



Los Angeles County Arts Commission COMMUNITY IMPACT ARTS GRANT 2019-2020 APPLICATION INSTRUCTIONS

DEADLINE: WEDNESDAY, DECEMBER 19, 2018 11:59 PM (PST)

The LA County Arts Commission (Arts Commission) is pleased to announce the launch of the [Community Impact Arts Grant \(CIAG\)](#) program application for Fiscal Year (FY) 2019-2020. The Los Angeles County Arts Commission fosters excellence, diversity, vitality, understanding and accessibility of the arts in Los Angeles County, encompassing 88 municipalities, and provides leadership in cultural services. The CIAG program recognizes the value of the arts as a vital tool for civic problem solving across a range of issue areas and supports arts programming taking place at nonprofit social service and health organizations, municipal departments and institutions of higher education as part of larger missions to provide services to individuals and communities.

Full eligibility and programmatic requirements are discussed in detail in the [Guidelines](#). The Guidelines should be used to assist you in determining whether your organization currently meets requirements for CIAG funding. Additionally, a [sample application](#) is provided to show each field of the application with helpful tips, links and makes reference to the corresponding Review Criteria. These Application Instructions, together with the [Guidelines](#), are intended to support your completion of a competitive CIAG Application. Essential information, including images from the online form, technical and content-related instructions, are outlined in detail, including new and clarified questions noted as “**NEW QUESTION**” throughout.

[CULTURAL EQUITY AND INCLUSION](#)

In November 2015, a resolution directing the Los Angeles County Arts Commission to conduct “a constructive County-wide conversation about ways to improve diversity in cultural organizations” for all LA County residents was unanimously passed by the Board of Supervisors with a focus on five key target areas: Boards of Directors, Staffing, Audience/ Participants, Programming, and Artists/Creators.

Thirteen actionable recommendations to improve cultural equity and inclusion in the arts emerged. These recommendations open the doors to resources and promote tools that can break down barriers of exclusion in a way that fosters and promotes arts and culture – as well as the benefits they provide – for all residents of LA County. [Click here](#) to read more about this 18-month public process, the 13 recommendations approved by the Board of Supervisors and the [CEII report](#).

The Los Angeles County Cultural Equity and Inclusion Initiative vision and values are outlined below:

- Every individual participates in creative thinking and expression.
- Every individual has the right to engage in arts and culture that celebrate their highest potential.
- Our community’s diversity is an asset to our arts and cultural environment and our economy.
- Including communities through the arts and culture achieves our highest potential, by promoting mutual respect and understanding.

Beginning in fall 2018, the 2019-20 Community Impact Arts Grant Program application, guidelines and requirements are updated to align with Los Angeles County’s Cultural Equity and Inclusion Initiative (CEII) vision and values.

[FLUID REVIEW](#)

In 2017, the Arts Commission transitioned to a new online grants management system, [FluidReview](#), for all applications, forms and grant reports. New applicants must register a user account, linking it with an organization in order to access the CIAG application.

[WORKSHOPS](#)

We strongly encourage all applicants to attend a CIAG Application Workshop, which provide an overview of the application, a walkthrough of the guidelines, eligibility requirements and tips on submitting a strong proposal. Visit the Arts Commission website for the full [Workshop Schedule](#) and to reserve a seat.

BEFORE YOU BEGIN

Download and review the Community Impact Arts Grant [Guidelines](#) and [Sample Application](#) thoroughly before opening a new application.

NEW POINT DISTRIBUTION

In alignment with new CEI requirements, point allotments in two criteria have changed. The maximum points for Criterion 1: Artistic Merit has changed from 40 to 35 and for Criterion 5: Knowledge of Target Constituents and Needs from 20 to 25. CIAG Panel Review Criteria Guidelines have been updated to reflect this alignment and can be found in the [CIAG Guidelines](#) beginning on page 7.

