

# OGP III

## LOS ANGELES COUNTY ARTS COMMISSION

ORGANIZATIONAL GRANT PROGRAM III /

LARGE BUDGET ORGANIZATIONS

2002/2003 GUIDELINES/INSTRUCTIONS

Application Postmarked Deadline: Wednesday, November 7, 2001

[For organizations with budgets greater than \$800,000]

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[OGP III Application \[Microsoft Word Format\]](#)

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## OVERVIEW

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The Los Angeles County Arts Commission was established in 1947 to ensure access to the arts for Los Angeles County residents. The administration of grant programs is an essential component of this mandate.

The Commission's Organizational Grant Program accepts applications in all arts disciplines. The Commission utilizes peer panels to review all applications and to make recommendations to the Commission. Commissioners review panel recommendations, make appropriate adjustments and submit funding recommendations to the County Board of Supervisors for final approval. Each organization recommended for funding must meet the guidelines of the grant program from which they will be awarded funds.

The Organizational Grant Programs are divided into three distinct categories based upon budget size and focus of support:

- Organizational Grant Program I/Small Budget Organizations provides support for artistic or administrative advancement for those organizations with budgets less than \$100,000.
- Organizational Grant Program II/Mid-Size Budget Organizations provides support for sustainability projects for organizations with budgets between \$100,000 and \$800,000.
- Organizational Grant Program III/Large Budget Organizations provides support for organizations with budgets greater than \$800,000 for projects designed to increase the accessibility of the arts for Los Angeles County residents.

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## ARTS INTERNSHIP PROGRAM

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Performing, media and literary arts organizations may also be eligible to apply to participate in the Los Angeles County Arts Internship Program. All organizations must meet the eligibility requirements of the Organizational Grant Program in order to apply, but do not need to be a current grantee.

Through the internship program, the Arts Commission provides an award to the organization of \$3,000 per student for a ten-week summer internship in Los Angeles County. Participating organizations will also receive a \$400 stipend per intern to assist with administrative costs. A separate application process is required and eligible organizations may request application instructions after January 2002.

[Visual arts organizations may be eligible to apply to the Getty Internship Program, and should contact the Getty Grant Program office at (310) 440-7320 for information and application forms.]

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## **OGP III GOALS**

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The goals of the Los Angeles County Arts Commission Organizational Grant Program III for Large Organizations are to:

- strengthen and encourage Los Angeles County non-profit arts organizations; and
- make their programs easily accessible to the public.

**All grants under this program are for arts activities--performances, exhibitions, or other arts programming.**

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## **GUIDELINES**

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### **WHO MAY APPLY**

Organizations that:

- Qualify as tax-exempt as defined by the IRS.
- Have principal offices and whose primary mission is to provide arts programming in the County of Los Angeles.
- Have a functioning board of directors that meets regularly and holds an annual election of officers. 51% of board members must be residents of California.
- Have a 2000/2001 fiscal year (or 2000 calendar year) operating budget of \$800,000 (revenue) or over. A recent audited financial statement will be required for all large budget organizations applying for an organizational grant. The audit must show revenue greater than \$800,000.
- If reapplying, have met all grant conditions during the most recent grant period. Any organization not meeting previous contract conditions for a county grant will be automatically disqualified from reapplying for three years.
- Have been in existence for at least three consecutive years and have produced during that period not less than four public performances or created or maintained an exhibition which was open to the public for thirty or more days each fiscal year.

- Not be scheduled to receive funds from any other grant program of the Arts Commission during 2002/2003. An organization cannot receive a grant through the Organizational Grant Program for projects for which it is receiving other Commission support or funds. (Organizations wishing to participate in *Summer Nights at the Ford* in 2002 should not request support for their Ford performance in their Organizational Grant Program application, but may request support for performances scheduled at other venues.)
- New or previously declined applicants who have attended the 2002/2003 OGP III 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.
- 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.

