




# Organizational Grant Program (OGP) Webinar

## Manage Your Grant: Year One

### Grant Reporting and Requirements

 @LACountyArts  
#OGPArtsFunding

Los Angeles  
County  
**Arts &  
Culture**

# Welcome to the Organizational Grant Program Year One – Grant Reporting and Invoicing Webinar

- **Presenters**

- Rosalyn Escobar, Grants Manager
- Ann Jensen, Grants Associate

- **Agenda**

- Overview of the OGP grant cycle and requirements
- Discussion of new changes to the grant reporting forms
- Review of contract terms and grant project budget
- Instructions for filling out the report forms
- Overview of post-report audit
- Q & A (General Questions)

# Before we begin...

Visit the *Manage Your Grant* section of our website to download and review:

- **Reporting requirements:**

<https://www.lacountyarts.org/funding/organizational-grant-program/manage-your-grant/ogp-manage-your-grant-final-requirements>

- **OGP Terms and Instructions (Exhibit B):**

<https://www.lacountyarts.org/funding/organizational-grant-program/ogp-grantseekers/ogp-manage-your-grant-terms-instructions>

- **Online Year 1 Report Form:** [www.apply-lacdac.smapply.io](http://www.apply-lacdac.smapply.io)

# OGP Contract Overview +Timeline

- OGP contracts follow the County fiscal year calendar:  
**July 1 to June 30**
- This is a two-year grant awarded in July 2021
- **Year One reports cover activities from:**  
July 1, 2021 to June 30, 2022



*Featured grantees (from left to right): ArtworxLA, Center Theatre Group, Alliance for California Traditional Arts*

# New Changes to OGP Year One Report Forms

<b>OGP GRANT REPORT FORMS</b>	<b>NEW CHANGES</b>
<b>1. Deadlines/Cycle</b>	Submitting invoices at the start of the grant year ( <i>July-Aug 2021</i> ) rather than at the end so that grantees have funds earlier in the cycle. Report forms due at end of cycle ( <i>June 1, 2022</i> ).
<b>2. Report Narrative</b>	Reduced to seven questions; modifications can be explained in the <i>Project Challenges</i> section
<b>3. Supplemental Materials</b>	Now only one required attachment
<b>4. Expense Budget</b>	No changes but modifications to line items are allowable with explanation in the narrative.
<b>5. District Updates</b>	Supervisory districts have been redistricted this year, your organization may be affected.

**New grant management system link:**

[www.apply-lacdac.smapply.io](http://www.apply-lacdac.smapply.io)

**A copy of the report questions is accessible on our website, visit:**

[https://www.lacountyarts.org/sites/default/files/ogp\\_year\\_1\\_sample\\_report\\_form.pdf](https://www.lacountyarts.org/sites/default/files/ogp_year_1_sample_report_form.pdf)

# Getting Started - Checklist

## 1. Copy of your OGP Contract + Adjusted Grant Budget

A copy of your organization's contract packet was sent to the primary contact in Fall of 2021. You should have this handy before you begin.

## 2. Thank You Letter to the Board of Supervisors

A copy of the *Thank You* letter your organization sent to your LA County Supervisor. More information about this requirement can be found in the *Terms & Instructions (Exhibit B)* document of your contract packet.

To check if your organization's supervisorial district has been affected by redistricting use this link:

<https://lavote.gov/apps/precinctsmaps>

# OGP Reporting + Invoicing

- **Invoice Payments**

- All project expenses, including matching fund expenses, must be **incurred (not expended)** by June 30, 2022.
- Invoices were due in August. Submit NOW if not already submitted.

- **Reporting**

- OGP grantee reports are an annual requirement.
- Each year of OGP reporting focuses on aspects of grant project implementation for the year you are reporting about.
- **DEADLINE FOR YEAR ONE REPORT IS JUNE 1, 2022.**

- **Terms & Instructions (Exhibit B):**

- All details about the reporting and invoice process are in this document.