OGP REVIEW CRITERIA	Prior Point Distribution	New Point Distribution
Artistic Merit	40	35
Organizational Readiness/ Managerial Excellence/ Fiscal Responsibility	15	15
Quality of Project Plan	20	20
Quality of Project Evaluation	5	5
Knowledge of Target Constituents and Needs	20	25

INCOMPLETE APPLICATIONS + APPLICATION DISQUALIFICATION

Failure to complete required sections of the CIAG Application may also be cause for disqualification. Specific examples of grounds for disqualification include but are not limited to:

- Completing the application using the wrong budget size.
- Omitting required financial documents, including submitting a Federal Form 990 with an end year prior to December 31, 2016.
- Incorrect artistic sample formats, as defined by self-designated artistic discipline of the applicant.
- Organizations that have not met previous CIAG grant contract conditions are disqualified from reapplying for three years.

REQUIRED MATERIALS CHECKLIST

Below is a list of Supplemental materials that must be submitted in the online portal for your Application to be considered **COMPLETE**.

- ☐ ONE or TWO artistic samples submitted via file upload or hyperlinks in a separate document. (Two samples are recommended).
- ☐ ONE Federal Form 990, 990-EZ or 990-N for a tax year ending on or after December 31, 2016.
- ☐ TWO Reviews OR Letters of Recommendation (on letterhead) written within the past 18 months.

For organizations and fiscal sponsors with operating budgets of \$2,000,000 or more:

- ☐ ONE copy of Financial Audit for the most recently completed fiscal year or tax year ending on or after June 30, 2016.

For fiscally sponsored and religious organizations:

- ☐ ONE Revenue & Expense or Profit & Loss Statement document for the Annual Operating Budget for the most recently completed fiscal year.

For municipalities:

☐ ONE Adopted Annual Department Budget for the most recently completed fiscal year.

Encouraged for organizations that request support for an arts education-related project taking place out-of-school:

☐ ONE Project/Program Curriculum Sample (I.e. curriculum overviews, lesson plans, teacher guides and/or student study guides.)

Optional supplemental items:

☐ ONE Promotional Material i.e. season brochure, flyer, postcard, review, etc.

ACCESSING THE ONLINE GRANT APPLICATION

The CIAG Application can only be accessed online at www.lacountyarts.org/apply. All organizations seeking CIAG support must submit both an online CIAG Application and all required supplemental materials in the [FluidReview](#) online grant portal.

REMINDERS:

- The Arts Commission strongly recommends submitting the application **at least 5 days prior** to the deadline to allow ample time to troubleshoot and resolve any technical or system errors.
- In *FluidReview* the term for a form or section of an application is “task.”

LOGGING IN – NEW APPLICANTS

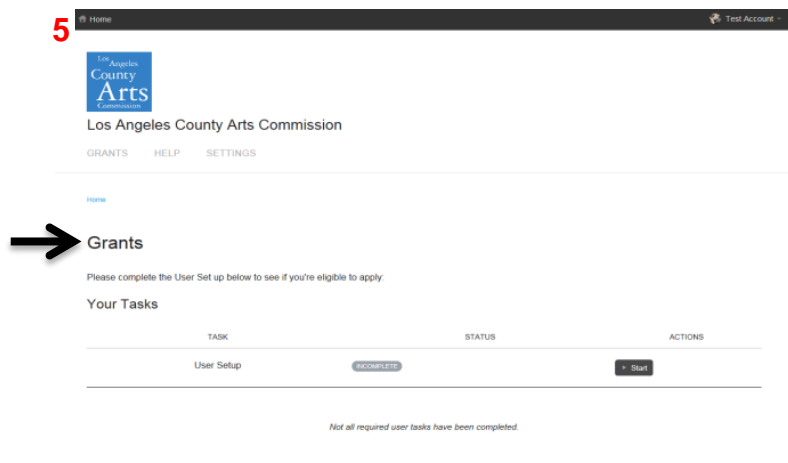
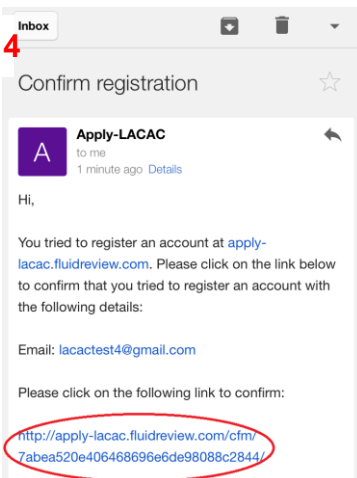
- Register for a new account. After registering, log in to *FluidReview*.

