



OGP

LOS ANGELES COUNTY ARTS COMMISSION ORGANIZATIONAL GRANT PROGRAM (OGP)

2007/2008 – **GUIDELINES** for ALL OGP APPLICANTS

After reviewing guidelines, please refer to the OGP Instructions for assistance in completing the electronic application.

OGP CATEGORIES, GOALS, & DEADLINES

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

Application Deadlines:

OGP III (Accessibility) (over \$1,500,000) – Wednesday, October 25, 2006

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

OGP 2.5 (Artistic Capacity) (\$500,000-\$1,500,000) – Wednesday, November 29, 2006

Provides support for artistic growth and employment opportunities.

OGP II (Organizational Capacity) (\$100,000-\$500,000) – Wednesday, November 15, 2006

Provides support for projects to strengthen infrastructure for arts organizations.

OGP I (Advancement) (under \$100,000) - Wednesday, December 13, 2006

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

As this is an electronic grant process, applications may be submitted after 5:00 p.m. on the due date. However, should there be any problems in transmission, staff will not be available to troubleshoot. It is *highly recommended* that grants be submitted by 5:00 p.m.

No late applications will be accepted. There are NO exceptions.

All supporting documentation sent by mail must be postmarked by the due date.

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- [For OGP 2.5 and III only] **Audited financial statements.**

Organizations must also:

- **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 ensures 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.

INELIGIBLE ORGANIZATIONS

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.
- Organizations with fiscal agents or sponsors.
- 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 expenses for 2 years or more.
- **New for 2007/08** Organizations that have used Los Angeles County Arts Commission grants as collateral for loans from the Arts Loan Fund and are delinquent in repaying those loans.

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.
- Participation in another Arts Commission program, including projects at the Ford Theaters.

PUBLIC RECORD

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

GRANT CONDITIONS

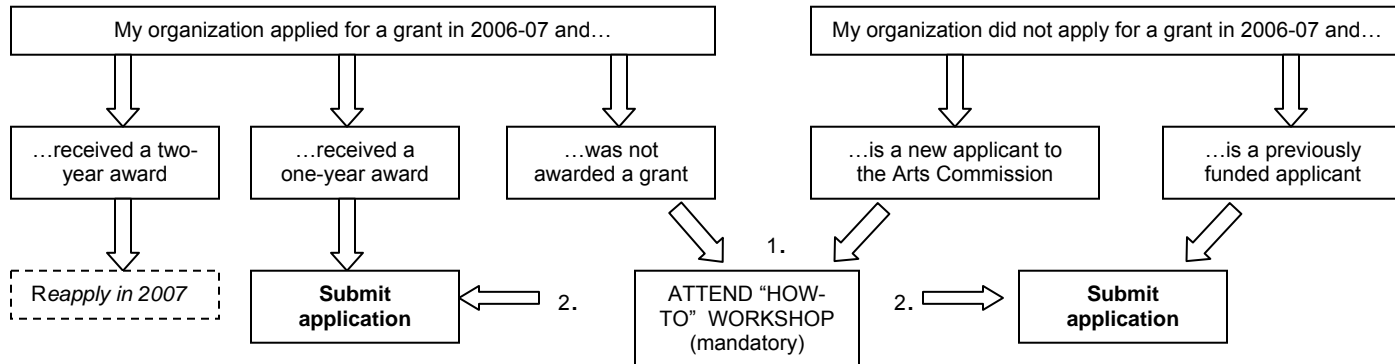
Organizations that have been awarded funds are required to adhere to all agreements contained within the organization's contract with Los Angeles County, including:

- 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.
- All OGP grants must be matched 1:1 with other earned or contributed income sources. 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.
- The Arts Commission reserves the right to determine the activities to be presented or supported commensurate with the appropriation granted. Any changes in contracted activities must be approved.
- Organizations receiving grant awards will be required to file signed project reports, submit proof of expenses (OGP I only), and provide documentation of proper acknowledgment of Arts Commission support in printed programs, catalogs, or on a website.
- Compliance with all applicable federal, state and local laws, rules, regulations, ordinances, and directives.

GRANT CYCLE

New for 2007/08

All organizations now 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.