# 2021-22 OGP Contract Overview



CONTRACT #: 22-999  
Organizational Grant Program Agreement



**TIP:**  
Check your address and vendor number; if it changed, you'll need to take an additional step to ensure all records match.

This Agreement made this \_\_\_\_\_, by and between the County of Los Angeles ("County"), a body corporate and politic of the State of California, and:

Organization ("Grantee"): XYZ Inc.

Address: 111 N. Hill St.

City, State, Zip: Los Angeles, CA 90012

Primary Contact: Jan Jimenez

Email Address: Jan@XYZ.org

Los Angeles County Vendor #: 999999999

## ORGANIZATIONAL GRANT PROGRAM

The County, through the Los Angeles County Department of Arts and Culture ("Arts Department"), provides grants to nonprofit arts organizations in the County to support regional arts organizations and deliver a wide variety of cultural services to County residents.

Grantee is a nonprofit 501(c)(3) organization, or a fiscally sponsored organizations with a Model A comprehensive fiscal sponsorship agreement, with a mission to provide arts services for the benefit of the public. Grantee delivers services to the residents of the County through the development and presentation of arts and/or arts education programs and services, such as exhibitions, festivals, performances, classes and theatrical and musical productions, and by engaging the public to build appreciation and visibility for the arts.

**Section 1. AGREEMENT DOCUMENTS.** This Agreement is comprised of this three-page document, the Standard Terms and Conditions attached here as Exhibit A, and the General Terms and Instructions attached here as Exhibit B. Grantee affirms it has reviewed the entire Agreement, including the attached exhibits, and understands and will comply with the terms and instructions as described.

## Section 2. PURPOSE AND SCOPE OF GRANT.

A. The County desires to provide a grant to support Grantee's arts-oriented operations and programming efforts in the County. Specifically, this grant award will be used for the following purposes only ("Project"): "General operating support".

**Section 3. AGREEMENT TERM.** The term of this Agreement shall commence when executed by all parties hereto, no earlier than July 1, 2021, and shall expire on June 30, 2023

**Section 4. MAXIMUM GRANT AMOUNT.** The maximum grant amount payable by the County to the Grantee under this Agreement shall not exceed: \$15,000

**REMINDER:** The adjusted grant budget section of the contract was submitted in the online grants system. If you did not download it from the system yet or need help locating it, contact [grants@arts.lacounty.gov](mailto:grants@arts.lacounty.gov).



# 2021-22 Adjusted Grant Budget

**REFER BACK TO THE  
ADJUSTED BUDGET**



In some cases, the project expenses may have been modified. That is OKAY.

If the project expenses are completely different, contact grants staff before submitting your report.

## Identify Matching Expenditures

	YEAR 1: APPLICATION REQUEST+MATCH	YEAR 1: GRANT AWARD+MATCH	YEAR 2: APPLICATION REQUEST+MATCH	YEAR 2: GRANT AWARD+MATCH
Request/Match Amount	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## A. Administrative & Artistic Salaries, Professional Fees & Fringe Subtotal

	YEAR 1: APPLICATION REQUEST+MATCH	YEAR 1: GRANT AWARD+MATCH	YEAR 2: APPLICATION REQUEST+MATCH	YEAR 2: GRANT AWARD+MATCH
A. Administrative & Artistic Salaries, Fees & Fringe Subtotal	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## B. Marketing

	YEAR 1: APPLICATION REQUEST+MATCH	YEAR 1: GRANT AWARD+MATCH	YEAR 2: APPLICATION REQUEST+MATCH	YEAR 2: GRANT AWARD+MATCH
B. Marketing	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## C. Operations (Rent, utilities, equipment and facilities, etc.)

