



# 2024-2025 Community Partnership Grants

## Jazz & Heritage After-School and Summer Educational Programs In Music, Arts, and Cultural Traditions

Community Partnership Grants | Education After-School

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Guidelines

# The New Orleans Jazz & Heritage Foundation

Education After School | Grant Guidelines

For projects taking place September 1, 2024 – August 31, 2025

Application Deadline: Friday, June 21<sup>st</sup> at 11 p.m.

Please direct any questions about this grant process to:

[grants@jazzandheritage.org](mailto:grants@jazzandheritage.org)

### New Orleans Jazz & Heritage Foundation's Mission Statement:

The New Orleans Jazz & Heritage Festival and Foundation, Inc. promotes, preserves, perpetuates and encourages the music, culture and heritage of communities in Louisiana through festivals, programs and other cultural, educational, civic, and economic activities.

### Important Dates

- Application due: June 21<sup>st</sup> at 11:00 p.m. (CDT)
  - Recipient Notification: September
  - Check Disbursement: September
- \*all dates subject to change

### At A Glance:

- What does the grant cover? Instructor fees for after-school and summer educational programs in music and arts.
- Who may apply? Louisiana non-profits (no individuals or commercial organizations).
- Where must the funded activity take place? In Louisiana.
- How much are the grants? Up to \$7,500.
- Matching funds: For every dollar of grant funds requested, the applicant must be able to match it with money (not in-kind donations) from other sources. The teacher's salary can be counted as matching funds.
- Activity period: Instructional programs funded by this grant must occur between Sept. 1, 2024, and Aug. 31, 2025.

- Deadline: Application deadline is Friday, June 21, 2024. Apply through our online application portal, linked at [www.communitypartnershipgrants.org](http://www.communitypartnershipgrants.org).

### Purpose

The purpose of this grant category is to support organizations whose after-school and summer education programs create greater understanding and appreciation for the unique culture of Louisiana. Education programs eligible for funding in this category include work within the following disciplines:

- Music
- Dance
- Theater
- Visual Arts/Photography
- Cultural Heritage/ Folk life
- Media Arts/Film/Web
- Culinary Arts
- Creative Writing/Literary/Spoken Word
- Multidisciplinary

After School arts enrichment programs, and summer arts enrichment programs, are eligible in this category.

\*Notification of grant awards will be sent by email.

### Eligibility Requirements

- This grant category is open to 501(c)(3) organizations and active registered Louisiana nonprofits who may use a 501(c)(3) nonprofit as a fiscal agent.
- Commercial organizations are not eligible.
- Only applications to fund programs and activities that align with the mission of the Jazz & Heritage Foundation will be considered. Mission: *The New Orleans Jazz & Heritage Festival and Foundation, Inc. promotes, preserves, perpetuates and encourages the music, culture and heritage of communities in Louisiana through festivals, programs and other cultural, educational, civic and economic activities*
- All Jazz & Heritage grant funds must be spent in Louisiana.

### Restrictions

- Applicants may submit no more than one CPG application – and in only one of our five grant categories – per grant cycle.
- Applicants who have received grant awards in past grant cycles, but have not yet submitted CPG Final Report, may submit an application for the 2024-2025 grant cycle. Any outstanding CPG Final Reports from 2023-2022 or previous grant cycles must be submitted no later than Sept. 1, 2024, to be eligible for CPG awards in the current grant cycle. Applicants with outstanding CPG Final Reports risk forfeiting GPG awards in the future.
- The New Orleans Jazz & Heritage Foundation reserves the right to cancel 2024-2025 grants – even those that are approved for funding – if CPG Final Reports from previous grant cycles are not submitted by Sept. 1, 2024. CPG grant awards will NOT be distributed until all outstanding CPG Final Reports are received and approved by the Jazz & Heritage Foundation.

### Activity Period and Location

The proposed activity must occur between September 1, 2024, and August 31, 2025.

### Funding Requirements

- The maximum amount grant amount is \$7,500. Grant awards may be – and frequently are – for less than the amount requested.
- All Jazz & Heritage grant funds must be spent in Louisiana.
- Jazz & Heritage Foundation grant funds may be used only to pay salaries or fees to the artists or educators who do the instruction. Grant funds may not be used to pay for administrative or support personnel, technical services, materials, equipment,

rentals, facilities or other services, but the applicant's matching funds may be attributed to these types of expenses.

#### Information Requirements

- Organizations must upload proof of nonprofit status by providing one of the following:
  - An IRS 501(c)(3) Letter of Determination  
OR
  - A current Louisiana Nonprofit filing. Filings can be searched here:  
<https://coraweb.sos.la.gov/commercialsearch/CommercialSearch.aspx>
- Federal Tax ID/Employer Identification (EIN) number of the applying organization, school or school board (no Social Security numbers will be accepted)
- Letter on applying organization or school's letterhead, signed by the principal, chief executive or board chair, approving the grant application

#### Conflict of Interest Policy

Applications will not be accepted from New Orleans Jazz & Heritage

Foundation employees, Board of Directors or Advisory Council members.

