



Richard Guidry Cajun and Creole Language Fund (RGCCLF) Application Form

I. OBJECTIVES OF THE FUND

Richard Guidry (1949-2008) contributed greatly to the education and preservation of the French language. This educator, author, actor and consultant dedicated his life to keeping the Cajun and Creole dialects alive in South Louisiana. The Richard Guidry Cajun and Creole Language Fund (RGCCLF), at Community Foundation of Acadiana (CFA), was established to support projects and initiatives that encourage, increase and improve the use of the multiple varieties of French in Louisiana, especially their spoken use in public, in the arts and in education. This includes, but is not limited to, scholarships for students or non-students, aid for classroom projects, as well as research, cultural initiatives and media projects for the wider community.

II. CRITERIA FOR GRANT AWARDS

- a. The extent to which the proposed project will focus on the RGCCLF objectives stated above.
- b. The magnitude of need for the services to be provided or the activities to be carried out by the proposed project.
- c. The manner in which the proposed project will establish logical links between the RGCCLF objectives and the project activities.
- d. The inclusion of a well-defined timetable stating what will be done, how and when this will be achieved, as well as a program evaluation component.
- e. A statement explaining how the proposed budget will allow the applicant to achieve the project goals.
- f. The extent to which the methods of evaluation will provide performance feedback and permit periodic assessment of progress toward achieving intended outcomes.
- g. The extent to which the applicant has demonstrated involvement and engagement in the cause of the preservation of French and Creole in Louisiana.
- h. The extent to which the applicant's previous activities show promise in carrying out the stated objectives of the project.

III. DIRECTIONS FOR COMPLETING APPLICATION

a. Application must include:

- i. Application form
- ii. Budget form
- iii. Narrative and appendices

b. Content and form of application *narrative*

i. The project narrative is where the applicant **addresses the selection criteria** used to evaluate the application. (See Part II.) Applicants must show an effort to complete the application in their level of **French**. It must be limited to the equivalent of **no more than 3 pages**, using the following standards:

1. A “page” is 8.5” x 11”, on one side only, with 1” margins at the top, bottom, and both sides.
2. Double space (no more than three lines per vertical inch) all text in the project narrative, including titles, headings, footnotes, quotations, references, and captions. However, all text in charts, tables, figures, and graphs may be single spaced. Charts, tables, figures, and graphs presented in the project narrative count toward the page limit.
3. The font used is either 12 point or larger or no smaller than 10 pitch (characters per inch).

ii. Appendices must include the following:

1. For individuals, your resume and two letters of support
2. For associations or other entities, a description of the entity (including mission statement), the organization’s current operating budget, resumes of key people involved with the project, and two letters of support.

IV. DIRECTIONS FOR SUBMITTING APPLICATION

Applications for funding may be submitted online or in writing using the forms available on the Community Foundation of Acadiana’s website. For the time being, regular deadlines are suspended; applications may be submitted at any time during the year. They will be processed on a first-come, first-served basis. A total of \$3,000 (three thousand dollars) is available for distribution in 2021. Project underwriting is typically between \$500 and \$1,000. A PDF copy should be emailed to: jrodriguez@crt.la.gov. **Two copies** of all documents (one in English for CFA and one in French for RGCCLF) must be submitted. Non-electronic applications should be sent to:

CODOFIL
Attn: RGCCLF/Jennifer M. Rodriguez
217 Rue Principale Ouest
Lafayette, LA 70501

**RICHARD GUIDRY CAJUN AND CREOLE LANGUAGE FUND (RGCLF)
APPLICATION FORM**

Type of application: _____ Individual _____ Entity

If an individual, that person must provide a summary report with receipts and details of how the grant funds were spent no later than thirty (30) days after the project is completed. If the Community Foundation of Acadiana does not receive such documentation, it may consider the grant to be taxable income and may issue a 1099 to the individual.

If an entity, indicate type of entity:

- _____ governmental agency
- _____ non-profit organization
- _____ school or school system
- _____ other: _____

Applicant Information

Legal Name: _____

Tax ID# (school/non-profit): _____ SS# (only when awarded funding): _____

Street Address: _____

City, State, Zip Code: _____

Phone number: _____ Email: _____

Contact Person

Full Name: _____

Title: _____

Organization (if applicable): _____

Phone number: _____ Email: _____

Project Information

Title of project: _____

Summary (**one** sentence): _____

Estimated start date: _____ Estimated finish date: _____

Total amount requested: _____

**RICHARD GUIDRY CAJUN AND CREOLE LANGUAGE FUND (RGCCCLF)
BUDGET FORM**

Activity (in order of priority)	Planned date(s) of activity	Number of people served	Cost (indicate if estimated)
1			
2			
3			
TOTAL AMOUNT:			

Will the requested funding be matched by other sources? _____ Yes _____ No

Explain: _____

Signature of applicant: _____ Date: _____

Date received by RGCCCLF: _____ Received by: _____

NOTE: “Richard Guidry Cajun and Creole Language Fund, a fund of Community Foundation of Acadiana” MUST be acknowledged on the project precisely as indicated here if awarded *Coup de Main* funds.