



FREQUENTLY ASKED QUESTIONS

New Orleans City Council/Harrah's New Orleans Casino Community Support Grant Program

Community Support Grant Program Background:

The City Council/Harrah's Community Support Grant Program was established under the terms of Ordinance 22,163 M.C.S., adopted March 17, 2006. Grant award guidelines and the grant application format were approved by the New Orleans City Council under the terms of Ordinance 22,410 M.C.S., adopted on October 5, 2006.

Program Purpose:

The Program's purpose is to provide grant support to local organizations and projects that contribute substantially to the well-being, development, and growth of the New Orleans community.

Program Intent:

The intent of the Program is to be broad-based and to foster a diverse of meritorious organizations and projects.

The Program:

The New Orleans City Council receives \$225,000 annually in two semi-annual payments (\$112,500 allocated to 7 Councilmembers per cycle) from Harrah's Casino to fund the Community Support Grant Program.

A Councilmember is free to award as much as he/she has available. More than one Councilmember can approve an award for the same organization/project. The grants are generally, though not exclusively, intended to assist smaller, less well-funded organizations and projects.

Organizations and projects that can demonstrate a history of success in the effective and efficient use of resources will be preferred, although start-up organizations and first-time projects may also be considered for grant funding. Demonstrated ability to raise private capital will be considered a positive factor.

****Any funds not awarded at the end of the year will be rolled forward into the subsequent year.***

What are the deadlines to submit the Harrah’s grant applications?

Cycle I Due Date	Cycle II Due Date	Disbursement of Remaining Balances Due Date
May 15 (June Allocation)	October 15 (November Allocation)	March 15 (April Rollover Balances “if available”)
* If either dates falls on a weekend, the deadline is extended to 4:30 p.m. (local time) on the following Monday. Deadlines are based on Local Time.		

Remaining Grant Awards:

Remaining grant funds not awarded at the end of the fiscal year will be rolled forward into the subsequent year to allocate in early April.

Who is eligible to apply for a Harrah’s Community Support Grant?

- ❖ Organizations and projects with their permanent location in the Parish of Orleans are eligible to apply
- ❖ Operational one year or more **(if less than one year, your organization is ineligible)**
- ❖ All organizations and projects that can demonstrably contribute to the economic, cultural and civic fabric of the City of New Orleans
- ❖ Funding under this program shall be limited to **not more than 50% of the total budget for an existing organization or project**, and **not more than 25% of the total budget for a start-up organization or new project**

The New Orleans City Council/Harrah’s New Orleans Casino Community Support Grant Program application and W-9 form can be found on the New Orleans City Council website listed under “**Resources – Harrah’s Casino Community Support Grant Program**” or by selecting the links below:

Community Support Grant Program Application:

<..\Harrah's Grant Application\Grant Application Revised 8-7-19.pdf>

W-9 Form:

<..\W-9\W-9 Oct. 2018 Version.pdf>

What is not funded through the New Orleans City Council/Harrah’s New Orleans Casino Community Support Grant Program?

- ❖ **Individuals**
- ❖ Organizations that have been operational for less than one year
- ❖ Organizations/Programs outside of the Parish of Orleans
- ❖ Primary Educational Institutions (**Elementary; Pre-School; Nursery**)
- ❖ Secondary Educational Institutions (**High/Middle School; College; Vocational; Preparatory**)
- ❖ Political Activities: **Absolutely NO political** campaigns, committees, or other political related organizations/projects

Who reviews and approves grants for the Harrah's Casino Community Support Grant Program?

The New Orleans City Council approves the Harrah's Casino Community Support Grants by Resolution at a regular Council meeting.

****Individual Councilmembers' offices review the proposals and determine whether or not the submission meets the guidelines and criteria as established by the New Orleans City Council.***

When will the grants be distributed?

Grants are awarded by Resolution of the New Orleans City Council. Certified copies of the Resolutions, and the approved grant applications are forwarded to Harrah's New Orleans Casino for its review and processing, and upon concurrence, issuance of grants via mail. All certified/approved resolutions can be viewed on the New Orleans City Council's website listed under Harrah's grants - certified resolutions.

*****Once the applications are received by Harrah's Casino, the process generally takes thirty (30) days or more before a check is issued.***

Is there a screening process involved in the submission of the Harrah's grant applications?

The New Orleans City Councilmembers' offices may request the submission of additional information to evaluate specific proposals as needed. Projects and programs not meeting the Council's criteria of the program, or whose submission is incomplete, will be rejected.

****Proposals are checked for submission requirements prior to being evaluated.***

Will my grant funds be monitored?

Approved grant recipients "**shall**" maintain detailed documentation of the expended grant funds in accordance with the stipulations of the grant; within six (6) months of receipt of the grant, and every six (6) months thereafter until funds have been expended. Such documentation shall be made available upon request to the Clerk of Council.

****Applicants who fail to maintain such documentation, or fail to provide documentation upon request, will be considered ineligible for additional grant funding.***

How do I know if my organization is eligible to receive a grant from the Harrah's Casino Community Support Grant Program?

