



FY25 LOUISIANA PROJECT GRANT PROGRAM ADMINISTRATOR'S MANUAL

Mission: The Louisiana Division of the Arts (LDOA) in cooperation with the Louisiana State Arts Council (LSAC) is the catalyst for participation, education, development and promotion of excellence in the arts.

Vision: It is the responsibility of LDOA to support established arts institutions, nurture both emerging arts organizations and our overall cultural economy, assist individual artists, encourage the expansion of audiences and stimulate public participation in the arts in Louisiana.

Core Values: The arts are an essential and unique aspect of life in Louisiana to which each citizen has a right. Access to the arts should not depend on your geographical location, physical abilities, or income. All residents should have an equitable stake in the arts in Louisiana, which provide a wonderful quality of life and add to our rich cultural heritage.

LDOA Equity Statement: LDOA aspires to intentionally advance diversity, equity, inclusion and accessibility (DEIA) in every aspect of our work. LDOA celebrates our state's diversity and promotes the role of the arts to connect people, bridge our differences, and inspire an appreciation of our shared humanity. LDOA is committed to integrating DEI into the fabric of our organization and our work, from our internal culture to how we partner with communities and other organizations to how we use our resources. We continually seek ways to expand our impact and improve our performance on these measures.

WHAT IS LPG?

Louisiana Project Grants are administered jointly by the LDOA and our nine Regional Arts Council (RACs) partners throughout the state. This program provides a system for funding arts projects in all regions of the state by giving artists, nonprofit arts organizations, nonprofit organizations, public and private schools, school boards, colleges and universities, and local government agencies in each region the opportunity to develop arts projects that meet their local needs. The purpose of the program is to engage artists in community driven arts projects that can have a lasting impact, showcase artistry, creativity and ability for innovation and promote diversity, equity, inclusion and

accessibility within each region of our state.

LDOA disburses LPG grant funds to nine **RACs**, which, in turn, re-grant those dollars to sub-grantees within their designated regions. Each **RAC** must employ a Community Development Coordinator (CDC) to administer the **LPG** program and provide constituents (individuals and organizations) with technical assistance and advice, if needed, during the application process in developing strong arts programming in the region and the CDC should conduct outreach when needed in order to satisfy the state's priority for DEIA initiatives.

LPG FUNDING

Funds are provided to each region on a per capita basis utilizing the most recent U.S. Census figures. Decisions about cultural priorities are made locally and discussed with the LDOA to ensure compatibility with current state cultural initiatives.

Approved RACs are listed below:

- Region 1: Arts Council of New Orleans, New Orleans
- Region 2: Arts Council of Greater Baton Rouge, Baton Rouge
- Region 3: Bayou Regional Arts Council, Houma
- Region 4: Acadiana Center for the Arts, Lafayette
- Region 5: Arts & Humanities Council of Southwest Louisiana, Lake Charles
- Region 6: Arts Council of Central Louisiana, Alexandria
- Region 7: Shreveport Regional Arts Council, Shreveport
- Region 8: Northeast Louisiana Arts Council, West Monroe
- Region 9: St. Tammany Parish Government, Mandeville

The LDOA provides each **LPG** regional administrator a \$25,000 CDC salary subsidy and a 10% administration fee for each region to oversee the LPG grants program for its area.

LPG GOALS

- A.** Make an impact and/or meet a local, community need utilizing the arts in each region of the state.
- B.** Foster Diversity, Equity, Inclusion and Accessibility (DEIA) through the arts (see definition of "DEIA" in *Glossary of Terms*)
- C.** Showcase each region's artistry, creativity, and ability for innovation within project development (see definition of "artistry" in *Glossary of Terms*)
- D.** Encourage professional artists to undertake projects that have meaningful community involvement and collaboration
- E.** Leverage additional local and national support for the arts in Louisiana

LPG PRIORITIES

- A.** Must be an ART project involving dance, design arts, folklife, literature, media, music, theatre, or visual arts for the purpose of performance, exhibit, presentation, series or workshop
- B.** Must be community driven and show how the project accounts for the population of the region, promoting DEIA
- C.** Focus on learning as an outcome as well as quantitative outcomes

- D. Cross-parish partnerships between larger, urban organizations and their rural counterparts or vice versa
- E. Projects that have a trajectory to continue to enhance the region beyond the funding period

ROLES AND RESPONSIBILITIES OF RACS

- A. Identify operating and emerging arts or community organizations as applicants to the **LPG** program and assist them in developing impactful arts projects.
- B. Identify needs of potential applicants.
- C. Provide resource information for organizations that would be willing to collaborate on arts projects with arts consultants, arts organizations, artists, and community groups.
- D. Act as a liaison between the LDOA and the region.
- E. Maintain organized records of all documents related to the LPG program, which may include, but is not limited to, grant applications, grant agreements, final reports from applicants, notes from site visits, and emails and other correspondence relating to the LPG program. These records may be reviewed at any time by LDOA personnel or the Louisiana Legislative Auditor. All records are **REQUIRED** to be kept on file and accessible for a period of five (5) fiscal years after grant close out or termination.
- F. Employ a full-time CDC. Costs associated with the CDC duties related to the LPG program implementation (travel, postage, and telephone and any benefits) are the responsibility of the RAC.
- G. CDC responsibilities include:
 - 1. Being accountable and accessible to the public
 - 2. Identifying needs and providing technical assistance to culturally diverse, underserved, and rural arts and nonprofit organizations, local governments, and artists in Louisiana
 - 3. Providing resource information
 - 4. Assisting both established and new agencies with arts project ideas and planning
 - 5. Conducting outreach and utilizing marketing techniques to reach organizations or artists that have previously been underserved.
 - 6. Participating in training and continuing education provided by DIVISION
 - 7. Following through on all aspects of the Grant Administration section
- H. Notify the LDOA immediately if there is a change in CDC.