*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 the amount of money allocated to the Commission by the County Board of Supervisors.*

### **SPECIAL ELIGIBILITY CIRCUMSTANCES**

The 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:

- Arts organizations whose principal offices are outside the County of Los Angeles.
- 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 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 budget deficit of more than 20% of the total operational

- expense for three years or more.
- An organization which has used a County Arts Commission grant as collateral for a loan from the ARTS, Inc. Loan Fund and is delinquent in repaying that loan.

### **REVIEW CRITERIA**

Utilizing the peer panel process, organizations are scored based on the following criteria, with 100 points as the maximum score:

- Exhibit artistic excellence in production and/or programs (40 points maximum).
- Offer forms of community service to residents of the County, such as activities for children and families, or free or reduced price performances or programs for under-served groups (15 points maximum).
- Define and address issues of its community/audience (geographically, ethnically, and/or in any other ways that reflect the diversity or uniqueness of its community/audience) (15 points maximum).
- Demonstrate an ability to assume full fiscal responsibility for the program/performance/exhibit for which it seeks County funding (15 points maximum).
- Document evaluation and support through: effective evaluation of programming; a successful fund-raising program; strong audience support; volunteer involvement (15 points maximum).

### **GRANT CONDITIONS**

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

- County grants are for reimbursement only. Activities must take place before invoicing for County funds. County grants must be matched 1:1 with other earned or contributed income sources.
- The Commission reserves the right to determine the activities to be presented 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 and provide documentation of proper acknowledgement of 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.

### **MAXIMUM ALLOWABLE FUNDING REQUEST AMOUNTS**

Organizations may request up to 50% of the proposed project budget. The following table provides **MAXIMUM ALLOWABLE** funding request amounts, based upon the organization's actual revenue from the last completed fiscal year.

**ORGANIZATION REVENUE**  
**(Actual revenue from last**  
**completed fiscal year)**

**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)
\$1,000,000 - 4,999,999	Not more than 2% of actual revenue or \$50,000 (whichever is less)
\$800,000 - 999,999	Not more than 2.5% of actual revenue or \$20,000 (whichever is less)

The minimum grant award in this category for successful applicants is \$15,000. The amount awarded is based upon a percentage of the amount requested and the score received. It is to your organization's advantage to request the maximum allowable amount.

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## **INSTRUCTIONS FOR COMPLETING & FILING THE APPLICATION**

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**BEFORE COMPLETING YOUR APPLICATION, PLEASE READ ALL THE ATTACHED INSTRUCTIONS CAREFULLY.**

- Deadline for Filing: **Must be postmarked by Wednesday, November 7, 2001.**
  - Notice:  
Applicants must have budgets of \$800,000 or over (cash revenue) for the last completed fiscal or calendar year. The Mid-Size Organizational Grant Program accepts applications from organizations with budgets between \$100,000 and \$800,000 (next filing date: November 14, 2001); the Small Organizational Grant Program accepts applications from organizations with budgets under \$100,000 (next filing date: December 12, 2001). Please call the Grants Manager to request applications for these programs.
- (1) **APPLICANT ORGANIZATION INFORMATION.** Enter information as requested. For the *Contact Name & Title*, note the person to call regarding any questions about the grant application.
  - (2) **DISCIPLINE.** Check one discipline. The discipline indicates which peer panel will review the application. Generally, the discipline refers to the organization's chief mission or art form, rather than for the project for which the organization is requesting funding. For example, if a

visual arts museum is requesting funding for an arts education project, the discipline checked should be *Visual Arts*, not *Arts Education*.