REVIEW PROCESS

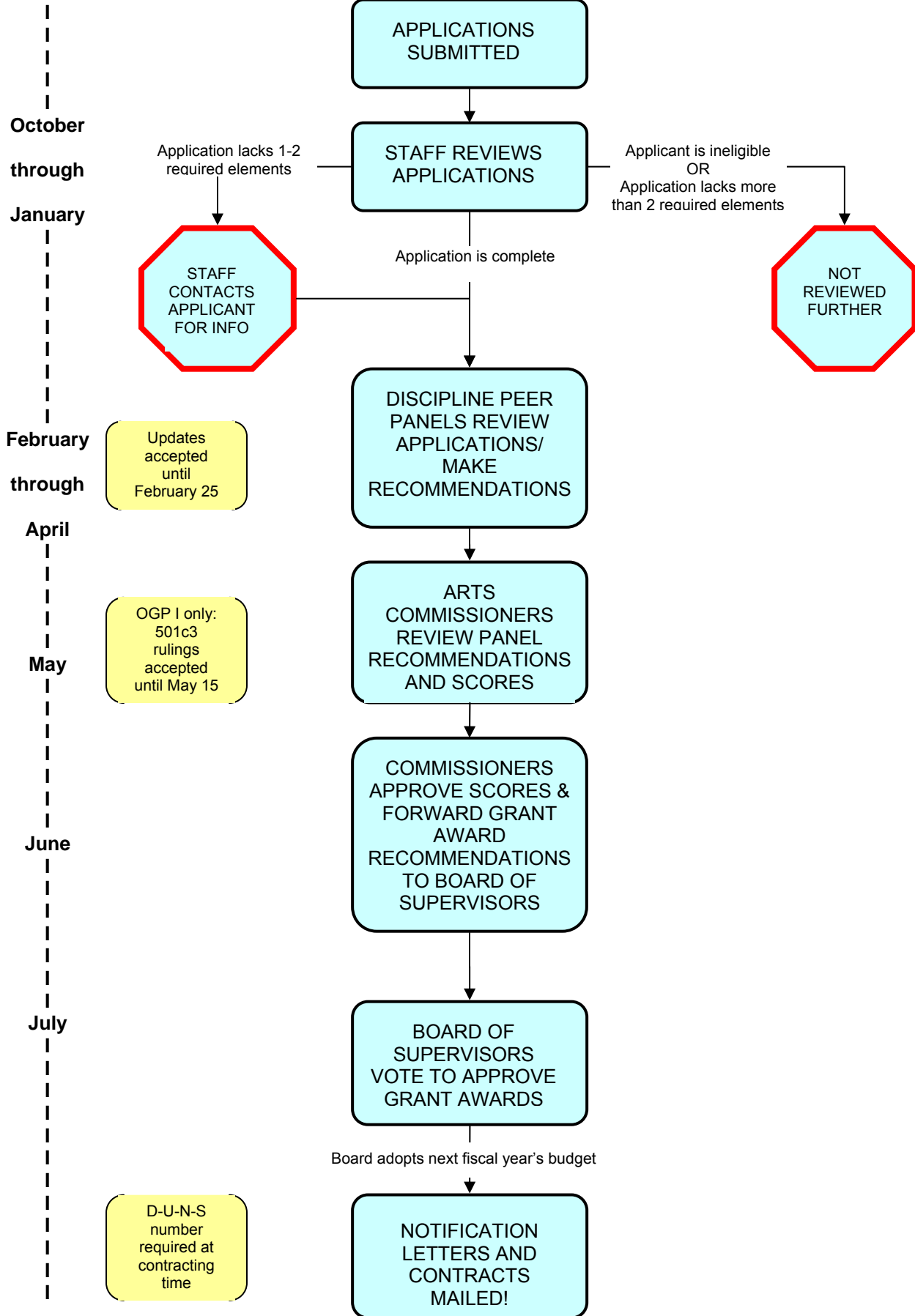
1. Commission staff reviews the application for eligibility.
2. If an application form is substantially incomplete or late, the application will be considered ineligible.
3. A discipline peer panel then reviews all eligible applications.
4. Following the Arts Commissioners' review of the panel findings, grant recommendations are forwarded to the Board of Supervisors for consideration and final approval.

UPDATES

All OGP applicants should submit an update to their submitted application for the panel review if there is new information pertinent to the current proposed project or a change in the leadership of the organization. Updates should be one page on organization letterhead, signed by an authorized individual and submitted via fax or mail by February 25, 2007.

See **REVIEW PROCESS** flowchart, next page.