GRANT ADMINISTRATION

A. Grant Guidelines

The LDOA will publish statewide LPG Grant Guidelines prior to the release of the grant application each year. All RACs must follow the published grant guidelines as they administer the LPG grant process.

B. Grant Application Process

1. LPG grant applications will be available via *Submittable*, the online grant system. All LPG grant applications must be submitted through *Submittable*.
2. Each RAC must post the published grant guidelines on its website at the beginning of the grant application period.
3. RACs announce and promote the application process to the media and potential applicants at the beginning of the grant application period.
4. Each RAC will host grant workshops in its region and provide technical assistance throughout the application process.
5. Each RAC will offer a draft review of applications to provide assistance to grant writers. The draft review period will be prior to the application deadline and will be set by each RAC
6. Grant applicants must submit a grant application each year that they would like to apply for a

grant. There are no two-year grant cycles in the LPG program.

7. Once applications are received, the RAC will review each application submitted for eligibility according to the LPG grant guidelines.

8. The RAC shall notify applicants of the following: confirmation of receipt of application, confirmation of eligibility, panel date, and date when recommended funding and panel comments will be available.

C. Grant Panels

1. Grant applications will be available for the panelists to review in *Submittable*. Panelists may provide a preliminary score online, prior to the panel meeting, in *Submittable*.
2. RACs will be provided with training in the *Submittable* panel process prior to the close of the application cycle.
3. LPG panels may be held in person or virtually and final scores will be entered in *Submittable* by each panelist during the panel meeting.
4. The RAC will supervise and moderate the panel process.
5. LDOA staff will be available to attend initial LPG panel days in each region if the assistance would be helpful.
6. The panel members should score each application according to the evaluation criteria published in the grant guidelines.
7. If LPG grant funds are not allocated by the panel, the RAC must contact the Executive Director of the LDOA to discuss options for the unallocated funds. The Executive Director of the LDOA must approve the reallocation of LPG funds.

D. Approval of funding recommendations

1. The LPG budget and regional allocations are subject to change each fiscal year, based on the DIVISION budget. The LDOA will release the LPG regional allocations when the DIVISION budget is approved.
2. Grants recommended for funding must be approved by the RAC's Board of Directors.
3. LPG applicants should not be notified of grant awards until the RAC obtains both the approved LPG budget from the LDOA and the approved recommendations from its Board of Directors.

E. After a grant is awarded:

1. An award letter and grant agreement must be generated by the RAC and sent out to the awarded applicants. Award and regret letters can be generated in *Submittable*.
2. No funds may be disbursed by the RAC until the grant agreement has been signed and returned by the sub-grantee. The grant agreement must contain an original signature. The approved budgets as well as the original application are considered part of the grant agreement.
3. The grant agreement must contain the required language and clauses from LDOA's grant agreement with the RAC, including the acknowledgement statement.
4. RAC will promote sub-grantees' events on website, in newsletters, and in other marketing.
5. RAC will conduct Agreement and Compliance workshops for all grant recipients.
6. RAC will make site visits to every sub-grantee. The site visit may be an office visit or an event.

F. Grant payments

1. Before payments are issued, each GRANTEE must be in good standing with Louisiana Secretary of State and the Louisiana Legislative Auditor.
2. Grant payments to sub-grantees must reflect the re-grant funds that the RAC received from LDOA. First payment to each GRANTEE will be 75% of the total grant award. The final 25% payment will be a reimbursement and will not be issued until the project is completed.

G. Final Reports

LPG Final Reports are due within 30 days of completed program and no later than October 30.

Final Reports will be submitted via *Submittable*.

LPG final reports must include:

1. Supporting documentation that shows logo and acknowledgement statement
2. Detail of grant expenditures

3. Receipts for grant expenditures
4. Required NEA reporting fields
5. Other information required by the RAC

GRANT CYCLE

All grant activities must take place between October 1, 2024, and September 30, 2025.

RAC REPORTING TO DIVISION

- A. Within 30 days upon receipt of the FY25-26 LPG grant agreement, RAC must submit an invoice for 100% of re-grant funds, and **Report Form A** of the LPG Agreement.
- B. In December of 2024, RAC must submit an invoice for year one CDC subsidy and 75% of year 1 administrative fees (amount outlined in LPG agreement).
- C. By October 15, 2024 or before, RAC must complete and submit LPG **Report Form B**, proof of first payments to LPG sub-grantees in the form of copies of cancelled checks (front and back) or RAC's bank statements; and documentation of first payment to sub-grantees in *Submittable*.
- D. By June 1, 2025 or before, RAC must complete and submit LPG **Form Report C** along with the invoice for the final 25% of re-grant funds.
- E. By December 31, 2025 or before, RAC must complete and submit LPG **Report Form D**, proof of final payments to LPG sub-grantees in the form of copies of cancelled checks (front and back) or RAC's bank statements; and documentation of final payments to LPG sub-grantees in *Submittable*.