- (3) SUMMARY PROJECT REQUEST DESCRIPTION. Describe the project in one sentence. Use only the space provided. The project will be described in more detail on page 2. Reminder: All grants under this program are for arts activities--performances, exhibitions, or other arts-related programming.
- (4) TOTAL AMOUNT REQUESTED FROM THE COUNTY OF LOS ANGELES. Enter amount requested for 2002/2003. The amount should be no more than 50% of your project budget. County Grant must be matched 1:1 with other earned or contributed income sources. See page v for maximum allowable funding request amounts.
- (5) ESTIMATED NUMBER OF AUDIENCE/PARTICIPANTS PROPOSED PROJECT WILL SERVE. Enter the number of people expected to view, participate, or otherwise engage in the project activity being proposed.
- (6) COUNTY PROJECT COST PER AUDIENCE MEMBER. Divide line 4 by line 5.
- (7) PROPOSED NUMBER OF PERFORMANCE/EXHIBITION/ACTIVITY DATES. Fill in the number of dates the proposed project will cover. For example, a theatre organization may propose five performance dates, a visual arts organization may propose twenty exhibition dates, an arts education organization may propose eight workshop dates, a presenting organization may propose one festival date.
- (8) COUNTY SUPERVISORIAL DISTRICT INFORMATION.
  - Check the district where the principal office of the organization is located.
  - Check the district where most of the organization's activities are held. Select one only.
  - Check all of the district(s) that the organization will serve. Service may include actual activities presented in a district or marketing to specific communities within a district. To determine district information, call 562/462-2748 or go to the LA County On Line web site at <http://www.co.la.ca.us/> and click on the icon marked "√ Find Your Representatives."
- (9) YEAR ORGANIZATION INCORPORATED. Fill in the appropriate year.
- (10) ARE ARTISTS REQUIRED TO PAY DUES? If the organization is a membership organization requiring dues from artists, check the "yes" box and fill in the amount artists are required to pay, then check whether payments are annually or monthly. If artists do not pay dues, check the "no" box.
- (11) FISCAL YEAR OR CALENDAR YEAR. If the organization operates on a calendar year (CY), check the calendar year box. If the organization operates on a fiscal year (FY), check the fiscal year box and fill in the fiscal year dates, e.g. 7/1 to 6/30 or 9/1 to 8/31, etc.
- (12) AUDIENCE & ACTIVITY DATES. Fill in the requested information based upon the organization's records for the calendar or fiscal year. Information for FY 01/02 or CY 2001 and FY 02/03 or CY 2002 will be based upon projections.
- (13) SUMMARY OF ORGANIZATION'S TOTAL FISCAL ACTIVITY. Fill in the items requested. This information should be the same as the information included in the Organizational Budget Summary from page 5.

Fill in applicant name at the top of page.

- (14) **PROJECT NARRATIVE.** Project dates for this grant run from July 1, 2002 through June 30, 2003. In the space provided describe the proposed project for 2002/2003 and how it relates to the goals of the grant program (refer to the Goals section on page ii of these instructions).
- (15) **PROJECT BUDGET.** Provide the requested budget information. Round off all entries to the nearest dollar.
- (16) **TOTAL PROJECT EXPENSE.** County grant requested plus 1:1 cash match should equal the total project expense.
- (17) Calculate and enter percentage of annual budget as indicated.

Fill in applicant name at the top of page.

- (18) **MISSION/PURPOSE OF THE ORGANIZATION.** State the mission or purpose of the organization. Use only the space provided.

- (19) **NARRATIVE.** Organize the narrative to correspond to each item below. Use the letter and headings as identified below. Use 10 point font or larger. Leave space between paragraphs. Complete in the space provided (pages 3 and 4). Do not continue on additional pages and do not type outside the boxes.

- A) **HISTORY.** Provide a brief history of the organization.
- B) **MISSION ADVANCEMENT.** State how the organization's artistic mission was advanced this past year through one or more of the following: involvement of noted artists, scholars, or other experts; significant collaborations with other organizations; development of new work, artists, audiences; innovative/challenging programming; special projects.
- C) **COMMUNITY SERVICE.** Describe the types of community service the organization provides to the residents of the county (for example, special performances for children and families, free or reduced price performances for under served groups).
- D) **AUDIENCE.** Describe the organization's community/audience (geographically, ethnically, and in any other ways that reflect the organization's diversity or uniqueness). Describe how its audience is different or similar to the community in which most activities are held. Cite activities in the past year which were designed to reach out and include this community.
- E) **SUPPORT.** Describe the organization's support through fund raising, audience involvement, volunteer participation.
- F) **EVALUTION METHODOLOGY.** Describe the methodology the organization uses to evaluate its programs, projects, exhibitions, or performances. Cite specific examples of how evaluation methodology has impacted the organization's artistic, administrative, or programming decisions.

