

# Year 1 Report - Narrative Questions

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Please note – in response to the challenges many organizations face and will face as a result of the Covid-19 pandemic, we are allowing modifications for reporting on project progress. The *Project Challenges* section can be used to describe any challenges you have faced during this year including challenges that rose out of the mandatory closing of facilities, rescheduling or cancellation of events, etc.

## Program Goals

1. BRIEFLY describe your OGP funded project.

Auto populates

2. What short term or long term goals are you working on with this project?

## Project Progress and Success

3. What are the outcomes you are seeking to measure progress on your project goals?

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.

5. Optional - What was the greatest success during this project so far in impacting your organization and/or community?

## Project Challenges

6. What challenges are you facing in implementing this project, if any?

7. Do you need to modify your project and/or budget for Year 2?

☐ Yes

☐ No

If so, please contact Grants staff at 213-202-5858 or [grants@arts.lacounty.gov](mailto:grants@arts.lacounty.gov).

# Year One Matching Expenses

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Please note – in response to the challenges many organizations face and will face as a result of the Covid-19 pandemic, we are allowing modifications for reporting on project progress and expenses.

Enter project expenses for the FIRST YEAR of the grant period. Do not enter your organization's annual budget; only show expenses specific to the grant project. Show how expended were matched in the MATCHING FUNDS column. Reminder: OGP funds cannot be used for catering & hospitality, fundraising, lodging, meals or travel expenses. All OGP grants must be matched at least dollar for dollar with earned or contributed cash support. In-kind matching support is not accepted. For example, if an organization receives a \$10,000 grant, the total project costs must be at least \$20,000 and the organization must provide at least \$10,000 of the project funds from sources other than the Department of Arts and Culture.

Click "Next" to Start.

Total Grant Award:

Total Grant Award:

## Identify Matching Expenditures

OGP YEAR ONE GRANT    YEAR ONE MATCH

Grant/Match Amount

Auto filled

Autofilled

## MATCHING EXPENSES

A. Administrative & Artistic  
Salaries, Fees & Fringe Subtotal

OGP EXPENDITURES

MATCHING EXPENSES

B. Marketing

C. Operations	<input type="text"/>	<input type="text"/>
D. Fundraising	<input type="text"/>	<input type="text"/>
E. Professional Development	<input type="text"/>	<input type="text"/>
F. Programming	<input type="text"/>	<input type="text"/>
G. Other Expenses	<input type="text"/>	<input type="text"/>

TOTAL	<input type="text"/>	<input type="text"/>
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MUST BE = TO YEAR ONE  
GRANT

MUST BE > OR = TO YEAR  
ONE MATCH

Meets or Exceed Expectations?	<input type="text"/>	<input type="text"/>
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**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

# Supplemental Materials

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## **1. COPY OF THANK YOU LETTER to 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. They should be sent directly to your County Supervisor. More details and address for Board of Supervisors, visit:

[https://www.lacountyarts.org/sites/default/files/exhibit\\_b\\_ogp201819.pdf](https://www.lacountyarts.org/sites/default/files/exhibit_b_ogp201819.pdf)

UPLOAD FILE



# 1920 OGP Year One Report Invoice - FINAL

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Please note – we are allowing final invoices to be submitted and encourage organizations to submit their final invoices before May 30 – even if the project or event has not yet been completed at the time of submission.

## Organization Account Info

Organization Legal Name	<input type="text"/>
Main Address 1	<input type="text"/>
Main Address 2	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip Code	<input type="text"/>
Main Email	<input type="text"/>
Website	<input type="text"/>

## Vendor #:

## Primary Application Contact Information

Primary Application Contact Name:	<input type="text"/>
Primary Application Contact Phone:	<input type="text"/>
Primary Application Contact Email:	<input type="text"/>

### Invoice Amount

**I certify that the County Grant was matched 1:1 with earned or other contributed income and that all grant guidelines have been followed.**

☐ Yes

### Date Submitted

\_\_\_/\_\_\_/\_\_\_ (YYYY/MM/DD)

### CERTIFICATION OF ADDRESS, VENDOR AND CONTACT INFORMATION

IMPORTANT: Please review your Vendor Record before certifying. If the name of your organization, vendor number, or address is not correct and you submit this invoice to be processed, the invoice will be rejected and payment will be delayed **SIGNIFICANTLY**.

- To view your Vendor Record - click on the link below and enter your vendor number or organization name: <http://camisvr.co.la.ca.us/webven/VendLookup/VendSearch.asp>
- For address changes, you must contact *Vendor Relations Services* to update your address before submitting the invoice. *Payments are mailed to the address on file with Vendor Relations and not what is submitted in the invoice form.*
- We do not share records or data management functions with Vendor Relations Services, so we require you to submit changes to both departments.

For questions about updates or edits to your Vendor Record - call County Vendor Services Office

Hours: Monday-Thursday

8:00 am - 5:00 pm PST

Phone: 323-267-2725

I CERTIFY, that my address and vendor number is up to date with both the LA County Vendor Relations and LA County Department of Arts and Culture database system.

\_\_\_ Yes, I certify

## INVOICE/REPORT PROCESSING TIME AND STATUS UPDATE REQUEST INFORMATION:

After completing each section of the report, make sure to *click on the green submit button* in the dashboard after saving and exiting the invoice and reporting forms.

The standard time for receiving payments is **UP TO 12** weeks.

To request status of payment you can email the grants staff at [grants@arts.lacounty.gov](mailto:grants@arts.lacounty.gov).

To request a status update on your payment, please make sure to *include the name of the organization and the date of when the invoice was submitted* in the body of the email.