



# OGP

## LOS ANGELES COUNTY ARTS COMMISSION ORGANIZATIONAL GRANT PROGRAM (OGP) 2005/2006 – **GUIDELINES** for ALL OGP APPLICANTS

All applicants must read the guidelines carefully.

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### OGP CATEGORIES, GOALS, & DEADLINES

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The Arts Commission's Organizational Grant Program accepts applications from non-profit arts organizations in all disciplines.

**Application Postmarked Deadlines:** Late applications will not be accepted.

**OGP III (Accessibility) (over \$1.5M) – Wednesday, October 27, 2004**

Provides support for projects to increase accessibility of the arts for Los Angeles County residents.

**\*\*OGP 2.5 (Artistic Capacity) (\$500,000-\$1.5M) – Wednesday, November 10, 2004\*\* (new category)**

Provides support for artistic growth and employment opportunities.

**OGP II (Organizational Capacity) (\$100,000-\$500,000) – Wednesday, December 1, 2004**

Provides support for projects to increase infrastructure for arts organizations.

**OGP I (Advancement) (under \$100,000) - Wednesday, December 15, 2004**

Provides support for artistic or administrative advancement projects for arts organizations.

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### ARTS COMMISSION INFORMATION

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The Los Angeles County Arts Commission was established in 1947 to foster excellence, diversity, vitality, understanding and accessibility of the arts in Los Angeles County. The Commission provides leadership in cultural services for the County, including information and resources for the community, artists, educators, arts organizations and municipalities. The administration of grant programs is an essential component of this mandate.

#### **COMMISSION STRUCTURE**

The Commission, an advisory group to the County Board of Supervisors, consists of up to 15 members, three members appointed by each of the five Supervisors. Most general meetings of the Commission are held in the Henry Dreyfuss Board Room of the Dorothy Chandler Pavilion at the Music Center according to a published schedule and are open to the public. A complete list of the 15 Commissioners and the district they represent may be found on the website, under About Us – Commission Structure. Call office to receive Commission agendas.

#### **OTHER PROGRAMS**

The Arts Commission has other programs available to arts organizations, including Inter|Arts, the summer Arts Internship Program, Musicians Roster, Holiday Celebration, Arts Education Resource Directory, and programs at the John Anson Ford theatres. Please see the website for more information about these and other programs. A list of Commission staff may be found on the website, under About Us – Commission Staff.

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## OGP GUIDELINES: OVERVIEW/PROJECTS/REVIEW CRITERIA

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### WHO MAY APPLY

\*New for 2005/2006

Organizations that:

- Qualify as tax-exempt as defined by the IRS.
- Have principal offices in Los Angeles County and a primary mission to provide arts programming.
- Have a functioning board of directors that meets regularly with at least 51% residing in California.
- Have a 2003/2004 fiscal year (or 2003 calendar year) operating income (not including in-kind) as follows:  
OGP I - less than \$100,000      OGP II – between \$100,000 and \$500,000  
\*OGP 2.5 – between \$500,000 and \$1,500,000      OGP III – over \$1.5M
- If reapplying, have met all grant conditions during the most recent grant period. Any organization not meeting previous contract conditions for an OGP grant will be disqualified from reapplying for 3 years.
- For OGP I and OGP II organizations, have at least 2 consecutive years of producing and programming in Los Angeles County. During that period have no less than four public performances or created/maintained an exhibition which was open to the public for 30 or more days each fiscal year.
- \*For OGP 2.5 and OGP III organizations, have at least 3 consecutive years of producing and programming in L.A. County. During that period have no less than four public performances or created/maintained an exhibition which was open to the public for 30 or more days each fiscal year.
- \*Organizations' arts education activities and programs for K-12 aged children (including activities during the summer, weekends and after-school) must meet elements of the Content Standards for California Public Schools, which include the Visual and Performing Arts Standards, <http://www.cde.ca.gov/shsd/arts/standards.htm>
- Are not scheduled to receive funds from OGP of the Arts Commission during 2005/2006. Organizations may apply to participate in other Arts Commission Programs but may not use requested OGP funds to support participation in another Arts Commission program, including projects at the Ford Theaters or Inter|Arts projects.
- If a new or previously declined applicant, have attended a 2005/2006 OGP workshop.
- Comply with all applicable federal, state and local laws and ordinances, including but not limited to those which bar discrimination on the basis of race, color, national origin, sex, age, or disability.
- As a professional arts organization, comply with Fair Labor Standards and pay professional performers, artists, and supporting personnel at least the minimum level of compensation paid to people employed in similar activities, or  
As a community arts organization, provide community-based arts activities for lesser-served geographically-specific communities within Los Angeles County.