REVIEW PROCESS



GUIDELINES FOR ORGANIZATIONS SERVING CHILDREN/YOUTH

ARTS FOR ALL INITIATIVE: Arts for All: Los Angeles County Regional Blueprint is a ten-year plan which provides a series of policy changes and educational initiatives to create systemic change and institutionalize arts education in each of the 81 school districts in Los Angeles County, which serve a total of 1.7 million students, 23% of students enrolled in public school in California. The Regional Blueprint, which is the result of a year-long community-based strategic planning process, was adopted by the Los Angeles County Board of Supervisors, the Los Angeles County Arts Commission, and the Los Angeles County Office of Education in August and July 2002, respectively. Fifty-four diverse stakeholders, including the Arts Commission and the Los Angeles County Office of Education, have agreed to work together under the umbrella of a County Task Force on Arts Education to implement the various strategies of the Blueprint. For a complete update on progress made in implementing the Blueprint, please visit http://lacountyarts.org/blueprint_update04.pdf

The Arts Commission looks to its grantees to be active partners in achieving the Blueprint's objectives. Therefore, it requires every applicant to document:

1. **USE OF STANDARDS:** Both the federal government (through the No Child Left Behind Act) and the State of California have defined arts education as part of the core curriculum. In 2001, the California State Board of Education adopted Content Standards for the Visual and Performing Arts (VAPA), providing school districts with a baseline of instruction for making the arts a core curriculum subject. With Content Standards as guideposts, districts are instituting comprehensive arts education programs using grade-specific goals and activities. Nonprofit arts organizations are critical partners in this nationwide effort. Therefore, applicants that conduct *arts education programs* [see OGP Instructions for definition] are expected to demonstrate awareness of, and adherence to, these Standards, which may be downloaded from www.laartsed.org.
2. **FINANCIAL PARTICIPATION BY SCHOOL/DISTRICT:** Financial involvement by schools/districts is a necessary proof of ongoing commitment to the project as well as the larger goals of the Blueprint. Organizations applying for a *school-based program* [see OGP Instructions for definition], whether hosted at the schools or at organizations' facilities, are required to demonstrate a 1:1 match provided by either individual schools or districts. The school/district match may either be fully cash or a mix of cash and in-kind, with in-kind support not exceeding 25% of the match.
3. **EDUCATION-FOCUSED REVIEW PANELS:** All *arts education organizations* [see OGP Instructions for definition] and *arts education programs* will be assessed in Arts Education panels. Even if arts education programming is only a part of the County request, it will be reviewed in an Arts Education panel. Panelists will be selected both for expertise in arts education and specific disciplines. They will evaluate applications on the basis of the Organizational Grant Program criteria and adherence to best practices in arts education.

OGP I

Most recently completed year's cash revenue is less than \$100,000

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: The Arts Commission permits organizations in the process of obtaining 501(c)(3) status to apply for County funds. They must submit evidence of filing for non-profit status to the Commission by February 1, 2007 and submit their newly received 501(c)(3) determination letter to Commission staff by May 15, 2007. If the determination letter is not received by this due date, the applicant organization will not be considered for funding and will need to submit a new grant application in the next grant cycle once the determination letter has been received.

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 supplied by the organization in its eGRANT (online application system) registration and in contract documents.

OGP I - PROJECT SUPPORT

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)
- Strategic planning/consultancies

Salaries and benefits or fees for artistic and administrative positions.

Production support, including:

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

OGP I - ALLOWABLE REQUESTS

MAXIMUM REQUEST: An OGP I applicant organization may request up to a maximum of 15% of its actual cash revenue from the *last completed budget year* [see OGP Instructions for definition] at the time of the application submission for each of the two years of funding. Applicants are advised to request the maximum allowable amount. Do not request more than the maximum and do not round the request up.

Example: \$5,000 for 07/08 + \$5,000 for 08/09 = \$10,000 total OGP I request

MINIMUM REQUEST: No matter the budget size of the organization, applicants should not request less than \$1,000 for each of the two years for a total of \$2,000. The minimum award is subject to change.

The amount awarded is based upon a percentage of the amount requested and the score received.

OGP I - REVIEW CRITERIA

OGP I applications will be reviewed and scored by a peer panel according to the following criteria:

REVIEW CRITERIA	Maximum Point Value
CRITERION 1: Artistic Quality of Organization	40
CRITERION 2: Organizational Readiness	15
CRITERION 3: Quality of Project Plan	20
CRITERION 4: Quality of Project Evaluation <i>New for 2007/08</i>	5
CRITERION 5: Awareness of, and Response to, Community Needs	20
TOTAL	100

Each question on the application ties back to one or more of these criteria. The criteria appear in square brackets following each question.

