



# Los Angeles County Department of Arts and Culture **COMMUNITY IMPACT ARTS GRANT 2020-2021 APPLICATION GUIDELINES**

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## WHAT'S NEW

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In July 2019, the Los Angeles County Arts Commission relaunched as the newly established Los Angeles County Department of Arts and Culture.

## MISSION

*To advance arts, culture, and creativity throughout Los Angeles County.*

## VISION

*We envision a region in which arts, culture, and creativity are integral to every aspect of civic life for all people and communities.*

## CULTURAL EQUITY AND INCLUSION INITIATIVE (CEII)

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, opening the doors to resources and promoting 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 and the 13 recommendations approved by the Board of Supervisors.

### ***Los Angeles County Cultural Equity and Inclusion Initiative Vision and Values:***

- *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 and continuing for this grant cycle, the 2020-21 Community Impact Arts Grant program application, guidelines and requirements have been updated to align with Los Angeles County's Cultural Equity and Inclusion Initiative vision and values.

Changes to the guidelines, criteria points, updated criteria and application questions, as part of the CEII vision and values, are marked with an asterisk (\*) below and throughout the guidelines.

## REVIEW CRITERIA POINT REDISTRIBUTION\*

In consideration of the CEII recommendations, a redistribution of points assigned to review criteria has been implemented. The maximum point total for Artistic Merit – Criterion 1 has been changed from 40 to 35 and point distribution for Knowledge of Target Constituents and Needs – Criterion 5 has changed from 20 to 25.

A full breakdown of the point redistribution is on page 3, review criteria on page 7.

Review Criteria	Prior Point Distribution	New Point Distribution
Artistic Merit	40	35
Organizational Readiness/Management Capacity	20	20
Quality of Project Plan	15	15
Quality of Project Evaluation	5	5
Knowledge of Target Constituents and Needs	20	25

### UPDATED APPLICATION QUESTIONS\*

The application will now include additional questions to allow applicants to address how the values of cultural equity and inclusion are integrated and reflected. To review a sample of the new application, [click here](#).

### PROGRAM OVERVIEW

The Community Impact Arts Grant (CIAG) Program provides financial support for exemplary arts projects produced by nonprofit organizations whose primary mission is outside of the arts.

CIAG recognizes the value of the arts as a vital tool for civic problem solving across a range of issue areas. The program seeks to support the complex arts ecology of Los Angeles County by increasing access and strengthening the quality of arts programming wherever it happens – in health nonprofits, the human services sector, criminal/restorative justice, community/economic development, or environmental justice, to name a few. This grant is designed to promote and highlight cross-sector strategies and support organizations that provide high-quality arts programs as part of their larger mission to provide services to individuals and in the community.

### CALENDAR + TIMELINE

The Community Impact Arts Grant Program supports one-year projects which must occur between July 1, 2020 and June 30, 2021.

Community Impact Arts Grant program applications are accepted annually.

<b>Application Opens <i>Apply!</i></b>	August 21, 2019
<b>Application Workshops</b>	<a href="#">August 30</a> (11 A.M.-12:30 P.M.)   Jeff Seymour Family Center, 10900 Mulhall Street, El Monte, CA 91731 <a href="#">September 4</a> (11 A.M.-12:30 P.M.)   Department of Arts and Culture, 1055 Wilshire Blvd. Suite 800, LA, CA 90017 <a href="#">September 6</a> (2:30-4 P.M.)   Flintridge Center, 236 West Mountain Street, Suite 106, Pasadena, CA
<b>Application Webinar</b>	<a href="#">September 18</a> (12:30-2 P.M.)
<b>Open Office Hours</b>	<a href="#">September 11</a> (2-5 P.M.) + <a href="#">September 25</a> (10 A.M.-1 P.M.)
<b>Facebook Live <i>New!</i></b>	Every Tuesday in September at 1 P.M. Join us for 30 minutes of live chat support! <a href="http://www.facebook.com/LACountyArts/">www.facebook.com/LACountyArts/</a>
<b>Application Deadline</b>	October 10, 2019   11:59 PM PST
<b>Staff Review</b>	October – December 2019
<b>Panel Review</b>	December 2019 – March 2020
<b>Commission Review</b>	March – May 2020
<b>Board of Supervisors Approval</b>	July 2020
<b>Notifications Sent via Email</b>	July 2020
<b>Grant Period</b>	July 1, 2020 – June 30, 2021

## **ACCESSING THE ONLINE GRANT APPLICATION**

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Applicants are required to submit applications, program documentation and support materials via the Department of Arts and Culture's online grant system at <http://lacountyarts.org/apply>. The Department of Arts and Culture strongly recommends submitting an application at least **five (5)** days prior to the deadline of October 10, 2019 at 11:59 PM PST to provide ample time to troubleshoot and resolve any problems that may occur.

## **REQUIREMENTS FOR ELIGIBILITY**

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Nonprofit organizations, municipalities and fiscal sponsors in Los Angeles County may apply.

The Community Impact Arts Grant welcomes projects that include cross-sector partnerships with artists and arts organizations. The primary applicant is the applicant of record and must meet all eligibility requirements at the time of application submission to be accepted for consideration.

Primary applicants may partner with a nonprofit arts organization(s). These must be true partnerships. Constituents from the primary applicant must be served by the grant. The applicant cannot apply simply on behalf of an arts organization.