*It should not be construed that an organization meeting these minimum eligibility standards automatically qualifies for County subsidy, or that receipt of a grant in past years insures future funding. Funding of grants is contingent upon peer panel review and the amount of money allocated to the Arts Commission by the County Board of Supervisors.*

### SPECIAL ELIGIBILITY CIRCUMSTANCES

The Arts Commission may consider exceptions to the above requirements:

- When an organization proposes innovative or exemplary projects which merit unique funding consideration.  
or
- When extraordinary circumstances require a member of the Board of Supervisors to request special and/or one-time-only consideration.

### INELIGIBILITY

The Organizational Grant Program will not provide funds to:

- Organizations whose primary mission is to raise funds.
- Educational institutions which lead to a degree or diploma, including but not limited to private or public schools or scholarship programs, colleges and universities [including departments and programs therein, with the possible exception of those organizations which have their own 501(c)(3) status].
- Student groups, recreational or social organizations.
- Individual artists.
- City or County government agencies or departments.
- Social service or welfare organizations.
- Organizations not open to the general public.
- Organizations with an accumulated deficit of more than 20% of the total operational expense for 2 years or more.

**OGP WILL NOT FUND THE FOLLOWING PROJECTS**

- Scholarly research or archival projects.
- Projects performed or exhibited outside of Los Angeles County.
- Programs not accessible to the public.
- Purchase of equipment, land, buildings, or construction (capital expenditures) or maintenance of existing facilities.
- Travel or housing costs.
- Hospitality or food costs.
- Funds going directly into trusts, endowments or cash reserves.
- Projects with religious or evangelic purposes.

**GRANT CONDITIONS**

Organizations that have been awarded funds are required to adhere to all agreements contained within the organization's contract with Los Angeles County, including:

- OGP grants will not exceed the requested amount and are for reimbursement only. There is no advancement of grant funds. Activities must take place before invoicing for County funds.
- OGP grants must be matched 1:1 with other earned or contributed income sources, except for Arts Education projects in-schools. Funded Arts Education projects in-schools must be matched 1:1 by the school(s)/school district(s), which can include a partial in-kind match (see matching requirements for further details).
- The Arts Commission reserves the right to determine the activities to be presented or supported commensurate with the appropriation granted. Any changes in activities contracted for must be approved.
- Organizations receiving grant awards will be required to file signed project reports, submit proof of expenses (OGP I), and provide documentation of proper acknowledgement of Arts Commission support in printed programs, catalogs or by verbal announcement when no printed publications are used.
- Compliance with all applicable federal, state and local laws, rules, regulations, ordinances, and directives.

**MATCHING REQUIREMENT – read carefully**

All OGP grants require a minimum of 1:1 match with **contributed** or **earned** funds. In-kind contributions are not allowed as a match, except from schools for Arts Education projects. The match may be more than the amount requested.

***Arts Education (K-12) Projects - Matching Requirements***

All applicant organizations requesting funds specifically for a \*school-based arts education program must provide a 1:1 match, of which 100% of the organization's match is from the school/district (may include some level of in-kind - see example below). The match requirement demonstrates the school/district's commitment and involvement which is crucial to the goal of institutionalizing arts education in Los Angeles County public schools.

