ORGANIZATIONAL GRANT PROGRAM
GENERAL TERMS AND INSTRUCTIONS
EXHIBIT B

Congratulations on your OGP grant! This document contains the information you will need to manage your grant, meet requirements, receive payments and take advantage of professional development opportunities.

Please read the entire document and visit our website at http://lacountyarts.org/grants to access up-to-date resources and information about managing your grant award. If you have any questions about your grant, please contact grants staff at (213) 202-5858 or grants@arts.lacounty.gov.

TABLE OF CONTENTS

CONTRACT OVERVIEW ........................................................................................................................................... 2
  Grant Period .......................................................................................................................................................... 2
  Contract Project Budget ........................................................................................................................................ 2
  Matching Funds .................................................................................................................................................... 2
  Signing the Contract ........................................................................................................................................... 2

GRANT PANEL COMMENTS ........................................................................................................................................ 2

REQUIREMENTS FOR CONTRACTING .................................................................................................................. 3
  Adjusted Grant Budget ......................................................................................................................................... 3
  California Secretary of State – Certificate of Good Standing ........................................................................... 3
  Los Angeles County Vendor Number ............................................................................................................... 3
  DUNS Number .................................................................................................................................................... 3

REQUIREMENTS FOR GRANT REPORTING ........................................................................................................... 3
  Credit/Recognition ............................................................................................................................................. 3
  Letter of Acknowledgement for County Board of Supervisors ..................................................................... 3
  Regional Cultural Calendar ............................................................................................................................... 4

INVOICING AND REPORTING ........................................................................................................................... 4

PROJECT AMENDMENTS ....................................................................................................................................... 5

BENEFITS AND OPPORTUNITIES FOR OGP GRANTEES .................................................................................. 6
  Professional Development Program .................................................................................................................... 6
  LA Culture Net .................................................................................................................................................... 7

UPDATING CONTACT INFORMATION ................................................................................................................ 7

CALENDAR OF IMPORTANT DEADLINES ............................................................................................................... 7

CONTACTING GRANTS STAFF ................................................................................................................................ 7
CONTRACT OVERVIEW

Grant Period
OGP awards are two-year grants. The first year of the grant spans from the July 1 through June 30 of the following year. The second year period begins July 1 and ends June 30 of the next year. For example, the OGP award period for grants awarded in 2016-17 is July 1, 2016 of the contract June 30, 2017, for the first year, and from July 1, 2017 through June 30, 2018, for the second year. Please note that the invoicing and reporting deadline is May 15 in each of the two years of the grant period. All funds must be expended or incurred prior to the May 15 deadline in Year 1 and Year 2.

Contract Project Budget
OGP awards are less than the original grant request. As a result, please scale down your project budget accordingly in the project budget form linked in the section called Requirements for Grantees of this document. If the OGP award amount seriously impacts the scope of work or project budget, please refer to the Project Amendment section of this document for instructions. When completing the grant budget online, double check that your figures are accurate and that totals are tabulated correctly. Discrepancies in the grant budget table may delay grant execution and consequently the reimbursement of the grant award.

Matching Funds
Grantees must demonstrate and report matching funds that ensure Los Angeles County grant funds do not exceed fifty percent (50%) of the total cost of the supported project. Please note that the contract provides that you may forfeit some or your entire grant award if you do not comply with this requirement.

Signing the Contract
The contract may be executed in one of two ways.

1. The contract may be executed by two members of your organization's board of directors. To be effective, one signature must be by the President, Vice-President, or Chairman, and the other signature must be of the Secretary, Assistant Secretary, Chief Financial Officer, or Treasurer. For example, a contract signed by the President and Secretary is acceptable. A contract signed by the President and the Vice-President, or by the Secretary and the Chief Financial Officer, is not acceptable.

- or -

2. Your organization's board of directors may delegate the authority to sign the contract to a single person (e.g., the Executive Director), and this person may sign the contract on behalf of your organization. In such case, you must provide evidence of the person's authority to sign the contract. Such evidence typically takes the form of a resolution adopted by your organization's board of directors, or your organization's articles of incorporation.

Note: A person may hold more than one position within your organization. For example, an Executive Director may also sit on the board, and may sign contracts using his or her board title.

