



THE ROYOMARTIN
FUNDING FOR THE ARTS
GRANTS PROGRAM

FY 2017 GUIDELINES

COVERING THE GRANT PERIOD OF:

April 1st, 2017 – January 31st, 2018

Administered by



The Arts Council of Central Louisiana

**1101 4th St.
Suite 201
Alexandria, LA 71309
(318) 484-4471**

Contact: Caroline Randall, Community Development Coordinator (CDC)
caroline@louisiana-arts.org

ELIGIBILITY AND DEADLINES

RoyOMartin Arts Project Assistance Grants are available to non-profit arts organizations with 501c(3) status that are domiciled in Rapides Parish.

***Organizations domiciled in Rapides Parish but lacking non-profit status may apply through a fiscal agent non-profit organization that has 501c(3) status. The fiscal agent organization must also be domiciled within Rapides Parish.**

Completed application forms and all required attachments must be received by the Arts Council no later than 5:00 p.m. on Friday, January 20th, 2017.

INFORMATION ABOUT THE GRANT

Who is eligible?

Non-profit arts organizations domiciled in Rapides Parish with 501(c)(3) tax-exempt status as designated by the IRS are eligible to apply for project assistance. Applicants without their own 501(c)(3) status may apply via a **fiscal agent**: another non-profit organization which has and is able to prove its tax-exempt status. Fiscal agents must also be able to provide a certificate of incorporation from the Louisiana Secretary of State, specifying their domiciliary status.

If the organization intends to utilize a fiscal agent to assist in completing the project, **the name and information of the fiscal agent organization** should be listed in the spaces specified for this, and the organization **without** 501(c)(3) status should be listed as the **sub-applicant** on the application form (in the spaces specified for Applicant/ Sub-applicant). This is because the fiscal agent is acting on behalf of the organization, since it has the designation necessary to enter into a legal contract. The fiscal agent assumes legal and financial responsibility on behalf of the sub-applicant organization.

Which kinds of projects will be considered?

Projects may be in any artistic discipline, but activities must serve the general public. **Please note: Funding is not available for general organizational operating support.** Grant applications for general organizational support will not be considered.

*Because the scope of this grant is for assistance with a project that is directly **arts-related**, funding for administrative/operational costs **must be located** from **other sources** (even if these costs coincide with the dates for the project or are related to the overall project expenses). **All funds** received from RoyOMartin for this project must be directly **arts-related**.

Projects supported by grant funds must take place between April 1st, 2017 and January 31st, 2018.

How much may I apply for?

The maximum available grant award is **\$2,000.00**.

How are grants awarded? What do I do if I am funded?

Eligible applications will be considered by a panel of representatives from RoyOMartin, as well as active community leaders. The panel will score applications and decide on awards by the end of February 2017. Awards will be made in April 2017.

Any applicant approved to receive funding will then receive a RoyOMartin Arts grant agreement form, and will be asked to read and sign the form. **Original signatures will be required.** This form, once it has original signatures from appropriate members of the applicant organization(s) and from members of the Arts Council and witnesses thereof, constitutes a legal document.

A **compliance meeting** will be required, once an applicant has been approved to receive grant funding, in order to ensure accountability in terms of the following: proper logo use, attributing that grant funds were provided by RoyOMartin and were administered by the Arts Council of Central Louisiana; and, proper use of the grant funds awarded. This will take place after the grant agreement form has been signed and returned to the Arts Council.

Any changes/ amendments to the project need to be documented and approved by the CDC of the Arts Council. There is an amendment form that is attached to the application. There will also be amendment forms attached to the grant agreement. An amended budget page will need to be filled out if the organization receives a funding amount that is different from what they originally requested.

Additionally, any applicant that is awarded funds by ROMFA for FY '17 must fill out and turn in a **final report** 30 days after the close of the project, or at the very latest, by Thursday, March 1st, 2018. The final report must document proper use of the grant funds; i.e. it must include a summary of the impact of the project upon the community served, and it must show complete grant expenditure documentation, including copies of cancelled checks and any receipts (if applicable) which illustrate that the grant funding went to the sources specified in the ROMFA application (or the application as amended and approved). If a final report is incomplete, late, or is not turned in, the awardee will not be eligible to apply for/ receive grant funds for future ROMFA funding cycles. *If an extension is needed, this must be communicated to the CDC of the Arts Council as soon as possible. The granting of an extension is at the Arts Council's discretion.

*The grant agreement may be terminated (cancelled) at any time, as long as there is written documentation of such termination, and that notice of the termination of the agreement is agreed upon by members of both the organization that entered into the contract and the appropriate members of the Arts Council and RoyOMartin. The notice

of termination, if agreed upon, will be signed by members of the above parties. Any un-used grant funds must be returned to the Arts Council. The Arts Council will then return the un-used funds to RoyOMartin.

How do I apply for a RoyOMartin Funding for the Arts Grant?

Download the ROMFA Application Form from www.louisiana-arts.org, under the **Grants** tab under **Other Grants** heading in the drop-down menu. The Application Form is in Microsoft Word format. **You will need to open and fill out the application in Microsoft Word.** When you save the form to your computer, please make sure to name the file in the following format:

ROMFA_2017_ YOUR ORGANIZATION'S NAME

Please enter all required information. Additional **Provider of Service** forms are available on the website. Additional space for budget narrative details is provided at the end of the form.

For the 2017 ROMFA grant cycle, **the narrative portion of the application should be submitted in bulleted format.** State clearly what you are proposing and why it deserves funding.

Print out the Assurances (Signature) Page. Make sure the appropriate signatures are present **in blue ink, only.**

How do I submit my RoyOMartin Funding for the Arts Grant Application?

For the 2017 ROMFA grant cycle, applications **must be submitted by hand delivery or by mail.** If you mail your application, it is strongly recommended that you send it by certified mail with a return receipt request. Neither the Arts Council of Central Louisiana nor RoyOMartin accepts responsibility for applications lost in the mail.

Application revisions, if necessary, may be e-mailed to the Community Development Coordinator (CDC) of the Arts Council.

REQUIRED ATTACHMENTS

- **The Assurances (Signature) Page, signed appropriately.** *If using a fiscal agent, the fiscal agent organization's Authorizing Official and Chief Fiscal Officer must sign for the main applicant organization's

[which is in this case the fiscal agent's] "Authorizing Official" and "Chief Fiscal Officer" roles on the application form.

- **A copy of your organization's 501(c)(3) letter of determination from the IRS, *or, if applying through a fiscal agent, a copy of that organization's 501(c)(3) letter of determination.**
- **A copy of your Certificate of Incorporation from the Louisiana Secretary of State, or some other document proving that your organization is domiciled in Rapides Parish, *and, if applying through a fiscal agent, a document showing that organization's domiciliary status. The fiscal agent organization must also be domiciled within Rapides Parish.**
- **A roster of your organization's current Board members, *and, if using a fiscal agent, a copy of that organization's current Board members. The list(s) of Board members should include each member's role on the Board, professional affiliation, and ethnicity.**

SUPPLEMENTAL MATERIALS

The deadline for submitting supplemental materials (scrap books, videos, etc.) for review by the panel is also Friday, **January 20th, 2017.**

ASSISTANCE

If you require assistance at any time with your ROMFA Grant Application, please contact the Arts Council at **(318) 484-4471.** Ask for the **Community Development Coordinator.**