<b>FY</b>	<b>Total Grant Request</b>	<b>Total Match Required</b>	<b>School/District Match</b>	<b>Cash</b>	<b>In-Kind</b>
05/06	\$10,000	\$10,000	\$10,000	■ 50%	■ 50%
06/07**	\$10,000	\$10,000	\$10,000	■ 75%	■ 25%

\*\* and thereafter

\*School-based programs: During –school programs that are conducted in partnership with one or more school(s), primarily benefiting the students of the partnering school(s).

**UPDATES**

All OGP applicants may submit an update to their submitted application for panel review including information that is pertinent to the current proposed project or a change in the leadership of the organization. Updates must be one page on organization letterhead, signed by an authorized individual and submitted via fax or mail by February 25, 2005.

**PUBLIC RECORD**

As a public agency, all information submitted to the Arts Commission in conjunction with the application becomes public record.

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## OGP I - OVERVIEW

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OGP I is designed to provide essential support for small budget organizations. Projects may be artistic and/or administrative in nature and the request should support a priority need.

### 501(c)(3) STATUS

For OGP I applicants without their own 501(c)(3) status must submit evidence of filing for non-profit status to the Commission by February 1, 2005; receive (and mail to Commission staff) their own 501(c)(3) determination letter by May 15, 2005. If the determination letter is not received by the due date, the applicant organization will not be considered for funding and will need to resubmit a full application after receipt of its 501(c)(3) status.

### TWO YEARS OF FUNDING

OGP I operates on a two-year cycle. Organizations make one grant request for two consecutive years. If awarded, the organization will be contracted to receive two years of funding (both years at the same amount) as long as it maintains its eligibility and fulfills all reporting requirements during those two years.

### ORGANIZATIONAL DEVELOPMENT

In addition to grant awards, training and development opportunities are available for OGP I grantees through workshops and scholarship support. Grantee organizations will receive notification of available opportunities through the e-mail address given in its eGRANT (online application system) registration.

### REAPPLICATION

Applicant organizations that ***do not*** receive funding in 2005/2006 may reapply in the following year.

Applicant organizations that ***do*** receive funding should next apply for the 2007/2008 grant cycle.

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## OGP I - PROJECT SUPPORT

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### OGP I WILL FUND THE FOLLOWING TYPE OF PROJECTS:

#### Administrative and organizational support, including:

- Marketing strategies and initiatives
- Fund Development activities
- Governance and leadership
- Information Technology (computers, software, website improvement, etc.)
- Strategic planning/consultancies
- General operations

#### Salaries and benefits or fees for artistic and administrative positions.

#### Production support, including:

- Festivals
- Concerts
- Exhibits
- Film and video
- Recordings
- Radio
- Photography
- Visual arts
- Costumes
- Sets
- Art or production supplies
- Leasing space
- Equipment leasing or rental

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## OGP I - ALLOWABLE REQUESTS

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OGP I request amounts are the same for both years and each year can not exceed 10% of the organization's actual cash revenue from the last completed budget year at the time of the application submission. Some organizations operate on a calendar year basis (January 1 to December 31) and others operate on a fiscal year basis (July 1 to June 30, or October 1 to September 30, etc.). If the organization operates on a calendar year for accounting purposes, the organization would base its request amount on the revenue from the calendar year closing on December 31, 2003 (the last completed budget

year prior to the application deadline of December 15, 2004). No matter the budget size of the organization, applicants should not request less than \$1,000 for each of the two years. The minimum award is subject to change.

**Example:** \$2,500 for 05/06 + \$2,500 for 06/07 = \$5,000 total OGP I request

Do not request more than the maximum allowable and do not round the request up.

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## OGP I - REVIEW CRITERIA

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The following criteria will be used by panelists to evaluate OGP I applicants.

OGP I applicants will be expected to demonstrate:

- Artistic excellence of organization and project (if applicable);
- Demonstrated alignment with elements of the VAPA Standards for arts education programs;
- Ability to carry-out the project;
- Ability for the proposed project to advance the organization either artistically and/or administratively;
- Relationship with identified audience;
- Specific mission;
- Alignment of mission and programs;
- Minimum fiscal threshold (adequate financial statements to generate interim and annual reports, timely budgeting, ability to address financial issues, positive net assets);
- Relationships with other organizations.

