

****SAMPLE ONLY - CANNOT BE USED FOR SUBMISSION****

**New Orleans Tourism and Cultural Fund
FUNDING APPLICATION**

Please carefully and thoroughly read the provided General Funding Terms and Conditions document BEFORE submitting this application. Then, be thorough in completing each item below. Incomplete applications will not be considered.

I. APPLICANT KEY CONTACT

Contact Name:

Title:

Complete Address, City, State, Zip:

Email:

Phone Number with area code:

Brief bio of key contact from applicant organization describing expertise relevant to program proposal (100 words or less):

II. APPLICANT ORGANIZATION

Organization Name:

Complete Address, City, State, Zip:

Phone Number with area code:

Organization website:

Organization Type (select all that apply):

State Non-Profit

Federal 501(c)(3)

For Profit

All Organizations: Please attach a copy of your Articles of Incorporation, New Orleans Occupational License and letter from IRS establishing your tax identification number.

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Please download from our website, at www.notcf.com, an Internal Revenue Service Form W-9, complete, sign and date the W-9, and return the W-9 to us with your completed application.

Mission or purpose of organization (Limit: 50 words):

III. FISCAL AGENT ORGANIZATION (If applicable)

Organization Name:

Complete Address, City, State, Zip:

Phone Number with area code:

Email:

Organization Website:

Organization Type (select all that apply):

State Non-Profit

Federal 501(c)(3)

For Profit

All Other Organizations: Please attach a copy of your Articles of Incorporation, New Orleans Occupational License and letter from IRS establishing your tax identification number.

Please download from our website, at www.notcf.com, an I.R.S. Form W-9, complete sign and date the W-9 and return the W-9 to us with your application

Mission or purpose of organization (Limit: 50 words):

IV. PROPOSED PROGRAM

Description of Proposed Program

1. Program Name:
2. Participating or Contributing Organizations and Roles (if applicable):
3. Target Audience:
4. Program date(s):
5. Venue(s):
6. Program description (Limit: 250 words):
7. Amount of funding requested:
8. Attach program schedule, curriculum, flyers or other available supporting materials and a description of any social media platforms you will use to promote your event.

List of core program staff/team members, and Committee Members and Board Members (if applicable) including names and titles including key contact person submitting this application:

Short statement of anticipated cultural AND economic impact of the proposed program including specific measurable anticipated results such as number of cultural workers to be employed or served, number of engagements to be gained, amount of income to be generated, cultural enrichment to be provided, educational lessons and skills to be learned, expected quantity of participants, under-resourced demographics to be impacted, etc. (Limit: 250 words):

Short description of the organization's sustainability plans as well as how any awarded funds would be leveraged into future results. i.e. Describe ways the organization supports itself and how would awarded funds bridge a gap to reduce additional financial need. (Limit: 250 words):

Cultural groups category directly contributed to by proposed program. Please refer to the NOTCF economic development plan on the NOTCF website for additional details (select all that apply):

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
6. Visual Arts and Crafts Cultural Activities and Businesses

Provide three brief examples of related previous cultural programming produced by applicant organization and/or key contact:

Example 1

- Name of program or project:
- Lead production organization and relationship if not same as applicant organization:
- Brief program description (Limit: 250 words):
- Dates:
- Target audience:
- Number of participants:
- Description of participants (Limit: 250 words):
- Description of success or challenges (Limit: 250 words):

Example 2

- Name of program or project:
- Lead production organization and relationship if not same as applicant organization:
- Brief program description (Limit: 250 words):
- Dates:

- Target audience:
- Number of participants:
- Description of participants (Limit: 250 words):
- Description of success or challenges (Limit: 250 words):

Example 3

- Name of program or project:
- Lead production organization and relationship if not same as applicant organization:
- Brief program description:
- Dates:
- Target audience:
- Number of participants:
- Description of participants (Limit: 250 words):
- Description of success or challenges (Limit: 250 words):

V. PREVIOUS FUNDING

Has applicant organization received previous funding, including any fee waivers, through any agency of the City of New Orleans, including but not limited to the Mayor’s Office of Cultural Economy or Wisner Foundation? Yes No

If, Yes, attach completed Performance Report from previous programming and provide previous funding details here below.