REGISTRATION STEPS:

1. Click Sign up to register a **new** user account and profile.

TIP: Only one email/user profile may be used for an applicant account. Make sure to record the username and password for future use (i.e. – grant reporting, if awarded).

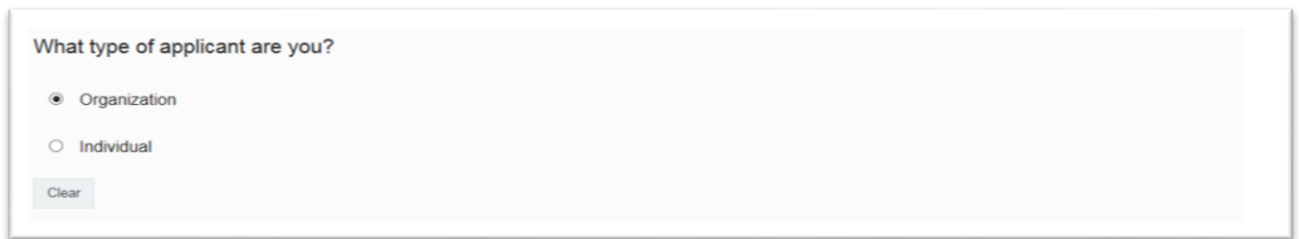
2. Complete the User Information registration. Note: User avatar is optional.
3. Once finished, click Register. This should lead to a page titled: “Thank You for Registering” which will inform you that a confirmation email has been sent.
4. The email will be titled “Confirm registration” from **Apply-LACAC**. Within the email are instructions and to a link to confirm registration.
5. After confirming you will arrive at the dashboard of your account on *FluidReview*.



USER SETUP – NEW APPLICANTS ONLY

1. The first task is to complete the user setup. Click  to begin.

NOTE: You must be an organization to be eligible for the Community Impact Arts Grant program.



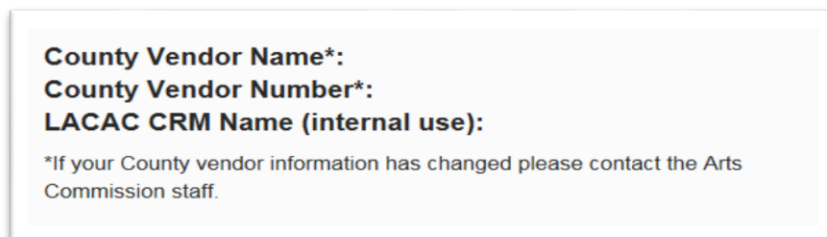
What type of applicant are you?

☒ Organization

☐ Individual


[Clear](#)

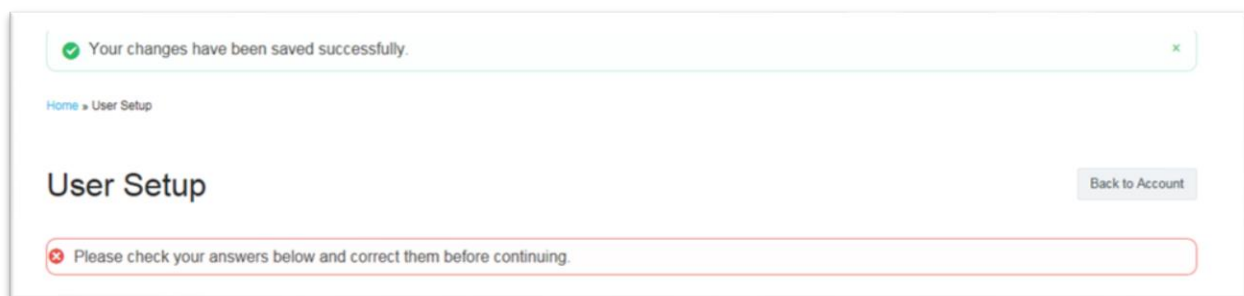
New applicants will not have data in these fields. Should you receive the award, you will be required to create an account with LA County Vendor Services [here](#). That information will be used to populate these fields at a later date.




County Vendor Name*:
County Vendor Number*:
LACAC CRM Name (internal use):

*If your County vendor information has changed please contact the Arts Commission staff.