	YEAR 1: APPLICATION REQUEST+MATCH	YEAR 1: GRANT AWARD+MATCH	YEAR 2: APPLICATION REQUEST+MATCH	YEAR 2: GRANT AWARD+MATCH
C. Operations	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## D. Fundraising

	YEAR 1: APPLICATION REQUEST+MATCH	YEAR 1: GRANT AWARD+MATCH	YEAR 2: APPLICATION REQUEST+MATCH	YEAR 2: GRANT AWARD+MATCH
D. Fundraising	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## E. Professional Development

	YEAR 1: APPLICATION REQUEST+MATCH	YEAR 1: GRANT AWARD+MATCH	YEAR 2: APPLICATION REQUEST+MATCH	YEAR 2: GRANT AWARD+MATCH
E. Professional Development	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## F. Programming

# OGP Contract – Cash Match

Grantees must demonstrate and report matching dollars that ensure Los Angeles County grant funding did not exceed fifty percent (50%) of the cost of the supported project for that fiscal year.



*Featured grantees (from left to right): Craft and Folk Art Museum, Film Independent, Amazing Grace Conservatory*

# Accessing the OGP Reporting Forms

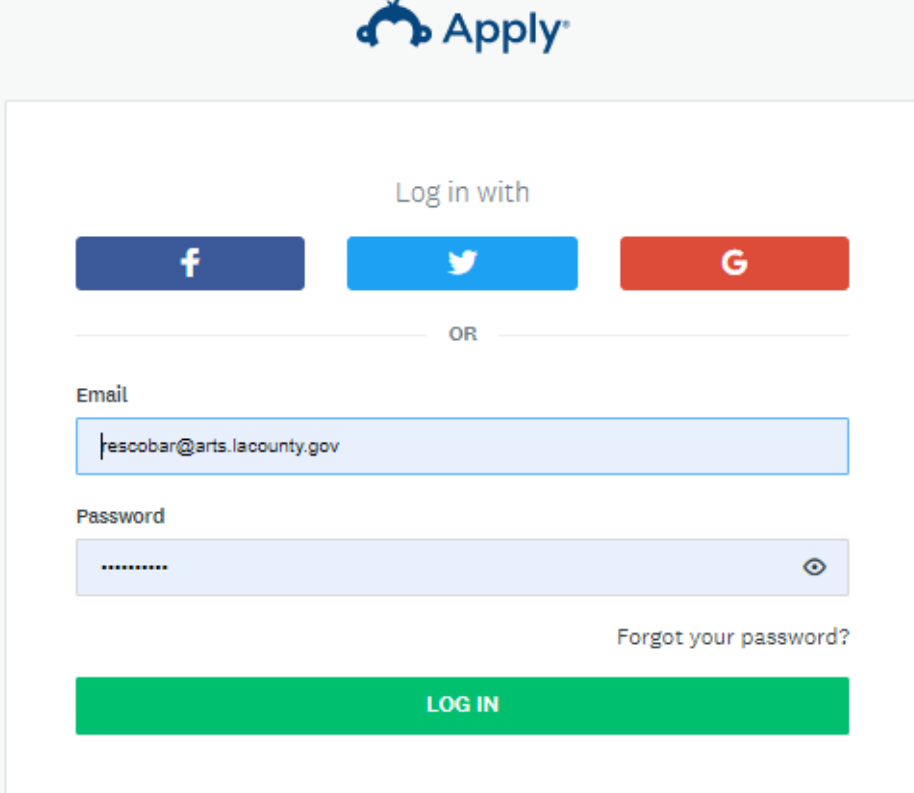
Online Invoice + Report  
[www.apply-lacdac.smapply.io](http://www.apply-lacdac.smapply.io)

## TO BEGIN:

- Log in to your SurveyMonkey Apply account.
- All OGP forms are available in this system, including grant applications, invoices and report forms.

## REMINDERS:

- Cut + Paste from a Word Document.
- Submit 5 days prior to deadline to avoid last minute stress!
- Contact [grants@arts.lacounty.gov](mailto:grants@arts.lacounty.gov) if you forgot and/or don't have the username of the account.
- If you simply forgot the password, click: **“Forgot your password?”**



The screenshot shows the login interface for the 'Apply' system. At the top, the 'Apply' logo is displayed. Below it, the text 'Log in with' is centered above three social media login buttons: Facebook (blue), Twitter (light blue), and Google (red). A horizontal line with the word 'OR' in the center separates these from the standard login fields. The 'Email' field contains the text 'rescobar@arts.lacounty.gov'. The 'Password' field is masked with dots and has an eye icon to toggle visibility. A link for 'Forgot your password?' is located to the right of the password field. At the bottom, a large green button labeled 'LOG IN' is centered.