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## OGP II, OGP 2.5 and OGP III – TWO-YEAR CYCLE

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OGP II, OGP 2.5 and OGP III now operate on a two-year cycle. Organizations that submitted a full application for 2004/2005 may choose to retain their score for two consecutive years (2004/2005 and 2005/2006).

Please keep in mind:

-The fundable score cut-off in any category may not remain the same from one year to the next, so if your organization received a score just a few points from the lowest fundable score for 2004/2005 you may want to reapply in 2005/2006. An organization that re-applies will not have the option to revert back and accept the previous year's score.

-If funded, the monetary amount of the second year award will not be determined until all new applications have been submitted and the funding formulas and scores for the entire grantee pool (new and second year grantees) have been approved by the Arts Commission. Grant award contracts are issued separately for each year and the actual grant award will likely change.

-To receive the second year grant award and contract based on the prior year's score, funded organizations may need to certify that no material changes have taken place (within staff, administration, programming, financial condition, facility, etc.) and will be required to complete a Second Year Report in fall 2004 at the same time the full application is due for the corresponding OGP category.

-Notwithstanding the foregoing, the Arts Commission reserves the right at its discretion to require a full application of a grantee entering its second year.

Organizations denied funding for 2004/2005 may reapply for 2005/2006 by submitting a full application.

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## OGP II - OVERVIEW

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OGP II is designed to support projects that increase the organizational capacity and infrastructure of mid-size arts organizations. In addition to the grant award, organizations will be provided access to technical assistance services which may include workshops or scholarship opportunities. All participating organizations will provide organizational goals and strategies, which should serve as the basis of their grant request, align with the organization's mission and should promote the organization's sustainability over time.

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## OGP II - PROJECT SUPPORT

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In keeping with the goals of the grant program, the Arts Commission will fund projects and/or programs that strengthen an organization's infrastructure. Examples of such programs or projects include:

- improved systems - accounting, graphics, personnel, box office;
- marketing and public relations strategies and research such as audience surveys;
- cash reserve strategies;
- development activities such as building contributor bases;
- earned income strategies;
- governance and leadership;
- development of a strategic plan;
- salaries and benefits or fees for artistic and administrative staff positions that can be sustained through new strategies.
- Information Technology requests relating to the improvement of web presence, internet access, computers and needed software to increase staff efficiency.

Organizations may seek funding to artistically expand the organization's vision, keeping in mind that the proposal must discuss how the project will help sustain the organization. Examples of such artistic projects include:

- a small theatre company moving toward an Equity wage scale for its actors;
- a dance company hiring staff dancers;
- a music organization working with a master musician in order to improve its ability and/or increase its repertoire;
- the development of a touring program or arts education program;
- the purchase of a new computer light board, to reduce tech time and improve the look of productions;

In developing its request, the organization should carefully consider its current state of staff and organizational infrastructure. The goal of the proposed project is to sustain the organization. Projects that add programming or new initiatives without sufficient staff or infrastructure support may not appear sustainable to the reviewing panel.

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## OGP II - ALLOWABLE REQUESTS

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OGP II applicant organizations may request up to 3.5% of their actual revenue from the last completed fiscal year, with a minimum grant request of \$4,000. No matter the budget size of the organization, applicants should not request less than \$4,000. The amount awarded is based upon a percentage of the amount requested and the score received. It is to the organization's advantage to request the maximum amount. The minimum award is subject to change.

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## OGP II - REVIEW CRITERIA

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The following criteria will be used by panelists to evaluate **OGP II** applicants.

OGP II applicants will be expected to demonstrate:

- Artistic excellence of organization and project (if applicable);
- Alignment with elements of the VAPA Standards for arts education programs;
- Management capacity (staff and board);
- Ability for the proposed project to promote sustainability;
- Relationship with identified audience;
- Specific mission;
- Alignment of mission and programs;
- Minimum fiscal threshold (adequate financial statements to generate interim and annual reports, timely budgeting, ability to address financial issues, positive net assets);
- Relationships with other organizations.