2. To save and submit your information at a different time, click . This will save your progress. If there are any errors or information missing, you will see an error describing what is missing or pending. An example of red error message is shown below:




 Your changes have been saved successfully.


[Home](#) » [User Setup](#)



User Setup

[Back to Account](#)

 Please check your answers below and correct them before continuing.


NOTE: To leave this or any other task and return at a later date, save and then click “Home” in the top menu.

The status on an incomplete task/form will show as  when viewed on the dashboard.

3. After completing the user setup task, save by clicking . You will be redirected to your account dashboard. IMPORTANT: When back in the dashboard, ensure that the status on user setup reads .

501(C)3 VERIFICATION

NOTE: Nonprofit 501(c)3 federal status is validated by the FluidReview system when applicants complete the task below. Applicants to the CIAG program must complete this step to open an application.

1. Once user setup has been completed, a new task will appear in the list of tasks on the dashboard: Click  to begin the task called **501(c) 3 VERIFICATION to begin**.

501c3 Verification

Back

Please enter your EIN (Employer Identification Number):

Submit

2. Enter your FEIN number. Once submitted, you will be directed to a page with your organization FEIN, name, city, state, and country. Verify that the information is correct.
3. If you prefer to leave this task, click Back. If you need to edit or change your FEIN number, click Edit in the dashboard next to this task.

LOGGING IN – RETURNING APPLICANTS

- Enter the username and password for your *FluidReview* account

NOTE: Contact Grants Staff if you do not remember your email log-in; passwords can be reset via the [FluidReview HELP page](#).

EDITING USER SETUP

Information entered into **USER SETUP** is auto-populated into identically named fields of the application.

TIP: Update the information in **USER SETUP** *before* beginning a CIAG application.

EDITING STEPS:

1. Click Edit to alter the user account and profile.

Grants

Please complete the User Set up below to see if you're eligible to apply:

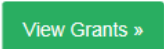

Your Tasks

TASK	STATUS	ACTIONS
User Setup	COMPLETE	View Edit Delete

2. Review all fields in the **USER SETUP** and make updates to any fields that do not have current information.




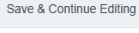



NOTE: Arts Commission staff manages Vendor Account information in the Fluid Review system. If the County vendor information displayed (i.e. Name or Number) is incorrect, notify Grants Staff via email at ciag@arts.lacounty.gov. To update any information in your Vendor Account, contact Vendor Relations directly: <http://isd.lacounty.gov/vendor-assistance/>



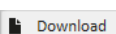
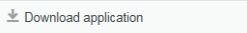
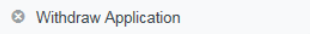



ACCESSING THE APPLICATION – ALL USERS (NEW and RETURNING APPLICANTS)

1. Once **USER SETUP** and **VERIFICATION** have been completed, a “**YOUR GRANTS**” link will appear in your dashboard.
2. To open a new application, click .
3. Click the  button to the right of “Community Impact Arts Grant”.

This will take you to the application’s list of tasks (forms). **You may complete the tasks in any order.**


GUIDE TO TASKS, BUTTONS AND PROMPTS

- To **START** a task, click the  button next to the task, or just click the task name.
- To **GO BACK** to the task list page, click the  button at the top right of your task. *Changes will not be saved, unless the “Save & Continue Editing” button has been chosen.*
- To **SUBMIT** a task, click the  button. This will take you back to the application task list page.
- To **SAVE YOUR PROGRESS** on a task, click the  button. This will save your progress. Note: This button will redirect you back to the same form and show red errors where information is invalid or incomplete. To leave a form incomplete, you must click  which will take you back to the application task list page. The status on that task will show as .
- To **VIEW A SUBMITTED TASK**, click .

- To **EDIT A SUBMITTED FORM**, click .
 - To **DOWNLOAD A TASK**, click  and then click  in the top right corner.
 - To **DOWNLOAD THE ENTIRE APPLICATION**, go to the application task list page. Below the logo, click .
 - To **WITHDRAW A SUBMITTED APPLICATION**, go to the application task list. Below the progress bar, click .
- NOTE:** A submitted applications cannot be edited. Unsubmitting an application will allow you to make edits, however this is only possible *prior* to the application deadline.
- To **UPLOAD A DOCUMENT** when prompted, optional or mandatory, click , select your file and upload it.
- NOTE:** The item is uploaded when you hit “SAVE”.
- To **CHANGE THE UPLOADED FILE**, click into the task, browse again and select the file. Once the page has reloaded, upload your new document and save again. To delete a past item click on the box that prompts you .
4. Once an application has been started, it will appear under the “**Your Grants**” section. Any previous grant applications will also appear here if the organization was awarded a grant within the last year. To open an application, either click on the name under “Application ID” or click .