# Accessing the OGP Reporting Forms

All Applications ▾

Organizational Grant Program (OGP)  
OGP2021-0000000002

START

Last edited: Mar 6 2021 12:46 AM (UTC)

## Once you've logged in...

1. Click START on the OGP grant in the “All Applications” list.
2. Once in, you'll be prompted to complete the three required tasks in the *Manage Your Grant Round 1* stage.
3. Fill out the three\* tasks in the list that are not labeled “optional”.

\* If you have not filled out your invoice, you will see that form in this list as well.

0 of 3 required tasks complete

Last edited: Mar 6 2021 12:46 AM (UTC)

REVIEW SUBMIT

RE Rosalyn Escobar (Owner)  
esco1205@yahoo.com

Add collaborator

Organizational Grant Program (O... Preview ...

OGP2021-0000000002

APPLICATION ACTIVITY

Your tasks Instructions

	Change of Information Form - OPTIONAL (optional)	>
	OGP Project Amendment Request Form -Year 1- OPTIONAL (optional)	>
	Year One - Final Report - Narrative Questions	>
	Year One Report- Matching Expenses	>
	Year One - Supplemental Materials	>



# 2021-22 OGP Report – Year One Budget

## MATCHING EXPENSES BUDGET

**Column 1:** These are the line items to choose from.

**Column 2 – OGP Year One Grant:** Enter the amount you spent in each of these line items for the first half of your grant award (i.e.-what has been spent towards OGP project using OGP funds?).

**Column 3 – Year One Match:** List project matching funds(i.e.-what has been spent towards OGP project using matching funds?).

**TOTAL:** The total under **Column 3 MATCHING EXPENSES** should be *equal to or MORE than* the total in **Column 2 OGP EXPENDITURES**.

Total Grant Award:

100

Identify Matching Expenditures

	OGP YEAR ONE GRANT	YEAR ONE MATCH
Grant/Match Amount	50.00	50.00

MATCHING EXPENSES

	OGP EXPENDITURES	MATCHING EXPENSES
A. Administrative & Artistic Salaries, Fees & Fringe Subtotal	\$ 50	\$ 50
B. Marketing	\$ 	\$ 
C. Operations	\$ 	\$ 
D. Fundraising	\$ 	\$ 
E. Professional Development	\$ 	\$ 
F. Programming	\$ 	\$ 
G. Other Expenses	\$ 	\$ 

TOTAL	\$ 50	\$ 50
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# 2021-22 OGP Report – Year One Budget

## Year One – Matching Expenses Continued

Complete the narrative questions below the budget tables.

At the bottom of the form, click “save and continue editing” or “mark as complete”, at the bottom of the page before going back to the dashboard.

	MUST BE = TO YEAR ONE GRANT	MUST BE > OR = TO YEAR ONE MATCH
Meets or Exceed Expectations?	<input type="text" value="true"/>	<input type="text" value="true"/>

Please provide your source(s) of Matching Funds:

Provide a detailed list of "G.Other Expenses". All additional notes are optional.

I certify that the County Grant was matched 1:1 with earned or other contributed income.

Yes

PREVIOUS

SAVE & CONTINUE EDITING

MARK AS COMPLETE

Once you've completed the budget tables, click **Mark as Complete**. You'll be taken back to the dashboard.