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## **NEW - OGP 2.5 - OVERVIEW (\$500,000 to \$1.5 Million)**

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This category is designed to increase artistic capacity and improve executive leadership/management skills, particularly in the area of human resources through technical assistance.

Organizations receiving grant awards through OGP 2.5 may also receive technical assistance focused on individualized leadership coaching.

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## **OGP 2.5 - PROJECT SUPPORT**

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Organizations may seek funding to increase artistic capacity. Examples of such artistic projects include:

- a museum extending an exhibition time frame;
- a media arts organization employing a full-time curator/programmer or bringing in guest curators/programmers;
- the commissioning of new work;
- a theatre company increasing its rehearsal time;
- the employing of more experienced costume, lighting, and production designers;
- increasing work hours of artistic staff;
- the exhibition of a highly acclaimed artist(s);
- an arts education organization seeking to increase the amount of time of school residencies or seeking to further train its artists.

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## **OGP 2.5 - ALLOWABLE REQUESTS**

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OGP 2.5 organizations may request up to 3% of their actual revenue from the last completed fiscal year, with a minimum grant request of \$10,000. No matter the budget size of the organization, applicants should not request less than \$10,000. Do not request more than the maximum allowable and do not round the request up. The amount awarded is based upon a percentage of the amount requested and the score received. It is to the organization's advantage to request the maximum amount. The minimum award is subject to change.

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## **OGP 2.5 - REVIEW CRITERIA**

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**The following criteria will be used by panelists to evaluate OGP 2.5 applicants.**

All OGP 2.5 applicants will be expected to demonstrate:

- Artistic excellence of organization;

- How the proposed project will increase artistic capacity;
- Alignment with elements of the VAPA Standards for arts education programs;
- Management capacity (staff and board);
- Relationship with identified audience;
- Alignment of mission and programs;
- Minimum fiscal threshold (adequate financial statements to generate interim and annual reports, timely budgeting, ability to address financial issues, positive net assets);
- Relationships with other organizations.
- Evaluation methodology and usage of results.

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## OGP III - OVERVIEW

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The goal of OGP III is to make programs easily accessible to the public.

All grants under this category are to support access to arts activities—workshops, residencies, performances, exhibitions, or other arts programming.

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## OGP III - PROJECT SUPPORT

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Organizations may seek funding to provide county residents access to the arts. Examples of such projects include:

- free and reduced tickets for low income residents coordinated with partnering organizations such as senior homes, housing developments, foster homes, community centers, etc.
- audience development targeted for a specific segment of the population (seniors, physically challenged, community residents, college students, etc.)
- K-12 arts education activities and programs (in-school, after-school, summer, etc.)
- artistic and production expenses related to educational and outreach programs

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## OGP III - ALLOWABLE REQUESTS

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The following table provides **MAXIMUM ALLOWABLE** funding request amounts for OGP III, based upon the organization's actual revenue from the last completed fiscal year. Do not request more than the maximum allowable and do not round the request up.

<b>ORGANIZATION REVENUE</b>	<b><u>MAXIMUM ALLOWABLE REQUEST AMOUNT</u></b>
\$25,000,000 +	Not more than .5% of actual revenue or \$200,000 (whichever is less)
\$10,000,000 - 24,999,999	Not more than .75% of actual revenue or \$125,000 (whichever is less)
\$5,000,000 - 9,999,999	Not more than 1% of actual revenue or \$75,000 (whichever is less)
\$1,500,000 - 4,999,999	Not more than 2% of actual revenue or \$50,000 (whichever is less)

The minimum grant request in this category is \$12,500. No matter the budget size of the organization, applicants should not request less than \$12,500. The minimum award is subject to change. The amount awarded is based upon a percentage of the amount requested and the score received. It is to the organization's advantage to request the maximum allowable amount.

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## OGP III REVIEW CRITERIA

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The following criteria will be used by panelists to evaluate **OGP III** applicants.