After completing the User Set up, click "View Grants" to create a application:

Your Grants

APPLICATION ID	REFERENCE ID	GRANT	STATUS
CIAG Test	A-8115190412	Community Impact Arts Grant (CIAG)	<div>IN PROGRESS</div> <div></div>

[View Grants >](#)

STATUS:

Any


Go

SEARCH:

Search...

Go

0. ELIGIBILITY PAGE

- In this task, respond to each question with either “yes” or “no”, chosen from the dropdown menu next to each question.  To do this, click the box and then click on your answer.

1. CIAG MAIN PAGE

- In this task, please fill out the appropriate information. You will notice that some fields have been prepopulated based on your **User Setup** details.
- Please make sure phone numbers are typed in 10 digits with dashes and no parentheses. If there are extensions, put a dash in front of the extension as the prompt requests. For example: xxx-xxx-xxxx or xxx-xxx-xxxx-xxx.

NOTE: For fiscally sponsored groups - *your Fiscal Sponsor is the main applicant* – however all contact information should correspond to the fiscally sponsored project managers who will oversee the project proposed in this application.

2. CIAG PROJECT REQUEST

NOTE: THIS TASK IS NOT EDITABLE AFTER SAVING! TO EDIT YOU MUST DELETE THE TASK FROM THE DASHBOARD AND START AGAIN.

1. Organizational Budget Size.

- a. Type in your budget size.
 - i. This number must be the same or close to the organization's budget size in the **most recently submitted Federal Form 990** for a tax year ending on or after **December 31, 2016**.
 - ii. Organizations with budgets over \$2M should reference the **most recently completed audit** for a tax year ending on or after **June 30, 2016**.
 - iii. See [CIAG Guidelines](#) for more information.
- b. For fiscally sponsored groups, provide the annual operating budget of the fiscally sponsored project/site in the space provided.
 - i. Annual Operating Budget should be reported as listed on the Revenue & Expense or Profit & Loss statement.

2. Arts Programming Budget Size.

- a. Provide the dollar amount of the arts programming budget for the most recently complete fiscal year.

3. Total Grant Amount Requested.

- a. Enter the request amount as it pertains to your grant project.
 - i. Total Grant Amount Request can range from \$5,000 - \$20,000.

4. Organization Type and/or Community Served.

- a. Check all that apply.

5. Discipline of Proposed Project.

- a. Select the discipline that best reflects your organization's mission and programming.
 - i. If you are proposing a **Multidisciplinary** project, specify the multiple disciplines the project will work in using the discipline descriptions provided.

6. Arts Project/Program Reach.

- a. Check all that apply.

7. Brief Project Description.

- a. Give a brief project description. Complete the sentence, "The applicant requests funding from the Los Angeles County Arts Commission to support..." ensuring that the description **clearly** and **concisely** summarizes the specific purpose of the project. *Character limit 200.*
 - i. Examples of this statement are:
 1. ... to support cultural programming that is responsive to community needs.
 2. ... to support music workshops for immigrant communities in South LA.
 3. ... to support teaching artist fees and rental costs for an afterschool program.
 4. ... to support arts programs for the veteran community.

3. CIAG NARRATIVE PART 1 - ORGANIZATIONAL INFORMATION

- In this task, you will be asked to describe your organization's mission or fiscally sponsored project, as applicable. This includes the history and core programming, arts history and programming, community/core audience and cultural equity and inclusion.

NOTE: If there is new information pertinent to the current proposed project or a change in the leadership of the organization, CIAG applicants should submit an update to their submitted application for the panel review. Updates should be one page on organization letterhead, signed by an authorized individual and submitted via mail or e-mail to ciag@arts.lacounty.gov by January 15, 2019.

A new question has been added to this section of the application.