Applications that involve such persons must disclose as much in the application narrative.

#### Disbursement of Grant Funds

Notification of grant awards will be sent by e-mail. Grant awardees will be required to complete an award contract with the Jazz & Heritage Foundation detailing the terms and conditions of the grant. Upon receipt of the contract and a completed W-9 form, the Jazz & Heritage Foundation will disburse the grant funding either by company check or ACH and hold a public grantee event—the time and date of which will be specified in the grant contract.

- 501 (c)(3) Nonprofit Awardees: will be required to submit a signed contract/Letter of Agreement and W9 Form with their nonprofit's information (EIN).

- Louisiana nonprofits or *Non* 501 (c)(3) nonprofit awardees with Fiscal Agents: will be required to submit a signed contract/Letter of Agreement and W9 Form with their fiscal agent's information (EIN). The top authorizing official of the fiscal agent will need to also sign the Letter of Agreement and may be required to fill out additional paperwork.

\*In previous years, the Foundation has hosted an award ceremony open to the public at the George and Joyce Wein Jazz & Heritage Center. Information will be forthcoming about check distribution.

### Fiscal Agents

- Organizations that are incorporated in Louisiana but do not yet have their 501(c)(3) status may use a fiscal agent to manage the awarded grant funds. Your fiscal agent must be a registered Louisiana-based non-profit organization. [More about Fiscal Agents HERE](#)

### Credits and Media Availability

Grant awardees will be required to recognize the New Orleans Jazz & Heritage Foundation as a sponsor of or contributor to the project by including the Foundation's name or logo in all advertisements, programs, web sites and other promotional information.

Grant awardees may be asked to attend ceremonies or to provide media interviews or other testimonials regarding their participation in the Community Partnership Grants program.

### Final Report

Upon completion of the funded activity, grantees must submit a final report with the required supplemental materials that prove the project was completed within the terms and conditions of the grant contract. We encourage all awardees to submit the final report as soon as possible after the completion of the event. Final reports will be accepted no later than September 1, 2024. Grant awardees who do not submit final reports by that date will not be eligible to receive any future grant awards until the final report has been submitted.

Final reports must be completed on the form supplied by the Jazz & Heritage Foundation, and must also include:

- A completed budget showing actual revenues and expenses
- Copies of receipts for payment for all expenses paid with funds from this grant
- For exhibitions, photographs or links documenting the event
- For other projects, photographs or links or other documentation showing the project was completed according to the grant guidelines
- Copies of materials crediting the Jazz & Heritage Foundation as a sponsor or contributor

In this category the Jazz & Heritage Foundation will not fund:

- Performances such as festivals, concerts or cultural events (see Jazz & Heritage Presenting grants )
- Individuals
- Commercial Organizations
- Events or projects that have already taken place.
- Events or projects that do not take place within the defined time (September 1, 2024 – August 31, 2025).
- Fees or expenditures other than instructor fees
- Activities outside the state of Louisiana
- Grants by the applicant to other organizations for programming activities (“re-granting”)
- Activities intended primarily for fundraising purposes
- Accumulated deficits or debt retirement
- Contingency funds
- Projects used for academic degrees
- Tuition for academic study
- Payment of administrative staff
- Operational costs
- Food or beverages for hospitality or entertainment functions
- Fines, penalties, interest on loans or costs of litigation
- Lobbying expenses
- Fundraising
- Start-up money for new organizations

#### Panel Evaluation and Scoring Criteria

All applications are reviewed and evaluated by a panel of Jazz & Heritage Foundation board members, not Foundation staff. The Foundation adheres to a strict Conflict of Interest policy. Panelists will recuse themselves from reviewing proposals for projects with which they are or a relative are associated as board members, paid staff, volunteers or participants. Panelists review applications solely based upon the merits of the application and eligibility requirements including:

- Adherence to the Jazz & Heritage Foundation’s mission – up to 10 points
- Artistic, educational or historic merit – up to 40 points
- Community need and impact – up to 40 points
- Feasibility (sufficient budget and personnel) – up to 5 points
- Administration, staffing and budget – up to 5 points

### General Information and Questions

Please read these Guidelines carefully before starting the application. Staff members of the Jazz & Heritage Foundation will be happy to answer questions or explain the process before the deadline.

Questions should be directed to Programs, Marketing & Communications.

- e-mail at [grants@jazzandheritage.org](mailto:grants@jazzandheritage.org)
- telephone at (504)558-6100
- Only applications submitted through our online application portal will be considered. Please visit [www.jazzandheritage.org](http://www.jazzandheritage.org) to access the application form on the Jazz & Heritage grants portal.