Panelists will review returning applicants' 2006-07 final invoice reports, as available, as part of the peer review process, as final reports speak to applicants' capacity to undertake projects.

OGP II

Most recently completed year's cash revenue falls between \$100,000 and \$500,000

OGP II is designed to support projects that increase the organizational capacity and infrastructure of mid-size arts organizations. Competitive OGP II applicants will have assessed the structure of their organization, determined the chief structural factors impeding progress, and arrived at a mission-driven and sustainable plan of action to address one or more of these factors.

In addition to the grant award, funded organizations will be provided access to technical assistance services which may include workshops and scholarship opportunities.

OGP II - PROJECT SUPPORT

Examples of programs or projects that strengthen infrastructure 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; and
- Information technology that improves Web presence, internet access, computers and needed software to increase staff efficiency.

Organizations in this category that seek funds for artistic projects will be expected to show that these projects are focused less on immediate needs and more on the long-term development of their institutions.

OGP II - ALLOWABLE REQUESTS

MAXIMUM REQUEST: OGP II applicant organizations may request up to 5% of their actual revenue from the last completed fiscal year, with a minimum grant request of \$5,000, for each of the two years of funding. It is to the organization's advantage to request the maximum amount.

Example: Organization had total revenues of \$275,000 at close of fiscal year in June 2006.
\$13,750 for 07/08 + \$13,750 for 08/09 = \$27,500 request

MINIMUM REQUEST: No matter the budget size of the organization, applicants should not request less than \$5,000 for each of the two years for a total of \$10,000. The minimum award is subject to change.

The amount awarded is based upon a percentage of the amount requested and the score received.

OGP II - REVIEW CRITERIA

OGP II applications will be reviewed and scored by a peer panel according to the following criteria:

REVIEW CRITERIA	Maximum Point Value
CRITERION 1: Artistic Quality of Organization	40
CRITERION 2: Management Capacity	15
CRITERION 3: Quality of Project Plan	20
CRITERION 4: Quality of Project Evaluation <i>New for 2007/08</i>	5
CRITERION 5: Awareness of, and Response to, Community Needs	20
TOTAL	100

Each question on the application ties back to one or more of these criteria. The criteria appear in square brackets following each question.

Panelists will review returning applicants' 2006-07 final invoice reports, as available, as part of the peer review process, as final reports speak to applicants' capacity to undertake projects.

OGP 2.5

Most recently completed year's cash revenue falls between \$500,000 and \$1,500,000

The Arts Commission introduced this category in 2005-06 to support community anchor organizations' focus on artistic capacity. Funds will enable organizations to mount productions/exhibitions/education programs on a scale and scope that help them to reach their aesthetic/educational aspirations to a greater degree. Qualifying projects take the organization to a higher level of artistic achievement and provide employment opportunities for artists.

Another goal of this category is to 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. This aspect of the program is managed by the Arts Commission's Director of Organizational Development.

OGP 2.5 - PROJECT SUPPORT

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

- Involvement of guest artists/advisors/curators/programmers;
- Commission of new work;
- Increased rehearsal time for performing artists;
- Employment of more experienced costume, lighting, and production designers;
- Increased work hours of artistic staff (e.g. PT to FT);
- Exhibition of a highly acclaimed artist;
- Development of a touring program;
- Additional training opportunities for teaching artists
- Development of pre- and post-visit educational materials;
- An extension to an exhibition's time frame; and
- New artistic position, i.e. technical director.

OGP 2.5 - ALLOWABLE REQUESTS

MAXIMUM REQUEST: OGP 2.5 organizations may request up to 3% of their actual revenue from the last completed fiscal year for each of the two years of funding. Do not request more than the maximum allowable and do not round the request up. It is to the organization's advantage to request the maximum amount.

Example: Organization had total revenues of \$800,000 at close of fiscal year in June 2006.
\$24,000 for 07/08 + \$24,000 for 08/09 = \$48,000 request

MINIMUM REQUEST: No matter the budget size of the organization, applicants should not request less than \$10,000 for each of the two years for a total of \$20,000. The minimum award is subject to change.

The amount awarded is based upon a percentage of the amount requested and the score received.