A. MISSION/PURPOSE OF APPLICANT: Provide mission statement. **[CRITERIA 2, 5]** *Character limit 500.*

B. ORGANIZATIONAL HISTORY/CORE PROGRAMMING: **[CRITERIA 2, 5]** *Character limit 2000.*

- 1) Briefly describe the history of current core programs and services.
- 2) Note any significant administrative changes and/or major accomplishments and initiatives that took place over the past two years.

C. How many arts-related classes/workshops/events did your organization produce in the last two years? Response must be a numerical value. Reference the [CIAG Guidelines](#) for full definition.

D. ARTS HISTORY/PROGRAMMING: **[CRITERIA 1, 5]** *Character limit 1500.*

- 1) Describe history of arts programming as part of the services the organization provides.
- 2) Describe kinds of programming applicant is engaged in.
- 3) How did this arts programming support applicant's mission?
- 4) How are artists selected to work with the program?
- 5) Describe the applicant's practice of payment to artists.

E. COMMUNITY/CORE AUDIENCE: **[CRITERION 5]** *Character limit 1500.*


- 1) Describe core constituency in terms of geography, age, cultural, economic or other characteristics, as applicable or that are important to the organization.
- 2) Please include demographic information.

NEW QUESTION – CULTURAL EQUITY AND INCLUSION: **[CRITERION 5]** *Character limit 1500.*

- 1) Describe how the applicant addresses and is taking steps to integrate and reflect the values of cultural equity and inclusion. Provide specific details highlighting progress or efforts made in the last two or more years.

4. PROJECT BUDGET

Grant Period: September 1, 2019 to August 31, 2020

- In this task, there are two forms, CIAG Project Budget Expense Detail and CIAG Project Budget Income Detail. Read the instructions on the first page. Once done, click .

FORMATTING: Do not use dollar signs (\$) or commas (,) in the budget tables.

CIAG Project Budget Expense Detail		
	CIAG Fund Request	CIAG Required Match
Request/Match Amount	<input type="text" value="20000"/>	<input type="text" value="20000"/>

Amounts listed in the table at the top of the page are automatically populated using the Grant Request Amount entered in the Project Request task. This table lists the minimum CIAG Required Match amount.

CIAG Project Budget Expense Detail

The total CIAG Required Match EXPENSES must be equal (1:1) or more than the CIAG Fund Request.

TIP: Matching Funds do not need to match CIAG Request column line items category-by-category.

NOTE: CIAG Funds cannot be used for Catering & Hospitality, Lodging & Meals or Travel expenses.

GRANT TOTAL EXPENSE will automatically calculate. If it meets the requirements for a (1:1) match, the table will look like this:

GRAND TOTAL EXPENSE	\$ 20000	\$ 25000
Meets or Exceed Explanations	true	true

Use the **Budget Expense Explanations** section to explain/clarify/detail the type, frequency and breakdown of relevant expenses, as applicable. This includes details regarding multiple program/non-artistic salary positions.

Provide notes via a list of "MATCH EXPENSES" sources specific to the project by entering both anticipated and confirmed sources of funding with the amount of each contribution. The total match amount must at least equal (1:1) the CIAG request. You may also use this space to further explain the budget expenses, as necessary.

TIP: Panelists rely heavily on the budget notes to understand how applicant organizations implement a project. The absence of any notes is often negatively noted in panel reviews. Use the budget notes to fully explain how project funds will be used. Reference the item name in the explanation and if any amount is entered in "Other," provide an explanation. Expenses can be explained in a narrative format.

Partner Expenses - Optional

If partner is independently paying for a portion of the project, please describe. If not applicable, enter N/A.

CIAG Project Budget Income Detail

Provide a list of cash match sources specific to the project by entering both anticipated and confirmed sources of funding. The total match amount must at least equal (1:1) the request.

The grand total will automatically calculate. If it meets the requirements, the table should look like this:

Grand Total Project Income	25000	CIAG
Meets or Exceed Requirements	true	

Use the **Budget Income Explanations** section to further explain the income budget as necessary. Provide a detailed list of "Other" income sources. If there are multiple sources of income in the Government (City, County, State, Federal), Foundation or Corporate categories, provide a detailed list naming the sources along with the amount of each contribution.

