



COMMUNITY IMPACT ARTS GRANT PROGRAM GENERAL TERMS AND INSTRUCTIONS EXHIBIT B

Congratulations on your CIAG grant! These General Terms and Instructions contain important information you will need to manage your grant, meet grantee requirements, and receive payment.

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

TABLE OF CONTENTS

CONTRACT OVERVIEW	2
Grant Period	2
Matching Funds.....	2
Signing the Contract	2
Budget Adjustment Form.....	2
Credit/Recognition	3
REQUIREMENTS FOR GRANTEES.....	3
California Secretary of State – Certificate of Good Standing.....	3
Los Angeles County Vendor Number	3
DUNS Number	3
LETTERS OF ACKNOWLEDGEMENT TO THE LA COUNTY BOARD OF SUPERVISORS	3
GRANT PANEL COMMENTS	4
INVOICING AND REPORTING	4
PROJECT AMENDMENTS	5
UPDATING CONTACT INFORMATION.....	5
CONTACTING GRANTS STAFF.....	5

CONTRACT OVERVIEW

It is your responsibility as a grantee to meet all applicable award requirements. If you fail to comply with applicable requirements, your contract may be suspended or terminated, and you may forfeit some or your entire grant award.

Grant Period

The period of the grant is from July 1, 2018 through June 30, 2019. All matching and grant funds must be expended within the grant period. Organizations will be required to report all related expenditures as part of final report, due May 17, 2019.

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 by the Secretary, Assistant Secretary, Chief Financial Officer, or Treasurer. For example, a contract signed by the President and Secretary would be acceptable. A contract signed by the President and the Vice-President, or by the Secretary and the Chief Financial Officer, would **not** be acceptable.

- or -

2. Your organization's board of directors may delegate the authority to sign the contract to a single person or position in your organization (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.

Budget Adjustment Form

In most cases, CIAG *awards* are *less than* the original grant *request amount*. As a result, please scale down your project budget using the Budget Adjustment Form in Fluid Review. This must be submitted as part of the contract agreement. To access this form, you will first need to complete the CIAG Contract, Guidelines form in the Fluid Review system acknowledging that you have read and agree to the terms of the CIAG contract, Exhibits A and B and Guidelines. If the CIAG award amount seriously impacts the scope of work or project budget, please refer to the Project Amendment section of this document for instructions.

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-credit-recognition>. The following line shall be used for crediting purposes:

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

ADDITIONAL REQUIREMENTS FOR GRANTEES

The following requirements must be met by your organization prior to the signing of your contract:

California Secretary of State – Certificate of Good Standing

Los Angeles County verifies 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. Each Grantee is responsible for maintaining its good standing with the California Secretary of State for the entire term of the grant, or the grant will be forfeited and all money received from the County must be repaid.

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/>. 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 are encouraged to register for Vendor Self-Service (VSS) to support and ease account management.

After registration in VSS, grantees are requested to enroll in Direct Deposit. Please complete the form and follow the "Direct Deposit" instructions listed on the County's website at http://file.lacounty.gov/auditor/portal/cms1_237279.pdf.

DUNS Number

The Arts Commission requires that all grantees have a DUNS number and include it on the grant contract. To verify an existing DUNS number or to request a new DUNS number, go to the Dun & Bradstreet website at <http://fedgov.dnb.com/webform/displayHomePage.do> or call (866) 705-5711.

LETTER OF ACKNOWLEDGEMENT TO THE LA COUNTY BOARD OF SUPERVISORS

Grantees are required to send a letter of acknowledgement from your executive director, board chair or both, thanking the Board of Supervisors for the grant, providing details regarding your CIAG project and its impact in your community. In addition to the letter of acknowledgement sent to the Board of Supervisors at the beginning of the grant period, grantees are required to send a second letter to the Board of Supervisors detailing the impact of the grant on your organization as well as the communities served, and to include such impact letter with the final invoice .

Letters should be sent directly to your Los Angeles County District ("District") Supervisor ("Supervisor") at the mailing address(es) listed below. To confirm your organization's District and Supervisor, please visit <http://rrcc.lacounty.gov/OnlineDistrictmapApp/>. If your organization serves more than one District, please send letters to each applicable Supervisor.

Copies of letters must also be sent to the Arts Commission, to the attention of the Arts Commissioners 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

Arts Commission

Los Angeles County Arts
Commission
Attention: Arts Commissioners
1055 Wilshire Blvd., Suite 800
Los Angeles, CA 90017

GRANT PANEL COMMENTS

Knowledgeable members of the arts community and social services community, including artists, arts administrators and social service providers have assessed your organization's programs and management as part of the CIAG peer review panel process. To set up a brief phone appointment to discuss panel feedback, call or email the grants staff at (213) 202-5858 or ciag@arts.lacounty.gov. To find out more about panel service or to apply to serve as a grants panelist, please visit <https://www.surveymonkey.com/r/LACACpanelists>.

INVOICING AND REPORTING

CIAG grants are paid on a reimbursement basis each year. Please note:

- **Payment requests and required reporting documentation are due no later than May 17, 2019.** CIAG contracts run through June 30, 2019, but all project expenses must be expended or incurred by May 17, 2019 so that invoicing and reporting can be completed in a timely manner. Failure to expend or incur project expenses by May 17, 2019 may result in delays with your reimbursement.
- All project funds, including matching funds, must be expended or incurred prior to invoicing.
- Payment requests must include the following items:
 1. Invoice Form

2. Final Report
 3. Proof of Arts Commission Recognition
 4. Two Project Images and Image Request Form
 5. Letter of Impact to the Board of Supervisors
- Invoicing and reporting forms must be submitted online: <https://apply-lacac.fluidreview.com>.
 - Important Note: The second letter of impact must be included as part of the final report detailing the impact of the grant on your organization as well as the communities served. This requirement must be met in order to process your invoice. Refer to page 4 for additional information about where to mail your letter of impact.

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 a project amendment form to be provided by Grants and Professional Development staff following the phone appointment.

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

UPDATING CONTACT INFORMATION

Grantees must notify the Arts Commission of changes to their organization's contact information. Grantee must also notify LA County Vendor Services separately to maintain current information in their system. Please send any changes in contact information to ciag@arts.lacounty.gov

CONTACTING GRANTS STAFF

For questions, amendments, etc. please contact the Grants and Professional Development staff at (213) 202-5858, ciag@arts.lacounty.gov or Los Angeles County Arts Commission 1055 Wilshire Blvd., Suite 800, Los Angeles, CA 90017.