Before you submit...

- Be sure to review the ANHA grant funding categories before submitting an application
- Application must be submitted within the application period to be considered unless an exception is determined by the Atchafalaya Trace Commission and ANHA staff
- Full program/project/event budget must be uploaded and included in the application to be considered
- The State requires vendors to register for the LaGov via the following in order to receive payment: www.doa.la.gov/Pages/osp/vendorcenter/vendorregn.aspx
  - Check that your organization has registered before submitting documentation for payment
  - A step-by-step instruction guide may be found here: www.doa.la.gov/osp/Vendorcenter/regnhelp/VendorRegistration.pdf
  - To activate account, you must fax a copy of your W-9 form to 225-342-0960

All questions, comments, correspondence or ancillary documents may be sent via email or regular mail to:
Atchafalaya National Heritage Area
c/o Caroline Byrne, Assistant Director
Louisiana Department of Culture, Recreation and Tourism
Mail: P.O. Box 44243 | Baton Rouge, LA 70804-4243
Courier: 1051 N. Third St. Room 319 | Baton Rouge, LA 70802
Office: 225-342-8200 | Direct: 225-342-8037
Email: cbyrne@crt.la.gov | www.atchafalaya.org

After you submit...

- The following statements should be used in all promotional and press materials and in the event introduction:
  "Sponsored by the Atchafalaya National Heritage Area, a division of the Department of Culture, Recreation and Tourism."
- Social and other creative uses of media are required. Depending on level of sponsorship, acceptable uses may include, but are not limited to, including the ANHA logo on the event website, promoting ANHA logo on social media, promoting ANHA in a radio spot, physical placement of official ANHA signage, etc.
- You will be notified whether or not your grant application is successful via email within 30 days of the application period closing.

Receiving payment...

The Atchafalaya National Heritage Area Grant Program provides reimbursable funding assistance. Payment of grant funds will only be issued after submittal of the following:
- Original invoice from hosting organization
- Invoice(s) from contractor(s) to hosting organization
- Copies of cancelled checks or other documentation indicating payment of 100% of eligible expenses
- W-9 of organization submitting invoice
- In-Kind contribution Form (for volunteer hours, value of event space, planning time, etc.)
- Sign-in sheets and/or attendance record (if applicable)
- Copies of handouts (if applicable)
- At least one photograph of program/project/event
- At least two copies of any media, promotions or materials which bear the ANHA logo or include other mentions of ANHA support for the program/project/event
- Final Report from grantee summarizing the planning, execution and outcome of program/project/event