5. CIAG NARRATIVE PART 2 - PROPOSED ARTS PROJECT

- In this task, you will be asked to describe the project in depth and in detail.

TIP: Responses should provide *Who, What, Where, Why, When* and *How* details. If your request is salary support for a current position, the project period will coincide with the grant period in **September 1, 2019 – August 31, 2018**.

A. PROJECT OVERVIEW: [CRITERIA 1, 3] Character limit 1500.

- Describe the project for which funds are requested.
- Is this a new initiative or an expansion of a current program?
- If applicable, how does this arts project relate to any previous initiatives?

B. PROJECT TIMELINES AND PARTICIPANTS: [CRITERIA 3, 5] Character limit 750.

- 1) What is the start and end date of the proposed project/program?
- 2) Where will it take place?
- 3) Describe in detail the target participants for your arts project/program.
- 4) How will participants be selected for participation?
- 5) What is the total number of participants the organization expects to serve with this project/program?

C. PROJECT ACTIVITIES: [CRITERIA 1, 3] Character limit 1500.

- 1) Describe what happens/will happen during project planning and implementation.
- 2) If applicable, what happens during a workshop, class or presentation?

NOTE: Recommend attaching a sample lesson plan/curriculum/agenda in the Support Materials section if applying to support a workshop/class based program.

NEW QUESTION – PROJECT ACTIVITIES: [CRITERIA 1, 3] Character limit 1500.

- 1) If applicable, briefly describe approach to developing curriculum and content for arts program/project – particularly if serving youth.
- 2) Consider providing 1-2 concrete examples.

E. PROJECT PARTNERS/ARTISTS/STAFF/VOLUNTEERS: [CRITERIA 1, 3, 5] Character limit 1500.

- 1) How are partner organizations/artists/staff/volunteers selected for this project/program?
- 2) If not yet selected, what are the selection criteria?
- 3) What is the compensation rate for project/program partners?
- 4) If you are working with a partner organization(s) or artist(s), please describe what role/title each will be filling.
- 5) Describe the planning process of working with partner organization(s) or artist(s).
- 6) If utilizing temporarily employed individuals or volunteers, how are they trained?

F. PROJECT FEES:

- 1) Is there a fee constituents/clients must pay to participate in the project/program? **Y/N**
- 2) If yes, please describe.

G. PROJECT GOALS AND OBJECTIVES: [CRITERIA 3, 4] Character limit 1000.

- 1) What are the goals and objectives of this arts project/program?
- 2) How does this project/program serve the applicant's overall mission?
- 3) How does it meet your constituent/client needs?

NEW QUESTION: How is information about constituent needs gathered?

H. PROJECT EVALUATION: [CRITERION 4] Character limit 750.

- 1) How will you monitor, measure and track the success of this arts project?
- 2) What qualitative (narrative) and/or quantitative (numbers/data) will you use to demonstrate how well you are achieving the arts project/program goals and objectives, as described above?

I. PROJECT OUTREACH: [CRITERION 5] Character limit 1000.

- 1) What kind of outreach/marketing strategy do you have for this arts project/program?
- 2) How are culminating events promoted, if applicable?

TIP: Be sure to include benchmarks or concrete outcomes to help measure the expansion of a program (i.e. attendance/registration that collect zip codes, demographics, feedback on the quality of the programs, suggestions for future programming, frequency of visitation, etc.).

6. CIAG ARTS PARTNER(S) INFORMATION - OPTIONAL

- In this task, you are provided the space to describe your arts partners, whether organizations or individual artists. You will have the option to include a primary and secondary partner.
- If this is not applicable to you, select NO to move onto the next section.

7. PROJECT PRIMARY STAFF + ARTISTS

- In this task, provide short biographies of key organization staff and/or artists. Begin with the organization's leadership (e.g. Executive Director, Programming Director) outlining details of their involvement with the project, if applicable.

TIP: For key project staff and/or artists, emphasize their experience in areas of direct relevance to the proposed project. All volunteer organizations should provide the biographies of volunteers who are accomplishing work on the proposed project. If necessary, you may upload an additional attachment to accommodate more staff.

8. BOARD OF DIRECTORS

- In this task, provide a list of the applicant organization's board of directors beginning with board officers (President, Vice President, Secretary, and Treasurer) listed in first four rows. You may upload an additional attachment to accommodate more board members.