GRANT PANEL COMMENTS
Knowledgeable members of the arts community, including artists, nonprofit arts administrators and members of the academic community have assessed your organization's programs and management as part of the OGP peer review panel process. To schedule a brief phone appointment to discuss panel feedback, contact grants staff at (213) 202-5858 or grants@arts.lacounty.gov. To find out more about panel service, to apply to serve as a panelist or to recommend someone for panel service please complete our online panelist nomination form: https://www.lacountyarts.org/funding/organizational-grant-program/about-ogp/about-ogp-panelist-nomination.
REQUIREMENTS FOR CONTRACTING
The following requirements must be met by your organization prior to the signing of your contract:

Adjusted Grant Budget
Grantees must provide the Arts Commission with a new adjusted budget including income and expenses related to the scope of your project to reflect your award amount. Forms must be submitted online at [http://lacounty.culturegrants.org/](http://lacounty.culturegrants.org/). Once logged in, click on the form called Adjusted Grant Budget. Note: Forms must be submitted prior to final execution of the contract; any delays in submission of this form may delay final execution of the grant contract.

California Secretary of State – Certificate of Good Standing
Los Angeles County ensures that each grantee organization is registered to do business in California and is in good standing with the California Secretary of State before the grant contract can be fully executed. To verify your organization’s standing with the Secretary of State, visit: [http://kepler.sos.ca.gov/cbs.aspx](http://kepler.sos.ca.gov/cbs.aspx). It is the responsibility of the organization to contact and follow up with the Secretary of State to resolve any issues before the contract is executed.

Los Angeles County Vendor Number
Grantees must have a current vendor number registered with Los Angeles County. To obtain a vendor ID visit [http://camisvr.co.la.ca.us/webven/](http://camisvr.co.la.ca.us/webven/). If you have questions relating to your vendor number, please contact vendor relations at 323-267-2725.

Once a vendor number has been created grantees may register for Vendor Self-Service (VSS) to support and ease account management.

Upon registration in VSS, grantees are required to enroll in Direct Deposit in order to expedite payments. Please follow the “Direct Deposit” instructions listed at [https://directdeposit.lacounty.gov/](https://directdeposit.lacounty.gov/).

DUNS Number
The Arts Commission requires that all grantees have a current DUNS number and include it on the grant contract. To verify an existing DUNS number or to request a new DUNS number (it’s free), go to the Dun & Bradstreet website at [http://fedgov.dnb.com/webform/displayHomePage.do](http://fedgov.dnb.com/webform/displayHomePage.do). For additional assistance call (866) 705-5711 or email: govt@dnb.com.

REQUIREMENTS FOR GRANT REPORTING
The following requirements must be met by your organization in order to ensure compliance with reporting procedures for the grant award. If you fail to comply with applicable requirements, your contract may be suspended or terminated, and you may forfeit some or the entire grant award.

Credit/Recognition
Grantees are required to recognize support from Los Angeles County by placing the Arts Commission logo and credit line on the organization’s printed materials and website, and listing the Arts Commission among the organization’s donors or supporters. Arts Commission logos can be downloaded at [https://www.lacountyarts.org/funding/organizational-grant-program/manage-your-grant/ogp-manage-your-grant-final-requirements](https://www.lacountyarts.org/funding/organizational-grant-program/manage-your-grant/ogp-manage-your-grant-final-requirements). The following line shall be used for crediting purposes:

"This [ORGANIZATION/PROJECT/PERFORMANCE/EXHIBITION] is supported, in part, by the Los Angeles County Board of Supervisors through the Los Angeles County Arts Commission."

Letter of Acknowledgement for County Board of Supervisors
Grantees are required to send two letters to their Board Supervisors:

(Year 1) a letter of acknowledgement, thanking the Board of Supervisors for the grant;
(Year 2) a letter providing details about the OGP project and its impact in your community.

Letters should be sent on behalf of the executive director, board chair, or both, directly to your County Supervisor at the corresponding mailing address listed below. To confirm your organization’s Los Angeles County District, please visit http://rrcc.lacounty.gov/OnlineDistrictmapApp/. If your organization serves more than one district, please send letters to each applicable district and Supervisor. Copies of letters must also be attached with the first and second year reports and will be tracked by staff for completion.