# 2021-22 Year One Narrative Questions

## Program Goals

1. BRIEFLY describe your OGP funded project. *\*Max 200 characters*
2. What short term or long term goals are you working on with this project? *\*Max 200 characters*

## Project Progress and Success

3. What are the outcomes you are seeking to measure progress on your project goals? *\*Max 750 characters*
4. In your OGP application, you were asked about internal and external steps taken toward integrating and reflecting the values of CEII. Briefly outline any achievements and/or challenges on these steps thus far. *\*Max 750 characters*
5. *Optional* - What was the greatest success during this project so far in impacting your organization and/or community? *\*Max 750 characters*

## Project Challenges

6. What challenges are you facing in implementing this project, if any? *\*Max 750 characters*
7. Do you need to modify your project and/or budget for Year 2? Yes/No



# Supplemental Materials - Checklist

## ✓ **Thank You Letter to the Board of Supervisors**

A copy of the *Thank You* letter your organization sent to your LA County Supervisor\*. More information about this requirement can be found in the *Terms & Instructions (Exhibit B)* document of your contract packet.

## **TEMPORARILY REMOVED: Proof of Recognition**

Copy of a program, brochure, website screen-shot or other marketing materials that show the Department of Arts and Culture logo.

## **TEMPORARILY REMOVED: Artistic Documentation**

At minimum 1, at most 3 HIGH QUALITY images (300dpi) of activities or events that happened during the fiscal year you are reporting on. *Do not submit photos you have already submitted with your application or for a prior report.*

\*To ensure the letter goes to the correct supervisor, we encourage all grantees visit: <https://lavote.gov/apps/precinctsmaps> to look up their supervisorial district.

# 2021-22 OGP Report – Submission

Once all REQUIRED reporting tasks are complete,

- 1) Review your forms
- 2) Download the forms for future reference and
- 3) then click on the **“Submit”** button in the dashboard!

3 of 3 required tasks complete

Last edited: Apr 21 2021 08:47 PM (UTC)

**REVIEW** **SUBMIT**

**RE** Rosalyn Escobar (Owner)  
esco1208@yahoo.com

**Add collaborator**

Organizational Grant Program (OGP) [Preview](#) ...

OGP2021-0000000002

APPLICATION ACTIVITY

Your tasks Instructions

<input type="checkbox"/>	Change of Information Form - OPTIONAL (optional)	>
<input type="checkbox"/>	OGP Project Amendment Request Form -Year 1- OPTIONAL (optional)	>
<input checked="" type="checkbox"/>	Year One - Final Report - Narrative Questions Completed on: Apr 21 2021 07:48 PM (UTC)	>
<input checked="" type="checkbox"/>	Year One Report- Matching Expenses Completed on: Apr 21 2021 08:35 PM (UTC)	>
<input checked="" type="checkbox"/>	Year One - Supplemental Materials Completed on: Apr 21 2021 08:47 PM (UTC)	>

< Back to application

**SUBMIT YOUR APPLICATION**

Organizational Grant Program (OGP) [Download](#)

OGP2021-0000000002

ID: OGP2021-0000000002 Last edited: Apr 21 2021 08:47 PM (UTC)

# Auditing Post-Report Review

Grants Staff will be conducting **audits on late and incomplete** OGP reports for (Year 1 + Year 2) for ALL OGP BUDGET CATEGORIES.

Make a habit of keeping financial records associated with your OGP grant.

For you reference, here are the types of financials you may submit should we request additional information from you:

## **Proof of Expenses**

- QuickBooks or Quicken reports
- Copies of canceled checks
- Statements (bank or credit card) showing proof of payment
- Receipts
- Signed, dated contracts\*
- Signed, dated statements/invoice from the contracted individual

**NOTE:** It is your responsibility to clarify expenses that pertain to your grant funded project by **HIGHLIGHTING** them in financial receipts and documents.

# Questions?

Contact Arts and Culture Grants Staff:

- [grants@arts.lacounty.gov](mailto:grants@arts.lacounty.gov)
- 213-202-5858

***Download sample report forms at:***

*<https://www.lacountyarts.org/funding/organizational-grant-program/manage-your-grant/grant-requirements>*

**Presenters:**

**Rosalyn Escobar, Grants Manager**

**Ann Jensen, Grants Associate**

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