



COMMUNITY IMPACT ARTS GRANT (CIAG) PROGRAM

**2019-20 GENERAL TERMS AND
INSTRUCTIONS**

EXHIBIT B



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 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 award. If you have any questions about your grant, please contact grants staff at (213) 202-5858 or ciag@arts.lacounty.gov.

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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 Department of Arts and Culture 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.

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 the entirety of the grant award.

Grant Period

The period of the grant is from September 1, 2019 through August 31, 2020. 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 June 24, 2020.

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.

Two signatures:

1. To be effective, the contract may be signed by two members of your organization's board of directors. Please review the table below to determine which positions are allowed to sign.

Signature 1: Executive level board positions	Signature 2: Supporting level board positions
President, Vice-President, or Chair	Secretary, Assistant Secretary, Chief Financial Officer, or Treasurer

Examples:

Correct Signatures	A contract signed by the <i>President</i> and <i>Secretary</i> would be acceptable.
Incorrect Signatures	A contract signed by the President and the Vice-President, or by the Secretary and the Chief Financial Officer, would not be acceptable.

- or -

One signature:

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 their board title.

Adjusted Grant Budget

Grantees must provide the Department of Arts and Culture with an updated budget demonstrating all projected income and expenses related to the project scope and reflective of your final award amount. Forms must be submitted online using the *Adjusted Grant Budget* form. To open the form, visit: www.lacountyarts.org/apply. **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.**

In most cases, CIAG *awards* are *less than* the original grant *request amount*. As a result, please scale down the project budget using the Adjusted Grant Budget form in Fluid Review. This must be submitted as part of the contract agreement. 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.

LA COUNTY CREDIT AND RECOGNITION OF SUPPORT

Letter of Acknowledgement and Impact to the LA County Board of Supervisors

Grantees are required to send **two letters** 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.

The initial letter of acknowledgement must be sent to the Board of Supervisors at the beginning of the grant period and no later than October 31, 2019. A second letter detailing the impact of the grant on your organization as well as the communities served should be sent prior to the end of the grant period and uploaded with the final invoice package no later than June 24, 2020.

Letters should be sent directly to your Los Angeles County District ("District") Supervisor ("Supervisor") at the mailing address(es) listed on page 5. 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 the Letter of Acknowledgement and Impact

Copies of letters must also be sent to the Department of Arts and Culture. Send letters to the attention of the Arts Commissioners. Staff will track all sent letters for completion and compliance.

First District

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

Second District

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

Third District

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

Fourth District

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

Fifth District

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

Department of Arts and Culture

Los Angeles County Department of
Arts and Culture
Attention: Arts Commissioners
1055 Wilshire Blvd., Suite 800
Los Angeles, CA 90017

Credit/Recognition

Grantees are required to recognize support from Los Angeles County by placing the Department of Arts and Culture logo and credit line on the organization's printed materials and website and listing the Department of Arts and Culture among the organization's donors or supporters. The Department of Arts and Culture 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 Department of Arts and Culture."

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 June 24, 2020.** CIAG contracts run through August 31, 2020, but all project expenses must be expended or incurred by June 24, 2020 so that invoicing and reporting can be completed in a timely manner. Failure to expend or incur project expenses by June 24, 2020 may result in delays with your reimbursement.

- All project funds, including matching funds, must be expended or incurred prior to invoicing.
- Payment requests must be submitted through the online grants system (<https://apply-lacac.fluidreview.com>) and include the following items:
 1. Invoice form
 2. Final report form
 3. Proof of Department of Arts and Culture recognition
 4. Two (2) high resolution images (300 dpi, at least 1,000 pixels across) documenting the CIAG funded project and not submitted in prior applications or reports.
 5. Letter of Impact to the Board of Supervisors and Arts Commissioners
- 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 pages 4 and 5 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 Department of Arts and Culture'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 Department of Arts and Culture, 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 Department of Arts and Culture 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 Grants and Professional Development staff at (213) 202-5858, ciag@arts.lacounty.gov or Los Angeles County Department of Arts and Culture 1055 Wilshire Blvd., Suite 800, Los Angeles, CA 90017.

OPPORTUNITIES AND ANNOUNCEMENTS

Stay informed by following us on Instagram, Facebook and Twitter @lacountyarts and receive updates about events and opportunities by signing up for the ArtsWise newsletter!