



# Maya Levy Art Education Grant Guidelines

**Maximum Request Amount:** \$500.00

**Application Deadline:** June 25, 2021

**Grant Period:** August 2021 – May 2022 Academic School Year

**Hammond Regional Arts Center Mission:** *To ensure a rich and multifaceted artistic culture in southeast Louisiana for present and future generations. This is achieved by supporting, promoting, and coordinating visual and performing arts in Tangipahoa and the surrounding parishes. Our primary mission is to enrich lives through quality arts education, develop an appreciation of the arts within individuals, and introduce the public to professional exhibitions, performances and literature.*

## GENERAL INFORMATION

Please read these Guidelines carefully before starting the application. Staff members of the Hammond Regional Arts Center (HRAC) will be happy to answer questions or explain the process before the deadline. Questions should be directed to HRAC, via e-mail at [info@hammondarts.org](mailto:info@hammondarts.org), or by telephone at (985) 542-7113.

### Purpose:

The purpose of this grant category is to support public schools serving students in any grade levels (from Pre-K through 12<sup>th</sup> grades) that offer visual and performing art education programs in Tangipahoa, St. Tammany, St. Helena, Livingston and Washington parishes. Education programs eligible for funding in this category include work within the following disciplines:

Music	Theater
Visual Arts	Literary Arts
Media Arts	Culinary Arts
Dance	

The grant is primarily intended to pay for **supplies (permanent or consumable), instruments, instrument repair, equipment (permanent or rented)** and other items necessary for instruction. The grant may be used for special projects or programming, or to fund the purchase of materials needed for typical classroom activities and instruction. The grant may **not** be used to pay for administrative or faculty payroll, technical services, rented facilities or other services not specifically approved in these grant guidelines. The grant may be used to compensate qualified, supplemental instructors **not** employed by the parish school board.

### Application Deadline: Friday, June 25, 2021

The application in this category must be complete and received by our office by 5 p.m. on Wednesday, June 25, 2021. *Please be sure to keep copies for your records.* **Applications must be submitted on our provided online form.**

**Notification of grant awards will be sent by letter and e-mail no later than July 15, 2021.**

## ELIGIBILITY REQUIREMENTS

Only applications representing public schools serving students in any grade levels (from Pre-K through 12<sup>th</sup> grades) in Tangipahoa, St. Tammany, St. Helena, Livingston and Washington Parishes will be considered. Applicants may represent classrooms, grades or school-sponsored clubs. Individuals and commercial organizations are not eligible. Private schools, or schools that charge tuition, are not eligible.

### Activity Period and Location:

The proposed activity **must occur between August 2021 and May 2022**. Purchases using the funds may be made as early as July 16, 2021 and as late as May 15, 2022. All activities funded by this grant must occur in Louisiana.

## **Funding Amounts**

The maximum amount of a grant request is \$500. Grant awards may be for less than the amount requested. Grantees will be required to account for all funds expended from this grant by providing as part of the final report: invoices and cancelled checks (front and back) for all equipment or services purchased with grant funds; signed copies of employment contracts for supplemental teaching personnel or signed receipts for payment and cancelled checks (front and back) for fees paid to qualified instructors.

## **Disbursement of Grant Funds**

- Notification of grant awards will be sent by letter and e-mail no later than July 15, 2021.
- Authorizing Official Signature: Applicant, as well as the person with the highest authority within the represented school (such as the principal), will be required to sign an award contract with the Hammond Regional Arts Center detailing the terms and conditions of the grant.
- A current W-9 Form must be provided along with the signed contract.
- Upon receipt of the signed contract and a current W-9 Form, the Hammond Regional Arts Center will hold a formal presentation of the grant funding with a photo opportunity, the time and date of which will be specified in the grant contract.

## **APPLICATION GUIDELINES**

New programs or first-time applicants are eligible for funding. However, applicants should demonstrate prior experience and success in presenting or producing the type of educational instruction, or programming, for which funding is being requested. See Supplemental & Support Material Section below.

### **Application Information Requirements:**

- Federal Tax ID/Employer Identification (EIN) number
- Applicant's Resume or CV
- Service Provider Information (included in the grant application) must be submitted for each person to be compensated with grant funds.

### **Credits and Media Availability:**

Grant awardees will be required to recognize the **Hammond Regional Arts Center** as a contributor to the education program by including the organization's name or logo in all advertisements, programs, websites and other promotional information. The Hammond Regional Arts Center logo will be provided at the grantee's request. Grantees or their immediate supervisors (such as school principal) may be asked to attend ceremonies or provide media interviews or other testimonials regarding their participation in the Maya Levy Art Education Grant program and its benefits for the students involved.

### **Supplemental & Support Materials:**

To make your grant more competitive, we suggest uploading the following Supplemental Materials (must be digital; no hardcopies):

- Up to five photographs of one or more prior education programs produced by the applicant. Please label the file when saving. Photos showing the number of students are encouraged.
- Sample copies of educational materials and course outlines of the proposed program or a similar program
- Example(s) of the educational or artistic content of a proposed or prior program.

## **EVALUATION CRITERIA**

All applications are reviewed and evaluated by a panel of HRAC board members and advisory committee members. The Hammond Regional Arts Center adheres to a strict Conflict of Interest policy. Panelists will recuse themselves from reviewing proposals for projects with which they are closely related or associated, such as board members, paid staff, volunteers or participants. No faculty or staff members of any of the eligible parish school systems will serve on the review panel.

Panelists evaluate applications based upon the following:

- Upholding the Hammond Regional Arts Center mission
- Academic and artistic merit
- Community need and impact
- Feasibility (sufficient budget and personnel)
- Applicant's prior success as a presenter of educational programming
- Adherence to the eligibility and requirements of the grant stated in these Guidelines

**The Maya Levy Art Education Grant will not fund:**

- Individuals
- Commercial Organizations
- Private schools
- Activities that occur before August 1, 2021, or after May 31, 2022
- Expenses incurred prior to July 15, 2021, or after May 15, 2022
- Fees or expenditures other than approved equipment, service purchases or instructor fees
- Activities outside the State of Louisiana
- Grants by the applicant to others for programming activities ("re-granting")
- Activities intended primarily for fundraising purposes
- Contingency funds
- Projects used for academic degrees
- Tuition for academic study
- Payroll
- Operational costs
- Food or beverages for hospitality or entertainment functions
- Fines, penalties, interest on loans or costs of litigation
- Lobbying expenses

## **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 grantees to submit the final report as soon as possible after the completion of the event. Final reports will be accepted no later than **June 30, 2022**.

Final reports must be completed on the appropriate form supplied by the Hammond Regional Arts Center, and must also include:

- A narrative report (two paragraphs)
- A completed budget, showing actual revenues and expenses
- Copies of signed contracts or copies of signed receipts for payment for all equipment, service, purchases or instructor fees paid with funds from this grant
- Copies of education materials distributed as part of the program
- Photographs of the program—may be used by HRAC for promotional purposes
- Copies of materials crediting the Hammond Regional Arts Center as a sponsor or contributor
- Copies of print or other media coverage (if any), such as news articles, calendar listings or reviews

Complete final reports must be submitted to the HRAC by June 30, 2022, in order to be considered for final approval. **Grantees who do not submit a final report by the deadline will not be eligible to apply for The Maya Levy Art Education Grant in the future.**

**With questions, contact:**

Hammond Regional Arts Center  
[info@hammondarts.org](mailto:info@hammondarts.org) or (985) 542-7113