



INVOICING INSTRUCTIONS

ORGANIZATIONAL GRANT PROGRAM (OGP)

GRANT CONDITIONS

- OGP grant awards are distributed on a reimbursement basis for accrued expenses related to the funded project.
- OGP grant awards must be matched 1:1 with outside funds for the same project.
- The grant period is July 1st through June 30th.
- **New** An organization may submit invoices after July 1st and before **May 31st** unless the bulk of expenses for its funded project falls in June, in which case it may invoice up to June 30.
- Grantees may submit either:
 - a. One invoice for the entire grant period (for OGP I, this would mean one invoice for each year of the two-year grant), or
 - b. Two partial invoices (of either equal or differing amounts). (For OGP I, this would mean four invoices in all over the two-year grant period.)
- Non-reimbursable expenses are travel; hospitality/food; purchase or renovation/maintenance of equipment, land or facilities that is considered a capital expenditure (has an expected life of five years or more); or funds for an endowment and cash reserve.

FIRST (PARTIAL) INVOICE PACKET *(if applicable)*

- Invoice Cover Letter
- Proof of Recognition
- **OGP I Grantees Only** - Copy of proof of project expenses

SECOND OR FINAL INVOICE PACKET

- Invoice Cover Letter
- Project Report
- Proof of Recognition
- **OGP I Grantees Only** - Copy of proof of project expenses
- **New** ExperienceLA Posting (for public events)
For events taking place during the 2005-06 funding year and thereafter

INVOICE COVER LETTER - ORIGINAL, DATED AND SIGNED

When submitting the invoice, use your organization's letterhead and employ the following wording:

"We request payment in the amount of \$_____ upon completion of the (first, final) phase of our project as provided in our Los Angeles County Contract Code _____."

[The contract code begins with the fiscal year of the grant award-OGP category of award and is found in the upper right corner on the first page of the contract/agreement.] **Example: OGP11-56-0506**

[Tax I.D. Number]

A member of the board or staff with signing authority must sign the invoice cover letter. The date of the letter must be consistent with the date the invoice packet is mailed.

PROJECT REPORT - ORIGINAL, COMPLETED AND SIGNED

New The organization is required to submit a project report with the final invoice only (for OGP I, with the final Year 1 and then with the final Year 2 report).

Project Report Forms can be accessed from the Los Angeles County Arts Commission Web site at www.lacountyarts.org under *Funding (OGP)* and then by clicking on *Invoicing Instructions and Forms/LACAC Logo*. Make sure to complete the appropriate form based on the OGP category in which the organization received funding. The forms on the Web site may be downloaded and filled out using Microsoft Word (PC).

PROOF OF RECOGNITION

As part of the invoice packet, include **ONE EXAMPLE ONLY** of verification of recognition of Arts Commission support, even if the funds supported more than one project or the Arts Commission was recognized in more than one publication. *[Note: although the grant may specifically provide for salaried personnel or contracted services, recognition of the Commission is required in printed and/or Web-based materials.]*

Recognition may take the form of an Arts Commission logo placement or a listing of the Arts Commission among the organization's donors/supporters:

- In printed materials – flier, newsletter, program, press release, and/or
- On organization's Web site.

OGP I GRANTEES ONLY - PROOF OF PROJECT EXPENSE

OGP I organizations are required to submit documentation verifying project expenses as part of the invoice packet. The proof of expenses submitted must equal at least twice the amount of the invoiced/requested amount. For example, you must submit proof of expenses totaling at least \$4,000 to invoice for \$2,000.

If submitting expenses of several different types, e.g. administrative salaries, artistic fees, copying, mailing, etc., please group expenses by category and provide a cover sheet listing the categories and amounts for each.

For First Time OGP I Grantees

Expense documentation could include items such as:

- Computer reports, from in-house accounting systems such as Quick Books or Quicken, which must include date, check number, payee, check amount, and brief description as to the nature of the expense;
- Copies of canceled checks (front and back of check) showing proof of payment;
- Bank statements, cash register receipts, credit card statements showing proof of payment;
- Signed and dated contracts or letters of agreement stating duties, dates of employment, or services;
- Signed and dated statement from an individual including time period worked, amount paid, and service performed.

[Note: all small receipts must be copied onto 8 ½" by 11" paper; several receipts may be copied onto the same sheet of paper.]

For Returning OGP I Grantees Only (funded by LACAC for at least the past 3 consecutive years)

If an in-house accounting system is not utilized, documentation may include the following:

- Typed itemized list of expenses, grouped by type, and must include date, check number, payee, check amount, and description. If a non-computer generated list is submitted, there may be a periodic audit of the organization's expense records and the need to submit additional expense documentation. Organizations should retain copies of canceled checks, invoices and bank statements for accounting purposes.

New

EXPERIENCELA POSTING – *for events taking place during the 2005-06 funding year and thereafter*

Grantees are required to post County-funded, publicly accessible activities on www.ExperienceLA.com. This site promotes cultural attractions throughout Los Angeles County. To become a partner and post events (at no charge), simply log onto the site and apply under the "Quick Tips and Partner Info" section. Events should be posted at least three weeks prior to the activity date.

To demonstrate proof of posting, you may either (1) [prior to the event] print out the Web page on which your event appears, or (2) [after the event takes place] log on to ExperienceLA and select the "Events" tab from the navigation bar.

Check the box on this page that allows you to "View Past Events." You may print out this page of past postings. If you encounter difficulties, please contact webmaster@experiencela.com. Please submit one of these printouts with your invoicing package.

County-funded projects not intended for the general public (such as technology purchase, salaries) need not post to this site.

Payment usually takes about 3-4 weeks from the Arts Commission's receipt of a complete invoice packet.

INVOICE SUBMISSION

Send invoice packet via regular mail to:

Janine Perron, Director of Grant Programs
Los Angeles County Arts Commission
374 Hall of Administration
500 West Temple Street, Los Angeles, CA 90012
E-mail: jperron@lacountyarts.org
Phone: 213-974-1343

E-mailed or faxed invoices will not be accepted.

QUESTIONS?

Please contact Janine with any questions.