- (20) **ORGANIZATIONAL BUDGET SUMMARY.** This budget page is consistent with the California Arts Council application format for mid-size and large organizations. This is a cash budget. In-kind donations should only be noted in item XII. on page 6. Round off all entries to the nearest dollar and be certain that the financial information provided for fiscal year 2000/2001 (or calendar year 2000) in the application matches the information on the audited fiscal report you submit as an attachment.

- Under County of Los Angeles for fiscal year 02/03, enter the amount requested in this application.
- Under Contributed Income, City, specify names of any donor city governments.

- Under Operating Expenses, Other, attach a separate schedule if these expenses total more than 10% of the budget in any year.
- Budget notes are required to explain overall deficits and noticeable shifts (10% or more) in income and expense categories from year to year (including projections). If necessary, attach detailed schedules based on the organization's financial statement. Unexplained shifts in income or expenses and surplus/deficit positions from year to year may reflect negatively on the application.
- If the organization has a deficit greater than 20% of expenses, the organization must provide financial statements for the previous three years. If these are required and not attached, the application will be incomplete and ineligible.

(21) ORGANIZATIONAL BUDGET SUMMARY - Continued

- III. Operating Surplus (Deficit): This figure is carried over from the Surplus (Deficit) at Year End line from the previous page. Enclose deficit figures within parentheses.
- IV. Carryover Fund Balance at Beginning of Year: Include only operating funds. Do not include the value of endowments, restricted funds, or capital assets. This figure should correspond to line VII of the previous year.
- V. Accumulated Surplus: Add item III. plus item IV., if appropriate.
- VI. Other Net Adjustments: Include fund transfers, special gifts, etc. Indicate deficit adjustments within parentheses.
- VII. Balance at Year End. Carry this figure forward to line IV. of the next year.
- XII. In-kind contributions: Include the value of in-kind fees and services, including in-kind capital acquisitions, space rental, and volunteer services (artistic, administrative and technical). If the total exceeds 10% of total income (from budget, previous page), attach a schedule.

(22) CERTIFICATION

Before filing the application with the Commission, obtain the required signatures, provide the telephone numbers requested, and date the application. At least two different signatures (one from a key staff member and the other from a board officer) are required.

ARTISTIC DOCUMENTATION SAMPLE INDEX

Artistic documentation materials are required and must be included in the application package. Documentation is essential to the Panel and Commission review of program quality, therefore select the best materials available. Submissions should reflect the organization's artistry or expertise in the discipline and be most appropriate for that discipline. For example, music organizations *must* submit audio-based documentation (CD, cassette, video), visual arts organizations should submit slides, etc.

For most organizations, one sample of artistic documentation is all that is necessary. In certain cases, organizations may want to provide two samples. For instance, an arts education organization specializing in visual arts instruction may want to submit samples of education guides and also submit slides to provide the panel with a sample of work by artist-instructors and students.

Follow the guidelines below when submitting audio/visual materials. Fill out the information as requested on page 7. Use additional sheets as necessary to provide complete information.

SLIDES OR PHOTOS (10 Maximum)

Number sequentially, top indicated, and label each slide or photo with the name of the applicant organization and identity of artist(s). Include the date of the slide or photo and the date the contents were performed, produced or exhibited. Include a log describing content in one or two sentences, if applicable.

#### AUDIO CASSETTE TAPES/COMPACT DISKS

Music organizations must submit a audio-based artistic documentation. Label with name of applicant organization and identify artists. Include a log of selections in sequence as they appear on the tape, indicating title, performing artist(s), instrumentation and length. Performance recorded should be within the past year. Choral organizations should include an a capella selection, if possible. Cue the cassette tape to the appropriate start point.