- ❖ If the organization/program **permanent location resides in the Parish of Orleans**
- ❖ Operational one year or more (**if less than one year, your organization is ineligible**)
- ❖ Authorized to do business/operate in the State of Louisiana (**must possess a current business license and the most current IRS W-9 form**)
- ❖ Funding is limited to not more than 50% of the total budget for existing organizations/projects, and not more than 25% of the total budget for start-up organizations or new projects

My 501(c)(3) has a pending status, does my organization qualify to receive a grant?

No. Non-Profit organizations with a federal taxation as an exempt status under section 501(c) (3) of the Internal Revenue Code **must** submit their 501(c) (3) documents **prior** to being considered for a Harrah's grant. These organizations must be determined by the IRS as tax exempt.

****Please refer to the New Orleans City Council/Harrah's New Orleans Casino Community Support Grant Program proposal for additional ownership qualifications.***

Does my church or organization qualify for a Tax Exempt Status under Internal Revenue Code (IRC) Section 501 (c)(3)?

- ❖ With this status, your organization is exempt from paying income taxes, and are also eligible to receive tax-deductible contributions.
- ❖ Churches usually have an automatic tax exempt status; however, you should make sure that your organization is **classified as a church with the IRS.**

***Note:** Although churches are exempt from income taxes, and filing 990 tax returns, **ministries are NOT exempt from filing a Form 990.**

****If you have filed for tax exempt recognition from the IRS with a 1023 form, and been approved, check the right hand corner of your 501(c)(3) letter, and see what the IRS classified you as.***

May the grant proposal be sent directly to a Harrah's Casino representative or another contact at Harrah's Casino?

No. Harrah's only accepts approved certified Resolutions and proposals via the New Orleans City Council.

May an application be sent by fax or email?

At this time, the New Orleans City Council is not accepting electronic or facsimile submissions. **Only submission of hard copies with original signatures will be accepted.**

***PLEASE DO NOT: STAPLE OR SUBMIT SPIRAL COVERS, DOUBLE-SIDED PRINTS, OR HARD-STOCK COPIES.**

Are the applications saved once they have been submitted to the Councilmembers' offices?

All submitted applications are filed in the Council's Fiscal Office.

May the grant application be accessed outside of the open grant cycles?

No. Grant applications are only accepted during the open grant cycles.

What information is needed on the grant application section regarding the proposed project/program budget?

The project/program budget information specifically asks for: How the operational funds will be used, the strategies used to implement projects/programs, the names and qualifications of the individuals who will direct the projects/programs, the anticipated length of the programs funding support, how the grant will benefit the targeted community, and how the grant funds will be publicly acknowledged.

Who should be notified if the mailing address has changed after submission of the application?

Contact the Council Fiscal office immediately at 504.658.1095, or the City Council office at 504.658.1000 to submit your changes. This information will be forwarded to a Harrah's Casino representative to update its files as well.

Are Harrah's grants transferable?

No. Harrah's Casino Community Support Grants are non-transferable.

My organization applied for a \$5,000 grant, but only received \$1,000. Will it receive the additional grant funds as requested?

Regretfully, the New Orleans City Council only receives \$225,000 annually from the Harrah's New Orleans Casino Community Support Grant Program. The Council receives many more numbers of grant requests than they are able to fund.

****Organizations/projects that demonstrate the ability to raise private capital will be considered a positive factor.***

How would I know if my organization was awarded a grant?

*****Grants are awarded by Resolution by the New Orleans City Council, which is posted on the New Orleans City Council's website (Harrah's Casino Community Support Grant Program – Certified Resolutions).** Certified copies of the Resolutions are forwarded to Harrah's New Orleans Casino for its review and processing, and upon concurrence, issuance of grants are made via mail to the address listed on the submitted (most current IRS Version) W-9 form, unless otherwise noted. ***This process is extensive, and generally takes thirty (30) days or more.**

What if I have questions?

You may contact an individual Councilmember's office at 504.658.1000, or the Council Fiscal Unit at 504.658.1095.

Once an application has been submitted for grant consideration, can it be retrieved for editing purposes?

Yes; however, we strongly recommend typing your answers into a word processing program such as Word for the purpose of editing. Carefully proofread your responses and save your document. **You may also request a Word version of the application from the Council Fiscal Office to be submitted to you via email.** If your application was submitted in error, or you do not want it considered, please contact us at 504.658.1000 or 504.658.1095.

How often can I apply for a grant?

Eligible organizations may submit one request per grant cycle. Grant proposals/applications can be submitted to multiple Council offices for consideration.

How do I submit a Harrah's New Orleans Casino Community Support Grant application?

Applicants must **submit one (1) "original signed" grant proposal** with an individual Councilmember's office to:

**New Orleans City Council
1300 Perdido Street, 2nd Floor (West 2W02)
New Orleans, LA 70112
504.658.1000**

And

Submit **one (1) copy** of the grant proposal to:

**Council Fiscal Office
1300 Perdido Street, 1st Floor – Suite 1E06
New Orleans, LA 70112
504.658.1095**

THE PROPOSAL SUMMARY SHEET AND CERTIFICATION PAGE OF THE GRANT APPLICATION MUST BE COMPLETED (NOT ALTERED) AND SIGNED WITH ORIGINAL SIGNATURES.

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STAPLE, OR SUBMIT SPIRAL COVERS, DOUBLE-SIDED PRINTS, OR HARD-STOCK COPIES.