TIP: Complete ALL columns for each board member. Leaving sections blank reflects negatively on the application and organizational management of the organization. If necessary, you may upload an additional attachment to accommodate additional board members.

NEW QUESTION: Do board members have term limits? (Yes or No)

NEW QUESTION: How often does the board meet on an annual basis? Number of times per year.

NEW QUESTION: Does the board have a give or get policy? (Yes or No)

9. SUPPORT MATERIALS

- In this task, you will upload required and optional materials as required for your organizational type, i.e. 501c3 nonprofit, fiscally sponsored group or municipality.

NOTE: CIAG Applicants are required to submit artistic documentation and support materials. Failure to provide required documentation will result in an incomplete and/or disqualified application. Allow ample time to upload all required materials.

- You may submit materials as an attachment and place hyperlinks in a separate document and then upload. Two samples are recommended.

For specific information about required artistic documentation and supplemental material, please open a new tab to review the [CIAG Guidelines](#).

NAMING CONVENTIONS

REQUIRED UPLOADED FILES should be named accordingly:

Organization Name-Artistic Documentation-Video
Organization Name-Artistic Documentation-Images
Organization Name-990 OR Revenue & Expense Statement
Organization Name-Letter of Recommendation
Organization Name-Review
Organization Name-Financial Audit (\$2M budget or more)

TIP: Please be sure the organization's name is clearly visible on documents included as Artistic Documentation/ Supplemental Material, i.e. in the header or footer.

UPLOADING ARTISTIC DOCUMENTATION

In the text box below each submission, briefly describe the artistic sample and explain the relationship of the artistic sample to the application. Descriptions of the materials should include type of file, title of piece, artist(s) name(s), date the work was completed and running time (for audio and video).

STANDARDS FOR ARTISTIC DOCUMENTATION

FILE TYPES - The system accepts the following file extensions:	jpg, jpeg, gif, bmp, png, tif, 3gp, avi, flv, mov, mp4, mpg, rm, wmv, doc, docx, txt, xls, xlsx, pps, ppt, pptx, pdf, aac, mp3, mpa, ra, wav, wma, eps. NOTE: Each item should be less than 256MB.
VIDEO SAMPLES	No longer than 5 minutes long May provide YouTube or Vimeo links
IMAGE SAMPLES - Only submitted as a slideshow in a PowerPoint (PPT) or PDF file.	No more than 10 images in a sample No more than one image per slide Include a title, artist(s) name and date in the description

OPTIONAL SUPPLEMENTAL MATERIAL

- Project/Program Curriculum Sample (i.e. curriculum overviews, lesson plans, teacher guides and/or student study guides.)
- No more than one (1) piece of promotional material may be submitted via electronic upload or U.S. Mail. Beneath this, you may submit optional supplemental materials with directions for each.

MAILING INSTRUCTIONS

All optional materials submitted via U.S. Mail must be postmarked by the published deadline. Collate eight (8) sets of materials for individual panelists. Mail materials to:

Los Angeles County Arts Commission
ATTN: CIAG SUBMISSION
1055 Wilshire Blvd., Suite 800,
Los Angeles, CA 90017

10. SITE VISITS

- In this task, you may provide site visit options.

The Arts Commission encourages grant peer review panelists to observe the work of applicant organizations prior to the panel review, as there is no substitute for the in-person experience. We would appreciate it if you would provide a pair of complimentary tickets if you receive a call or email from a panelist.

- Provide a contact and a list of workshops, performances, exhibitions or events occurring Winter 2019 for panelists to observe the organization's work.
- Fill out the information as it applies.

In this task, provide a list of the applicant organization's board of directors beginning with board officers (President, Vice President, Secretary, and Treasurer) listed in first four rows. You may upload an additional attachment to accommodate more board members.

11. FINALIZING AND SUBMITTING THE APPLICATION

- In this task, finalize and certify application submission.
 - Check the “I Certify” box to certify.

Once You Have Completed all Tasks, you may click “Submit”

The final step after submitting is to review the full application including artistic samples, make sure it is actually complete.

If you have any questions, contact Grants Staff (213) 202-5858 or by email at ciag@arts.lacounty.gov

CIAG TIMELINE:

