity, 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

- This Application Form** with **complete narrative, organizational budget, and attachments** described above. **Eight (8) copies of the application** (and **2 copies** of supplemental materials, if you choose to include these) must be received by mail or hand-delivered to the Arts Council by **5:00 p.m. on June 15th, 2016**.
- 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. You may put them in a **binder clip** and/ or turn them in enclosed **in a folder or binder**.
- Keep a copy** of the completed application form for your records.

ASSURANCES

The applicant hereby gives assurances to the Louisiana Division of the Arts, the Louisiana State Arts Council, and the **Arts Council of Central Louisiana** that: the applicant has read and understands all information contained in appropriate 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 Guidelines. The undersigned have been duly authorized by the governing authority of the applying organization to submit this application to the **Arts Council of Central Louisiana** 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 signature page constitutes a legal document. The signatures **MUST** be original (not photocopies) and all three spaces must be completely filled in.

75). **Authorizing Official** (usually the President or Chairman of the Board)

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

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

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

77). **Director** (Managing or Executive)

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

Please check your final application package/ application attachments and checklist carefully. Incomplete applications may not be funded. Remember to keep a copy of the application and all attachments for your files.