

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

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 APPLICATION AND GRANT RECIPIENTS

- a. All applicants must be U.S. citizens and current residents of Louisiana.
- b. The applicant's project must incorporate the French language, in whole or in a substantial part.
- c. Applicants must show how their project will benefit the francophone community in Louisiana and the growth of French in our state.
- d. Applicants must show an effort to complete the application in their level of French.
- e. Only complete applications will be evaluated. A complete application consists of the application form, the budget form, a narrative and the required appendices. **Two copies** of all documents (one in French for RGCCLF and one in English for CFA), except for letters of recommendation, must be submitted.
- f. Selected applicants commit to providing 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.
- g. **"Richard Guidry Cajun and Creole Language Fund, a fund of Community Foundation of Acadiana"** MUST be acknowledged precisely as indicated on the project.
- h. Grant recipients are allowed only one (1) grant within a two-year period. The two-year period will be determined according to the date on which a grant request is approved.

III. DIRECTIONS FOR COMPLETING APPLICATION

- a. A complete application must include a copy in French and a copy in English of the following documents, except for letters of recommendation:
 - i. Application form
 - ii. Budget form
 - iii. Narrative
 - iv. Appendices
- b. The guidelines for the narrative are as follows:
 - i. The project narrative is where the applicant expresses how the project respects the RGCCLF objectives and meets the grant application criteria (particularly point “c”). Applicants must show an effort to complete the application in their level of French. It must be limited to **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. A 12 point font should be used.
 - 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

Grant applications may be submitted online or in writing using the forms available on the Community Foundation of Acadiana’s website (www.cfacadiana.org). The application deadlines are as follows:

Spring application deadline: March 15, 2023
Fall application deadline: September 15, 2023

RGCCLF usually awards up to three-thousand dollars (\$3,000) in grants per year. For 2023, RGCCLF will award up to four-thousand dollars (\$4,000) in grants. Project underwriting is typically between \$500 and \$1,000. A PDF copy of electronic applications should be emailed to: jrodriguez@crt.la.gov. 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 (RGCCCLF) 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: _____

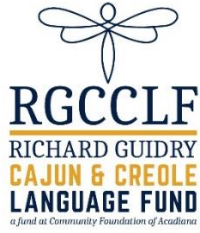
Project Information

Title of project: _____

Summary (**one** sentence): _____

Estimated start date: _____ Estimated finish date: _____

Total amount requested: _____



**RICHARD GUIDRY CAJUN AND CREOLE LANGUAGE FUND (RGCCLF)
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 RGCCLF: _____ Received by: _____