



**New Orleans Tourism and Cultural Fund
GENERAL FUNDING TERMS AND CONDITIONS**

New Orleans Tourism and Cultural Fund (NOTCF) requires adherence to the following terms and conditions in order for an application to be considered for a funding contribution:

Financial Standing:

Applicants must be in good financial standing to receive funding from the NOTCF.

- For non-profit or community-based entities, this means that the organization is registered with the Louisiana Secretary of State as a non-profit and is in good standing.
- For those non-profit organizations currently recognized by the Internal Revenue Service as a public charity described in sections 501(c)(3) and 509(a)(1), (2), or (3) of the Internal Revenue Code of 1986 as amended (the "Code"):
 - o Your tax-exempt status under sections 501(c)(3) and 509(a) of the Code has not changed since the issuance of the IRS determination letter.
 - o There is no issue presently pending before any office of the Internal Revenue Service that could result in any proposed changes to your tax-exempt status under Sections 501(c)(3) and 509(a) of the Code.

Expenditure of Funds:

The following types of activities are acceptable for funding:

- Workshops, trainings, and conferences that build cultural economy capacity in cultural non-profits, neighborhood organizations, and cultural businesses. Capacity Building includes networking, teaching skills such as fundraising/grant writing, working with partners to improve programming, leveraging, education about sustainability, learning of new concepts such as place-based planning, digital infrastructure etc.
- Workshops, trainings, and conferences in any of the cultural segments as defined by the NOTCF economic development plan: 1) Performance & Traditional Practices Cultural Activities & Businesses, 2) Food Related Cultural Activities & Businesses, 3) Building Arts & Preservation Cultural Activities and Businesses, 4) Writing and Publishing Cultural Activities & Businesses, 5) Design & Web Cultural Activities & Businesses, and 6) Visual Arts and Crafts Cultural Activities and Businesses.

- Events with art and cultural components. Funds can be used for paying musicians or other performers, attracting tourists, or other activities that will directly impact either cultural workers or attract sales for art and cultural vendors.

The following activities are **NOT** eligible for funding:

- Award shows or ceremonies
- Fundraisers, including requests to purchase tables or tickets
- Operational expenses: compensation, rental fees, utilities, facility maintenance, etc.
- Events with no art or cultural components, or that use funding to pay fees or other expenses that are not related to the cultural economy.
- Activities that take place outside of New Orleans **and** do not involve local cultural businesses or independents in any way.
- Any activity that will not have a local impact that is both cultural **and** economic.
- Food or beverages for hospitality or entertainment purposes only.
- Any activity that does not involve one of the segments of the Cultural Economy as defined by the NOTCF.
- Any political or lobbying activity.

No Assignment or Delegation:

You may not assign, or otherwise transfer, this agreement or your rights or delegate any of your obligations under this agreement without the prior written approval of NOTCF.

Records and Reports:

You are required to keep a record of all receipts and expenditures relating to this award for one year from the date of your event and to provide the NOTCF with a report summarizing the project within 30 days following the end of the period during which you are to use all awarded funds. Your reports must use the attached Performance Report form and include the required attachments. You also agree to provide any other information reasonably requested by the NOTCF.

If your organization obtains financial statements covering any part of the period of this funding, please provide a copy to NOTCF as well. You are required to keep the financial records with respect to this funding, along with copies of any reports submitted to NOTCF, for at least three years following the year in which all awarded funds are fully expended.

Required Notification:

You are required to provide NOTCF with immediate written notification of: (1) any changes in your organization’s tax-exempt status; (2) your inability to expend the awarded funds for the purposes described in the funding award letter; or (3) any expenditure from this funding made for any purpose other than those for which the funding was intended.

Publicity:

You will allow the NOTCF to review and approve the text of any proposed publicity concerning this funding prior to its release. NOTCF may include information regarding this funding, including the amount and purpose of the funding, any photographs you may have provided, your logo or trademark, or other information or materials about your organization and its activities, in NOTCF’s publications.

New Orleans Tourism and Cultural Fund is to be credited in any communications materials, press releases, internet postings, and on any promotional products for the programs that the financial contribution is being used for. NOTCF's logo is available upon request.

- NOTCF's Role: Partner

Verbiage for the NOTCF's Role: "in partnership with".

Right to Modify or Revoke:

NOTCF reserves the right to discontinue, modify or withhold any payments to be made under this funding or to require a total or partial refund of any award funds if, in the NOTCF sole discretion, such action is necessary: (1) because you have not fully complied with the terms and conditions of this funding; (2) to protect the purpose and objectives of the funding or any other charitable activities of NOTCF; or (3) to comply with the requirements of any law or regulation applicable to you or this funding.

NOTE: If NOTCF does not receive signed copies of these funding terms within 45 days of the award letter date, this award may be revoked.

The undersigned certify that they are duly elected and authorized officers of the Applicant and that, as such, are authorized to accept this funding on behalf of the Applicant, to obligate the Applicant to observe all terms and conditions placed on this funding, and in connection with this funding to make, execute and deliver on behalf of the Applicant all funding agreements, representations, receipts, reports and other instruments of every kind.

Qualifying for Additional Funding:

The following may result in refusal of additional funding in subsequent years at the discretion of the NOTCF:

- Failure to submit a performance report from an event that was previously funded
- Submission of an incomplete performance report
- Usage of NOTCF funding on disqualified expenditures
- Misrepresentation of activity. Misrepresentation can include the overall purpose/intent of the activity, purposeful inflation or deflation of public served, failure to apply to any segments of the NOTCF as stated in funding request, failure to produce proposed program activities and results, etc.
- For non-profit organizations: Failure to remain in good standing with the Louisiana Secretary of State or the Internal Revenue Service.

To Apply:

If your organization and proposed activity fulfill the terms and conditions above, and your organization can comply with reporting requirements, please submit the following to apply for funding. **PLEASE NOTE:** There is no guarantee that any funding will be available at any time. Availability of funding is determined entirely at the discretion of NOTCF.

Proposals for funding contributions must include the following as detailed in the Funding Application:

1. A detailed description of the organization's type, contact information, mission statement, and examples of previous arts and cultural programming, preferably including within the last year

2. A detailed description of the activity to be funded by the NOTCF
3. A proposed budget, including income sources, amounts and expenses, which indicates on what items/activities NOTCF funding will be spent
4. A list of staff or project team names and title, and Board Members (if applicable)
5. A brief biography of lead applicant
6. A short statement (no more than 300 words) of anticipated cultural and economic and impact for proposed program
7. Reasonable additional information, documentation or references are to be provided upon request

To submit your funding proposal, complete Funding Application with necessary attachments and:

- E-mail grants@notcf.com with “Funding Proposal” and your project name in the subject line

OR

- Postal mail to:
Grant Committee
New Orleans Tourism and
Cultural Fund
2020 St. Charles Ave
New Orleans, LA 70130

Upon receipt of a Funding Application, NOTCF will:

- Acknowledge receipt via email
- Notify applicants of incomplete applications
- Review complete applications
- Decline or approve complete applications
- Notify declined applicants via email
- If approved, notify applicant by emailing or mailing—Award Letter and Funding Terms and Conditions and sample performance report along with link to register as a supplier with the City of New Orleans. It is not required, but we do encourage supplier registration with the City of New Orleans. By registering with the supplier program, additional opportunities may become available for businesses registered with the program.

Questions: grants@notcf.com