

# MONROE ARTS!

## MINI GRANT PROGRAM

Monroe Arts! Mini Grants are administered by the Northeast Louisiana Arts Council and are designed to provide financial assistance for City of Monroe artists and arts organizations to

- Enhance the cultural and artistic growth of the City of Monroe
- Develop larger and more diverse audiences for arts and cultural programs
- Increase opportunities for local artists
- Foster arts accessibility
- Encourage new initiatives and enhance existing programming

For the purposes of this program, “arts” are defined as music, dance, drama, literary, and visual arts.

### ELIGIBILITY

- Non-profit organizations domiciled in the City of Monroe are eligible to apply. 501(c)3 status is NOT required.
- Individual artists, performers, and art teachers, aged 18 and older, living in the City of Monroe are eligible to apply.
- Commercial businesses, programs within the public-school system, governmental agencies, churches, synagogues, universities, and for-profit ventures **are NOT eligible** to apply.
- Only one project per applicant per granting period.
- Organizations receiving LPG (Louisiana Project Grant funding) grants **are NOT eligible** to apply.

**APPLICATION DEADLINE: March 31, 2021**

### AMOUNT OF SUPPORT

- Grants up to a maximum of \$500 will be awarded.
- 75% awarded upon approval of request
- 25% awarded upon receipt and approval of Final Report (see **Obligations** below)

### REVIEW PROCESS

The Northeast Louisiana Arts Council’s Monroe Arts! Mini Grant Program committee of the Board of Directors review all applications. Applications are judged based on artistic merit of the application, reasonable planning and management of the project, demonstrated ability to secure additional funding to fully support the project and availability of funds at the time of application.

### WHAT THE GRANT FUNDS

Monroe Arts! Mini Grant Program funds are designed to support costs related to arts programming, including but not limited to public exhibitions, performances, creation of new works, compilation and publication of works of literary merit, and art workshops. Eligible expenses include:

- Artists fees
- Production costs
- Supplies
- Equipment rental
- Other direct costs associated with art programs

## **WHAT THE GRANT DOES NOT FUND**

- Projects already underway
- For-profit organizations
- Commercial businesses
- Deficit reduction
- Fundraising events or expenses
- Purchase of permanent equipment
- Scholarships, fellowships, or tuition assistance
- Events not open to the general public, except in projects involving schools or school systems (K-12), detained youth, or other special populations
- Activities intended to primarily serve only an organization's own membership
- General operating support
- Refreshments and event décor
- Administrative costs not associated with the project
- Artist's fees to non-professional artists and/or student artists and anyone under the age of 18

## **APPLICATION INSTRUCTIONS**

- Complete Application Form
- Provide a one-page narrative describing the proposed project (who, what, when, where, why). If necessary, you may use both front and back of said page.
  - Describe the project or activity for which you seek support
  - When and where the project or activity will take place
  - How this project will enhance Monroe's creative economy
  - Why this type of project is needed in Monroe
- On a separate page provide a budget that shows (see sample budget)
  - Overall cost of the project
  - How the grant funds will be used
  - Source of any matching funds
  - Source of and value of any in-kind donations
- One paragraph description of organization's mission, history and goals (for arts organizations only)
- Artist Bio or Resume (for individual artists only)

## **OBLIGATIONS**

- The recipient will notify the Arts Council of funded events so they may attend. If tickets are required, the recipient agrees to provide the Arts Council with four complimentary tickets upon request.
- The recipient agrees to acknowledge the grant by using the Arts Council logo and credit statement using exact wording provided by the Arts Council on all printed and online promotional materials and advertisements.
- The recipient assumes full liability and responsibility for the conduct of the funded project and agrees to indemnify and hold harmless the Northeast Louisiana Arts Council, its Board of Directors, employees and volunteers.
- The recipient must submit the Final Report to the Arts Council within 30 days after project completion. This report includes an evaluation of all activities, with a full accounting of each expense category, and copies of invoices and cancelled checks reflecting proper expenditure of 100% of the grant. The final report must be complete, submitted, and approved before the final 25% of grant funds can be distributed.
- The recipient must comply with all applicable federal, state, and local laws.

**PENALTIES FOR FAILURE TO COMPLY**

- Failure to credit the grant as required, submit an acceptable and timely Final Report, or violation of grant contract terms may result in penalties including forfeiture and/or return of grant funds, ineligibility to apply for future Arts Council grants, or other penalties deemed appropriate by the Northeast Louisiana Arts Council.