**First District**
The Honorable Hilda L. Solis  
Supervisor, First District  
500 West Temple Street, Suite 856  
Los Angeles, CA 90012

**Fourth District**
The Honorable Janice Hahn  
Supervisor, Fourth District  
500 West Temple Street, Suite 822  
Los Angeles, California 90012

**Second District**
The Honorable Mark Ridley-Thomas  
Supervisor, Second District  
500 West Temple Street, Suite 866  
Los Angeles, California 90012

**Fifth District**
The Honorable Kathryn Barger  
Supervisor, Fifth District  
500 West Temple Street, Suite 869  
Los Angeles, California 90012

**Third District**
The Honorable Sheila Kuehl  
Supervisor, Third District  
500 West Temple Street, Suite 821  
Los Angeles, California 90012

**Regional Cultural Calendar**
In collaboration with Los Angeles Tourism and Convention Board, the Arts Commission is transitioning ExperienceLA.com to the site DiscoverLosAngeles.com and creating a comprehensive digital platform connecting events and destinations countywide with regional public transit. With over 12 million visitors annually, DiscoverLosAngeles.com offers an unparalleled platform for outreach and accessibility, and provides a web portal that reflects the latest in user experience design and online information dissemination. This expansion includes comprehensive public transit data, alternative transportation information including bicycle and pedestrian route data, and ancillary data on dining, accommodations, activities, and other amenities located near cultural destinations and public transit.

Grantees will be required to post publicly accessible programs and events on http://www.discoverlosangeles.com/ beginning in fall 2016.

**INVOICING AND REPORTING**
OGP grants are paid on a reimbursement basis each year. Grantees will receive no more than half of the grant award each year. In order to receive reimbursement, please note:

- Grantees must submit payment requests to the Arts Commission at least once and no more than twice each year.
- Grantees may submit one partial payment request (invoice) to the Arts Commission no later than 6 weeks prior to the final payment request. **Final payment requests and required annual reporting documentation are due by May 15 of each OGP year.**
- Payment requests must be submitted through the online grants system and include the following items:
**Partial Payment Request**

<table>
<thead>
<tr>
<th>1. Invoice Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Proof of Expenses*</td>
</tr>
</tbody>
</table>

**Final Payment Request and Reporting**

| 1. Year 1 or Year 2 Report Form |
| 2. Invoice and Proof of Expenses* |
| 3. Proof of Arts Commission Recognition |
| 4. 1-3 images (upload high resolution JPG files), no more than three are required |
| 5. Authorization for use of images |
| 6. Letter of “acknowledgement” and/or “summary of impact” to the Board of Supervisors |
| 7. **NEW** - Demographics Questionnaire (year 2 report only). Organizations will now provide quantifiable data about participation and project reach via this new section in the report form. To see a list of the questions, visit: [http://www.lacountyarts.org/GrantsEval.html](http://www.lacountyarts.org/GrantsEval.html) |

*IMPORTANT NOTE:* Providing proof of expenses are no longer a requirement for OGP 1 invoicing purposes, however all grantees regardless of OGP budget category will be required to maintain financial records to verify compliance for three (3) years. The grantee will compile, maintain and permit access to records as required by applicable regulations, guidelines or other directives. If you are selected for an audit you must have and submit proof of expenses for review to grants staff upon request.

- OGP contracts run through June 30, but all project expenses must be expended or incurred by May 15 of each OGP year.
- **All project funds, including matching funds, must be expended or incurred prior to invoicing.** All documentation including budget, invoice and reporting form must be submitted online: [http://lacounty.culturegrants.org/](http://lacounty.culturegrants.org/). Follow link, log in and find the corresponding forms you need to fill out then submit the form via the grants system.
- In addition to the letter of acknowledgement sent to the Board of Supervisors, grantees are required to send a second letter to the Board of Supervisors which details the impact of the grant on your organization as well as the communities served. You may use information directly from your year 2 report form. This requirement must be met in order to process your final invoice. Refer to page 4 for additional information about where to mail your letter of impact.

For detailed instructions and information about invoicing and reporting requirements and our new online reporting system, please visit [http://lacountyarts.org/GrantsReportingInvoicing.html](http://lacountyarts.org/GrantsReportingInvoicing.html).