Previous Funding 1

- Organization or City Agency:
- Program:
- Program Date:
- Amount:
- Funding source or reference note:

Previous Funding 2

- Organization or City Agency:
- Program:
- Program Date:
- Amount:
- Funding source or reference note:

Previous Funding 3

- Organization or City Agency:
- Program:
- Program Date:
- Amount:
- Funding source or reference note:

VI. BUDGET PROPOSED PROGRAM

1. Submit as an attachment a FULL itemized budget for your proposed programming, event, or activity, including income sources, amounts, and expenses.
2. Provide a detailed list and description of items, activities, or services for which NOTCF funding would be spent. (NOTE: Review General Funding Terms and Conditions for grant compliance.):

VII. COMMUNITY IMPACT

1. Explain how your event will provide a positive economic impact for the City of New Orleans. You should include support of hotel rooms blocked for your event and any other details to support your explanation.(Limit: 250 words)
2. Explain how your event will contribute to any of the following cultural groups listed on page 2. (Limit: 250 words)
3. Explain how your event will target diverse populations including black and ethnic groups, young people, low income, elderly, and LGBTQ. (Limit: 250 words)
4. Describe how your event will build skills or organizational structures that allow the community to fully participate in society. (Limit: 250 words)
5. Describe how your event will bring people together for the purpose of improving or developing their community. (Limit: 250 words)
6. Will you partner with any organizations for this event? If yes, please list the names of the organizations and provide documentation to support the partnerships, if available.

VIII. SUSTAINABILITY

1. Explain the current management structure of your organization. Providing an organization chart would be helpful in reviewing the application. (Limit: 250 words)
2. Describe the management framework in place to effectively plan and execute your event. (Limit: 250 words)
3. Explain any barriers or challenges you could possibly face in organizing this event and the contingency planning to mitigate those barriers and challenges. (Limit: 250 words)
4. Explain how you plan to execute, monitor and evaluate the event. (Limit: 250 words)
5. Explain how you plan to promote the event. Will you use social media, radio, print or television? Please provide a media plan, if available. (Limit: 250 words)

IX. FINANCE

1. Are you a first-time applicant for this event? If not, has your organization received funding in the last two years for this event?
2. Has your organization secured funding from other organizations or through fundraising efforts to support this event? If yes, please upload documentation of secured and/or applied funding for the proposed event.
3. Have you determined a process on how your organization will measure the economic impact to the City of New Orleans? If yes, please explain how your organization plans to measure the economic impact to the City of New Orleans. (Limit: 250 words)
4. Will you collect sales reports from the vendors after the event has concluded?

X. LICENSE OF INTELLECTUAL PROPERTY

Each of the Applicant Organizations and Fiscal Agent Organization’s (collectively, the “Applicant”) trademarks, logos, label designs, photographs, video, artwork, or other creative materials and other symbols and devices associated with the event for which this application is submitted (the “Intellectual Property”) are and shall remain the Applicant’s sole and exclusive property. The Applicant hereby grants to NOTCF a non-exclusive, non-assignable, no sublicensable, non-transferrable, royalty free license to use the Applicant’s _____ and broadcast matter developed or produced by, or on behalf of, NOTCF.

This application is non-transferrable.

As a condition of the submitting this application, you agree to submit images from the event and performance reports within 30 days of the completion of the event. Also, all organizations and individuals funded by NOTCF will be listed on NOTCF’s website along with images from the event.

Submission of this signed application serves as agreement to comply with Center of Disease Control and City of New Orleans Health Department guidelines related to COVID-19 that are in effect. Practice social distancing, maintaining a distance of at least 6 feet between persons, as much as possible. Frequent washing of hands is encouraged, especially after touching common surfaces (doorknobs, equipment, etc.). If you are older than 65, or have high risk conditions, such as diabetes or lung diseases, take extra care with social distancing, washing your hands, and refraining from touching your face.

Publicity:

You will allow 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 the NOTCF publications.

The 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. The NOTCF logo is available upon request.

- NOTCF’s Role: Partner

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

Submission of this signed application serves as agreement to comply with the provided General Funding Terms and Conditions if proposal is approved.

NOTE:

Reasonable additional information, documentation and/or references are to be provided upon request.