

**New Orleans Tourism and Cultural Fund  
MINI-GRANT FUNDING APPLICATION**

**Please carefully and thoroughly read the provided General Funding Terms and Conditions document BEFORE submitting this application. Incomplete applications will not be considered.**

**I. APPLICANT KEY CONTACT**

Contact Name:

Title:

Complete Address, City, State, Zip:

Email:

Phone Number with area code:

**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.

Please download from our website, at [www.notcf.com](http://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 (50 words or less):

**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 50(1)(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](http://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 (50 words or less):

#### 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:
7. Amount of funding requested (\$2,500 or less):
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, if available:

Cultural groups category directly contributed to by proposed program (select all that apply)

Refer to NOTCF Economic Development Plan on the NOTCF website for more details:

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

**V. PREVIOUS FUNDING**

1. Has applicant organization received previous funding from NOTCF?  Yes  No

If, Yes, attach previous Performance Report and/or provide previous funding details here below.

**VI. BUDGET PROPOSED PROGRAM**

1. Submit as an attachment a proposed itemized budget, including income sources and amounts as well as expenses.
2. Provide a detailed list and description of items, activities or services for which NOTCF funding would be spent. (NOTE: Be sure to review General Funding Terms and Conditions for grant compliance.): Click here to enter text.

**VII. 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, non-sublicensable, non-transferrable, royalty fee license to use the Applicant’s Intellectual Property for printed, electronic and broadcast matter developed or produced by, or on behalf of, NOTCF.

**This application is non-transferrable.**

Applicants for mini grants must submit grant applications 30 days or more before event/project begins. Funding will be issued as a reimbursement of expenses approved by NOTCF or directly to the vendor to cover expenses in which the applicant has applied to receive support.

As a condition of the submitting this application, you agree to submit images from the event and performance reports in the form specified by NOTCF 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 65 and older with 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 any 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.**