**PROJECT AMENDMENTS**

Grant activities and expenses must be consistent with those approved for funding. If changes in the project are necessary, you must:

1. Contact the Arts Commission’s Grants and Professional Development staff and set up a project amendment phone appointment;
2. Complete the form called *Project Amendment* online under the applicable grant cycle at the link below: [http://lacounty.culturegrants.org/](http://lacounty.culturegrants.org/);
3. Submit the project amendment and upload a project amendment letter written on your organization’s letterhead through the online form. The project amendment letter must, at a minimum, include the following information:

- a. OGP contract number,
- b. Specific change(s) requested,
- c. Justification for each requested change(s),
- d. Revised project budget, if applicable, or else a statement that "No revised project budget has been included in this amendment,"
- e. Contact information, including a phone number, fax number and e-mail address,
- f. A statement which reads as follows: "The parties agree to amend the terms of the contract as set forth in this amendment. Except as amended herein, all other terms and conditions of this contract shall remain in full force and effect," and
- g. Signature of two authorizing officials of your organization, or a corporate resolution or affidavit from the corporation’s board that the single officer signing the letter on the corporation’s behalf has the authority to bind the corporation.

No project amendment is in effect unless and until grantee receives approval from the Arts Commission, in the form of a signed project amendment form. Until such time as grantee receives such written approval, grantee shall only incur costs and shall only carry out its project in a manner consistent with the terms and conditions of the original contract.

**BENEFITS AND OPPORTUNITIES FOR OGP GRANTEES**

**Professional Development Program**

The Arts Commission provides an array of professional development opportunities to organizations that receive grants through its Organizational Grant Program (OGP). These opportunities are designed to bolster organizational capacity by providing learning and networking opportunities.

The OGP Professional Development Program has three strands:

1. In-house workshops and networking convenings for the local arts community.
2. Subsidized workshops, courses, and certificate programs addressing nonprofit management issues.
3. A scholarship program that allows grantees to identify other professional development opportunities and attend at a reduced rate.

**Who can attend?**

*Strand 1* is open to all organizations, with no limit on staff attendance.

*Strands 2 and 3* are open to staff and board members from an OGP grantee organization with a budget **UNDER $15,000,000**. The following provisions apply:

- A. Organizations with budgets UP TO $5,000,000 may target professional development to **all staff levels**.
- B. Organizations with budgets OVER $5,000,000 are expected to target professional development for **mid-career and emerging leaders** on staff.
- C. OGP grantee organization may use up to **five opportunities** between *strands 2 and 3* per calendar year.

---

1 Run by the Center for Nonprofit Management in downtown Los Angeles and The Nonprofit Partnership in Long Beach. Full and half-day courses are free; certificate programs and multi-day trainings are available at 50% of full price. Application required for multi-day trainings.

2 Typically up to 50% of the registration rate. Application required.
How does the Arts Commission decide on topics for Strand 1?
Topics are determined through review of mid- and final-year OGP grantee reports, aggregated survey responses from workshops and convenings across all Arts Commission programs, and best practices and feedback from the field. Sample topics may include arts education assessment, program evaluation, human resources, and financial literacy.

How do I learn more?
Additional information and instructions on signing up for specific workshops is available at https://www.lacountyarts.org/funding/community-impacts-arts-grants/manage-your-grant/ogp-manage-your-grants-scholarship-program. You may also contact Talia Gibas, Professional Development Programs Manager at tgibas@arts.lacounty.gov.

For regular updates and opportunities, follow us on Facebook and Twitter @lacountyarts and sign up for the ArtsWise newsletter.

LA Culture Net
Opportunities are also posted on the LA CultureNet listserv. It is strongly recommended that grantees subscribe to LA CultureNet by sending an email to laculturenet-subscribe@yahooogroups.com.

UPDATING CONTACT INFORMATION
Grantees must notify the Arts Commission of changes to their organization’s contacts or other organizational information. A Contact and Change of Information form can be found online at http://lacounty.culturegrants.org/. Once logged in, find and fill out the form and submit it for review by grants staff.

CALENDAR OF IMPORTANT DEADLINES
In order to ensure compliance and timely reporting and communications, note important dates in the calendar below. Please share this calendar with any staff who should be aware of these deadlines.

Adjusted Grant Budget and Final Signed Contracts Due August 3, 2016
Reporting Workshop Early April, 2017
Year 1 Invoice & Report Deadline May 15, 2017
Year 2 Invoice & Report Deadline May 15, 2018

CONTACTING GRANTS STAFF
For questions about amendments, contact updates, reporting, etc., please contact the Grants and Professional Development staff at (213) 202-5858, grants@arts.lacounty.gov or visit the website at https://www.lacountyarts.org/funding/organizational-grant-program.