



# LOUISIANA DIVISION *of* THE ARTS ARTS EDUCATION *and* ACCESSIBILITY

## Arts Education Grants for Schools

Applications Period: March 18, 2024 - April 15, 2024

Grant funds must cover expenses made July 1, 2024 thru May 1, 2025

**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.

**Purpose:** The purpose of this grant program is to support existing arts education in Louisiana schools by providing funds for supplies and materials that will enhance the learning experience. The supplies and materials are intended to be used for arts programming only, on the school's premises during regular school hours or after school programming. The term "Art" is inclusive of the following artistic disciplines.

- Dance
- Design
- Folklife
- Media
- Music
- Theater
- Visual Arts and Crafts

**Applicant Eligibility:** All elementary and secondary schools may apply, with priority being given to schools outside of the following parishes: *Orleans, Jefferson, St. Tammany, East Baton Rouge, Lafayette, Calcasieu, Caddo, and Ouachita*. Non-profit organizations (except those serving as a fiscal agent), individuals, local municipalities, and other arts affiliated groups may not apply. Only one application per school will be accepted. Applicants must meet the following qualifications.

- Must have a school population where 80% or more students meet the qualifications for free or reduced lunch
- Must have a UEI (Unique Entity Identification) number
- Must be registered with the System for Award Management (SAM, [www.sam.gov](http://www.sam.gov)), and maintain an active SAM registration until the application process is complete, and should a grant be made, throughout the life of the award.

- Must be a registered to receive payment through the [LAGov Vendor Self Service Portal](#)

**Fiscal Agent:** If a school does not meet the applicant eligibility requirements, they may elect to use a fiscal agent. The fiscal agent assumes legal and financial responsibility for the grant award. They must meet all applicant eligibility requirements can serve as the fiscal agent for no more than two schools. Fiscal agent organizations must be one of the following.

- School System or District of which the school is a part of
- Parent Teacher Organization/Association or Foundation possessing a 501c3 IRS designation that is associated with the school.

It is recommended that individuals or groups applying with a fiscal agent draft an agreement outlining the terms of the grantee/fiscal agent relationship. An organization serving as a fiscal agent for a grant must comply with generally accepted accounting procedures. The accounting system should clearly separate these grant funds from other revenues and records should identify them as funds to be used for the grantee's eligible expenses.

**Funding Request:** Schools may request up to \$2,500.00. No match is required to receive funding.

**Disbursement of Grant Funds:** Upon approval of the grant application and receipt of a signed agreement and other required documentation, 75% of the award amount will be issued to the grant recipient. The remaining 25% will be issued upon receipt of a final report and supporting documentation.

**Eligible Use of Funds:** Funds must be used to purchase supplies and materials that will enhance arts learning for students.

- Eligible expenses include instruments, instrument repair, supplies (such as sheet music, visual art supplies and materials) production materials such as those needed for set design or costuming, and other items necessary for arts instruction and programming.
- All purchases made using grant funds must be used on the premises of the applying school, during school hours or after school during the academic year.

**Ineligible Use of Funds:** Grant funds may not be used for the following expenses:

- Individuals
- Travel
- Salaries of music or art teachers on the school's staff.
- Administrative or support personnel, technical services, rentals, facilities or other services not specifically approved in these grant guidelines.
- Performances such as festivals, concerts or cultural events
- Commercial Organizations
- Expenses that occurred outside of the grant period
- Items purchased for use outside the school's premises
- Items purchased for use for instruction outside of the Arts
- Items used at schools 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 events

**Evaluation Criteria:** Applications will be evaluated based on the following criteria.

Overall Completion                      20% of total score

- Are all questions answered and necessary documents completed accurately?

Planning and Design                      30% of total score

- How will the supplies and materials be utilized for arts learning?

Need and Impact                          50% of total score

- What support/resources exist currently at the school for supplies and materials?
- How will students benefit from the grant funded supplies and materials?

**Grant Timeline: \*subject to change\***

- Applications accepted March 18, 2024-April 15, 2024
- Award notifications are sent on or before May 15, 2024
- Award recipients should submit sign agreement and required documentation on or before July 1, 2024
- Final report due on or before May 1, 2025

**Required Documentation to Receive Grant Award Payment:** To receive your award, recipients must complete a signed grant agreement and submit the following documentation.

- W9 IRS Form
- Full vendor registration in [LAGov Vendor Self Service Portal](#)
- Invoice on school letterhead for 75% of the award amount, and a separate invoice on school letterhead for 25% of the award amount, submitted along with the final report.

**Crediting Your Grant:** The most current and official logos of the Office of Cultural Development and the National Endowment for the Arts shall appear in close proximity to the name of the grant recipient in all publicity, advertising, or marketing materials in addition to the following credit statement:

“This arts program is supported in part by grant from the Louisiana Division of the Arts, Office of Cultural Development, Department of Culture, Recreation and Tourism, in cooperation with the Louisiana State Arts Council and the National Endowment for the Arts, a federal agency.”

**Required Logos:** [Download Here](#)

**Final Report:** A final report will be due on or before May 1, 2025. The report requires an explanation of how the total grant award was spent and how those expenses helped to enhance arts learning for students. Supporting documentation such as receipts, cancelled checks, paid invoices, and other evidence of expenses/payments to verify compliance of Grant agreement are required. An invoice on school letterhead for 25% of the grant award is required. This report will be accepted through Submittable.

Questions:

Leea Reese Russell  
Director of Arts Education and Accessibility  
Louisiana Division of the Arts  
225-342-8209  
[lrussell@crt.la.gov](mailto:lrussell@crt.la.gov)  
[www.louisianaarts.org](http://www.louisianaarts.org)