OGP III applicants will be expected to demonstrate:

- Artistic excellence of organization and project;
- Demonstrated alignment with elements of the VAPA Standards for arts education programs;
- Alignment of mission and programs;
- Examples of community service to County residents;
- Ability to assume fiscal responsibility for proposed project;
- Constituent support;
- Evaluation methodology and usage of results.

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## OGP APPLICATION AND REQUIRED MATERIAL SUBMISSION - CHECKLIST

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Complete application and all supplemental materials must be electronically submitted/postmarked by the OGP deadline.

**Application Postmarked Deadlines:** Late or incomplete applications will not be accepted.

**OGP III (Accessibility) (over \$1.5M) – Wednesday, October 27, 2004**

**OGP 2.5 (Artistic Capacity) (\$500,000-\$1.5M) – Wednesday, November 10, 2004\*\* (new category)**

**OGP II (Organizational Capacity) (\$100,000-\$500,000) – Wednesday, December 1, 2004**

**OGP I (Advancement) (under \$100,000) - Wednesday, December 15, 2004**

### GRANT APPLICATION SUBMISSION REQUIREMENTS - CHECKLIST

All OGP applications must be completed and submitted using eGRANT.

Include the name of the organization at the top right corner of all supplemental materials.

**Do not submit any stapled, bound, taped, paste-up or odd-sized materials. All materials must be on standard 8 1/2" by 11" paper, suitable and ready for photocopying.**

Following is a checklist of required supplemental materials to be mailed and postmarked by the appropriate deadline. Arrange materials in this order and rubber-band them.

All OGP categories using eGRANT:

COPY of Application

Supplemental Materials:

**Reviews/Letters of Recommendation:** submit one copy of one or two recent (2003 or 2004) reviews or press articles. If no reviews are available, submit one letter of recommendation from a local official or community member.

**Promotional Materials:** submit 10 copies, 3-hole punch or in 8.5 x 11 clear plastic sleeves - of promotional materials (season brochures, flyers, newsletters) from the 2003/2004 or 2004/2005 season.

**Also include the following items with the application:**

**For new applicant organizations in any OGP category:** One copy of the organization's 501(c)(3) determination letter.

**For OGP I organizations only - without their 501(c)(3) determination letter:** Include a letter on the organization's letterhead confirming the organization will file paperwork by February 1, 2005 and will receive its own non-profit status and letter by May 15, 2005] OGP I organizations that do not receive their 501(c)(3) letter by May 15, 2005 will not receive funding for 2005/2006.

**For OGP I and OGP II applicants only: Financial statement** - one *paperclipped* copy of the organization's financial statement from the last completed fiscal or calendar year. The organization may submit an audited statement or a financial report prepared by the organization's accountant and *signed by the Board President, Chair or Treasurer*. Do not submit bound or stapled statements.

**For OGP 2.5 and OGP III applicants only: Audited financial statements** - one *paperclipped* copy of the organization's independently audited financial statements from the last completed fiscal or calendar year. Do not submit bound or stapled statements. For this year only (05/06), organizations with budgets between \$500K-\$800K may submit a copy of their reviewed or in-house financial statements in lieu of audited statements.

Organizations with a deficit greater than 20% of expenses, must submit one *paperclipped* copy of financial statements for the previous 2 years.

**Artistic Documentation:** one copy of the artistic documentation as noted in the application. Make sure to label the artistic documentation with the applicant organization's name.

**A self-addressed and stamped mailing container** for return of artistic documentation materials—only if the organization wants artistic materials returned. Materials without proper mailing containers or postage will not be returned and will be discarded or recycled.

**Grant notifications will be mailed by mid-July 2005**, after adoption of the 2005/2006 budget by the Board of Supervisors.

**PROCESSING**

***If an application form is incomplete, late, and/or all required supplementary materials have not been submitted by the postmarked deadline, the application will be considered ineligible and returned to the organization.***

**REVIEW**

Commission staff reviews the application for eligibility. A discipline peer panel then reviews all eligible applications. Following the Commission review of the panel findings, grant recommendations are forwarded to the Board of Supervisors for consideration and final approval.

**ARTS COMMISSION ADDRESS/QUESTIONS?**

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