OGP 2.5 - REVIEW CRITERIA

OGP 2.5 applications will be reviewed and scored by a peer panel according to the following criteria:

REVIEW CRITERIA	Maximum Point Value
CRITERION 1: Artistic Quality of Organization	40
CRITERION 2: Management Capacity	15
CRITERION 3: Quality of Project Plan	20
CRITERION 4: Quality of Project Evaluation <i>New for 2007/08</i>	5
CRITERION 5: Relationship with Audience/Community	20
TOTAL	100

Each question on the application ties back to one or more of these criteria. The criteria appear in square brackets following each question.

Panelists will review returning applicants' 2006-07 final invoice reports, as available, as part of the peer review process, as final reports speak to applicants' capacity to undertake projects.

OGP III

Most recently completed year's cash revenue is more than \$1,500,000

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.

OGP III - PROJECT SUPPORT

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.)
- Arts education activities and programs for youth aged 5-18 (in-school, after-school, summer, etc.). Please note that these projects will be reviewed in Arts Education peer panels.
- artistic and production expenses related to educational and outreach programs

OGP III - ALLOWABLE REQUESTS

MAXIMUM REQUEST: The maximum is based on 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. It is to the organization's advantage to request the maximum allowable amount.

ORGANIZATION REVENUE

MAXIMUM ALLOWABLE REQUEST AMOUNT

\$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)

Example: Organization had total revenues of 2,500,000 at close of fiscal year in June 2006.
\$50,000 for 07/08 + \$50,000 for 08/09 = \$100,000 request

Example: Organization had total revenues of 8,750,000 at close of fiscal year in June 2006.
\$75,000 for 07/08 + \$75,000 for 08/09 = \$150,000 request

MINIMUM REQUEST: 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 for each of the two years for a total of \$25,000. The minimum award is subject to change.

The amount awarded is based upon a percentage of the amount requested and the score received.

OGP III - REVIEW CRITERIA

OGP III applications will be reviewed and scored by a peer panel according to the following criteria:

REVIEW CRITERIA	Maximum Point Value
CRITERION 1: Artistic Quality of Organization	40
CRITERION 2: Managerial Excellence/Fiscal Responsibility	15
CRITERION 3: Quality of Project Plan	20
CRITERION 4: Quality of Project Evaluation <i>New for 2007/08</i>	5
CRITERION 5: Defines and Addresses Community Issues	20
TOTAL	100

Each question on the application ties back to one or more of these criteria. The criteria appear in square brackets following each question.

Panelists will review returning applicants' 2006-07 final invoice reports, as available, as part of the peer review process, as final reports speak to applicants' capacity to undertake projects.

APPLICATION CHECKLIST

Application sent electronically using eGRANT (ON OR BEFORE THE DEADLINE)

Supplemental Materials by mail (POSTMARKED BY THE DEADLINE)

If package with support materials weighs more than 16 oz., you must bring it to the post office. The post office no longer accepts packages of more than 16 oz. deposited in mailboxes.

1. *Individually hole-punch each of the following items (with the exception of odd-sized promotional materials, which may be gathered together in 8 ½ x 11" clear plastic sleeves).*
2. **New for 2007/08** *Collate eight (8) sets. DO NOT place each set within a plastic sleeve.*

Reviews/Letters of Recommendation: submit 8 copies of a few recent reviews or press articles. If no reviews are available, submit one or more letters of recommendation from local officials or community members. *For arts service organizations only – submit 2 letters of recommendation from individual or organizational stakeholders in lieu of reviews. Letters may not be from board members.*

Promotional Materials: submit 8 copies of recent promotional materials (season brochures, flyers, newsletters).

Study Guide: If an arts education organization or applying for an arts education program, submit 8 copies of your study guide or equivalent (see Glossary in OGP Instructions for definition).

New for 2007/08 **Printout from laartsed.org:** if your organization is on the Los Angeles County Arts Education Resource Directory, please attach 8 copies of a printout of one or more education programs. Make sure that you print out the tab with "Standards & Learning" information as well as the "Background" tab. *This attachment is necessary to acquaint panelists with the quality of your programming in lieu of having you fill out the application's Arts Education pages.*

One (1) copy of each of the following:

Note that some supplementary materials may be attached electronically to the eGRANT application if you have them available in a proper format. In the eGRANT application, click on the icon that reads "Attach Documents." Any document that you attach electronically does not need to be duplicated and mailed.

New applicant organizations in any OGP category: One copy of the organization's 501(c)(3) Determination Letter.

OGP I organizations lacking a 501(c)(3) Determination Letter: Include a letter on the organization's letterhead confirming the organization will file paperwork by February 1, 2007 and will receive its own non-profit status and letter by May 15, 2007. OGP I organizations that do not receive their 501(c)(3) letter by May 15, 2007 will not receive funding for 2007-08.