#### VIDEO CASSETTE TAPES

Label with the name of the applicant organization and identity of the artist(s). Only VHS tapes are acceptable. Include a log of selections on the tape, a brief description of the activity shown, and the approximate sequence length. Select a total of the best five minutes of tape. Cue the tape to the appropriate start point.

#### STUDY GUIDES/EDUCATIONAL MATERIALS

For those organizations applying for arts education programming, please submit relevant samples of study guides or other educational materials utilized by teachers and/or students.

For assistance in determining the appropriate documentation, contact Renae Williams, Grants Manager at 213/974-1343.

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## GRANT SUBMISSION

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### **GRANT APPLICATION SUBMISSION REQUIREMENTS**

Application type must be 10-point font or larger.

Include the name of the organization at the top of each page of the application and all supplements.

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 for photocopying.

One original application and one copy of the application are required.

Use the following checklist to ensure that you have all items before submitting the application.

1 application (with original signatures) paperclipped, and  one copy paperclipped, as follows:

Application pages 1-7.

Arts Education survey page 8.

- List of key staff members with job titles. Short biographies (one paragraph each) of key staff members should be included. No more than 1 page single-sided.
- Board roster: names, addresses, and professional affiliations; identify officers with titles.
- Two or three recent (2000 or 2001) reviews or press articles.
- List of program/performance/exhibition dates, times, locations (including addresses) from November 15, 2001 through June 1, 2002. Copies of 2001/2002 season brochure will be accepted (the season brochure must be 3-hole punched or placed in a plastic sleeve suitable for a 3-ring binder). This information facilitates site visits. Provide the name and telephone number of the person to contact regarding site visits, if different from the contact person on page 1 of the application.

Also include the following items with the application:

- One copy of the organization's 501(c)(3) determination letter.
- One paperclipped copy of the organization's audited financial statement from CY 2000/FY 2000/2001. The statement must not be bound or stapled.
- The artistic documentation material as noted on page 7 of the application. The artistic documentation should be labeled with the applicant organization's name.
- If a season brochure is submitted in lieu of a word-processed list of program/performance/exhibition dates, **25 copies** of the brochure must be submitted. The brochures need to be 3-hole punched or placed in a plastic sleeve suitable for a 3-ring binder (one brochure per plastic sleeve).
- Optional: A self-addressed and stamped mailing container for return of artistic documentation materials—only if the organization wants materials returned. Materials without proper mailing containers or postage will not be returned.

**DEADLINE**

**Grant application packages must be postmarked by Wednesday, November 7, 2001.**

Late applications will not be accepted.

**COMMISSION ADDRESS**

R. Renae Williams, Grants Manager  
 Los Angeles County Arts Commission  
 374 Kenneth Hahn Hall of Administration  
 500 West Temple Street  
 Los Angeles, CA 90012

Telephone: 213/974-1343  
 FAX: 213/625-1765  
 E-mail: rrwilliams@bos.co.la.ca.us

**PROCESSING**

***If an application form is incomplete, late, not typewritten, and/or if all required supplementary materials have not been submitted, the application will be ineligible.***

**REVIEW**

Commission staff reviews the application for eligibility. A discipline peer panel and the Commission successively review the application. Applicants may be invited to appear before the Commission to explain their proposed project.

Following the Commission review of applications, grant recommendations are forwarded to the Board of Supervisors for consideration.

Grant notifications are mailed after adoption of the 2002/2003 budget by the Board of Supervisors, usually in late July of that fiscal year.

### **QUESTIONS**

**If you have questions regarding this application, contact Renae Williams, Grants Manager, at 213-974-1343, or [rrwilliams@bos.co.la.ca.us](mailto:rrwilliams@bos.co.la.ca.us).**

**[OGP III Application \[Microsoft Word Format\]](#)**