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.

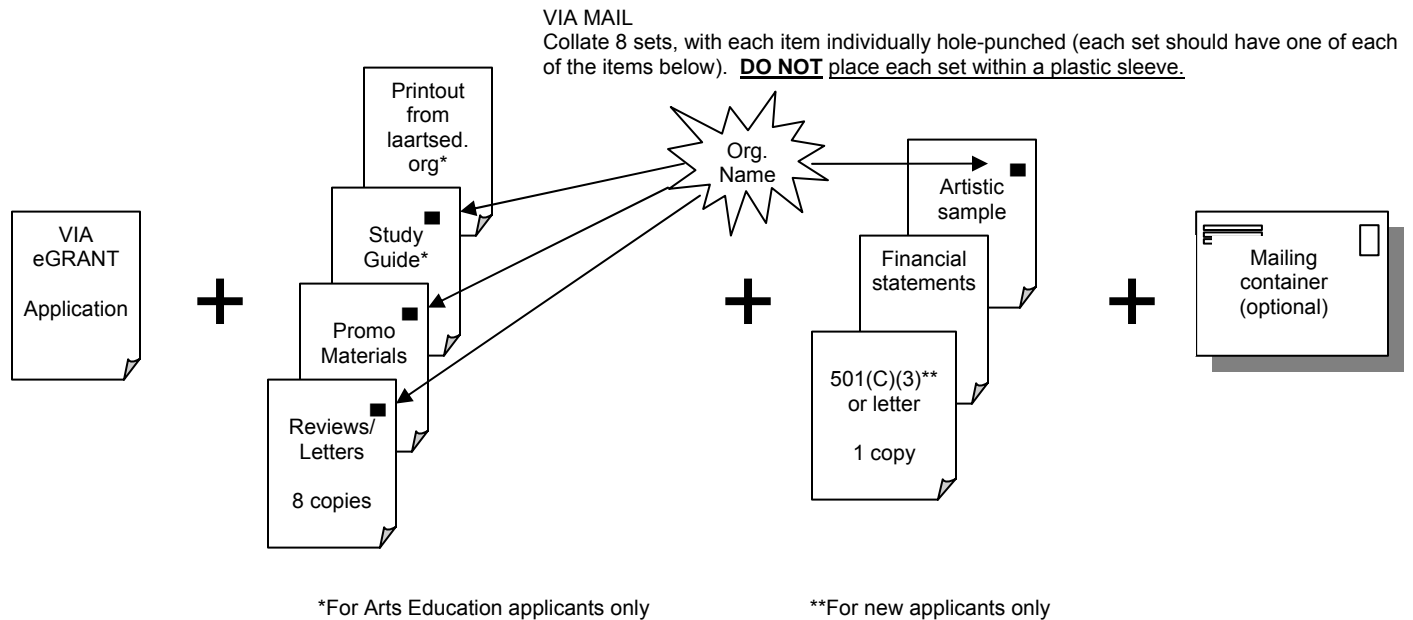
OGP 2.5 and OGP III applicants only: Audited Financial Statements - one *paperclipped* copy of the organization's independently audited financial statements from the last completed fiscal or calendar year. Do not submit bound or stapled statements.

One paperclipped copy of financial statements for the previous 2 years: For organizations showing a deficit of greater than 20% of expenses in any of the three years on the Organizational Budget page ONLY.

Artistic Documentation: no more than one copy of each form of artistic documentation referenced in the application under "Artistic Documentation." 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—if you want materials back. Materials without proper mailing containers or postage will not be returned and will be discarded or recycled.

PREPARING YOUR APPLICATION PACKAGE



1. Include the name of the organization at the top right corner of all supplemental materials.
2. Do not submit any stapled, taped, or paste-up materials. All materials (except for promotional materials) must be on standard 8 1/2" by 11" paper. Do not place materials in a binder.
3. Secure materials with a rubber band.

MAILING ADDRESS

Mail supplementary materials to:

Janine Perron, Director of Grant Programs
Los Angeles County Arts Commission
374 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

QUESTIONS?

Contact the Grants Team with any questions:

Charlotte Frazer, Office Assistant

Telephone: 213/974-1343
Email: cfrazer@lacountyarts.org

Janine Perron, Director of Grant Programs

Telephone: 213/974-1343

E-mail: jperron@lacountyarts.org