### **ELIGIBLE ORGANIZATIONS**

Organizations that are **eligible** to apply are:

- Nonprofit organizations whose primary mission provides services other than arts programming, as demonstrated by more than 50% of the applicant organization budget devoted to non-arts related programming
- Municipal departments whose primary mission is to provide services other than arts programming
- Social and human services agencies and organizations
- Religious organizations providing services to the broader community that are not religious in purpose
- Departments, centers, or institutes of higher education whose primary mission is to provide services other than arts programming
- Fiscal Sponsors may submit requests on behalf of multiple projects.

### **INELIGIBLE ORGANIZATIONS**

Organizations that are **not eligible** to apply are:

- Arts-specific nonprofit organizations as demonstrated by more than 50% of the applicant organization budget devoted to arts programming. (Nonprofit arts organizations should apply for OGP grant funds at <http://lacountyarts.org/applytoOGP>)
- Individual artists
- Los Angeles County departments
- Federal departments and agencies
- Local arts agencies
- Private membership organizations not open to the general public
- Municipal arts agencies
- K-12 schools, both public, private and continuation
- Organizations currently participating in or receiving funding from the Los Angeles County Department of Arts and Culture's Organizational Grant Program (OGP) or the Arts Education Collective

### ***NONPROFIT ELIGIBILITY REQUIREMENTS***

Nonprofit organizations must meet **all** the following eligibility requirements at the time of application:

- a. **501(c)3 Tax exempt status**, as defined by the IRS
- b. Organizational operating **budget of at least \$25,000 or more.**
- c. **Principal offices in Los Angeles County.**
- d. **A functioning board of directors** that meets regularly with at least 51% of members residing in California.
- e. **At least two (2) full and consecutive years of providing arts-based services or activities in Los Angeles County.** During the two year period the organization is required to have produced or hosted at least four arts-based workshops, classes, performances or presentations each fiscal year. Fundraising events and programs do not qualify.
- f. **A submitted Federal Form 990 for a tax year ending on or after December 31, 2017.** A submitted Federal Form 990, 990-EZ or 990-N is required of all applicants. Religious organizations should submit a reviewed financial statement or annual profit/loss and balance sheet information.
- g. **For all organizations with operating budgets of \$2,000,000 and above, a financial audit is also required for the applicant organization's most recently completed fiscal year for a tax year ending on or after June 30, 2017.**

### ***MUNICIPALITY ELIGIBILITY REQUIREMENTS***

Municipalities must meet the following eligibility requirements:

- a. **One of 88 municipalities in Los Angeles County.**
- b. **At least two (2) full and consecutive years of providing arts-based services or activities in Los Angeles County in departments whose primary mission is to provide services other than arts programming.** During the two year period the organization is required to have produced or hosted at least four arts-based workshops, classes, performances or presentations each fiscal year. Fundraising events and programs do not qualify.
- c. Municipal departments should submit a copy of their adopted annual departmental budget.

### ***FISCAL SPONSOR ELIGIBILITY REQUIREMENTS***

Fiscal Sponsors may apply on behalf of multiple sponsored projects that otherwise meet eligibility requirements, including a project budget of \$25,000 or more, principal offices in LA County, two consecutive years of providing arts services or activities in LA County and less than 50% of their overall budget focused on arts-based programming. **The fiscal sponsor is the applicant of record.**

### ***PROJECT ELIGIBILITY REQUIREMENTS***

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#### ***ELIGIBLE PROJECTS***

Applications must meet the following project eligibility criteria:

- The project is an arts project and must take place in Los Angeles County.
- The project will occur between July 1, 2020 and June 30, 2021.
- Religious organizations are eligible provided the project reaches the broader community and is not religious or evangelical in purpose.
- Institutions of higher education are eligible provided the project engages in cross-sector work that provides expanded arts access to those normally not served by the

organization. For example, a university mental health center or institute incorporating art therapy into the services they provide to their constituents.

- Municipalities are eligible provided the project is delivering arts access through departments or programs whose primary mission is to provide services other than arts programming.
- A project does not have to be a new activity. Existing projects looking to expand in scope are just as competitive as new activities, provided that they support programs in communities that have limited access to traditionally structured arts programming.
- Projects can be a combination of various types of programs or activities, but it is recommended that applications focus on one program or activity.
- Projects can be small in scope and do not need to serve large numbers of people as long as they positively impact the organization's purpose or mission.
- Requests for support for an arts education related project must take place out-of-school.
- All organizations that request support for an arts education-related project taking place out-of-school are encouraged to:
  - a. Demonstrate that program(s) align(s) with the California State Standards for the Visual and Performing Arts (VAPA).
  - b. Demonstrate quality teaching and learning as demonstrated in the curriculum sample and application.
  - c. Submit a curriculum sample with application. Acceptable curriculum materials will reflect the full scope of the program and may include curriculum overviews, lesson plans, teacher guides and/or student study guides.

### **INELIGIBLE PROJECTS**

- Scholarly research
- Projects held, performed or exhibited outside of Los Angeles County
- Programs for private member communities or clubs
- Purchase of major equipment, land, buildings or construction, maintenance of existing facilities or other capital expenditures
- Long-distance travel outside of LA County
- Housing, hospitality or food costs
- Funds going directly into trusts, endowments or cash reserves
- Projects with religious or evangelic purposes that specifically serve only church membership or proselytize
- General funding for university presenting series, museums or galleries
- Requests for support for an arts education related project taking place in school

### **RESTRICTIONS**

The Department of Arts and Culture will not consider multiple requests for the same project OR from the same nonprofit organization or municipality, except when considering proposals from fiscally sponsored applicants.

### **FUNDING REQUEST AMOUNT**

Applicants may request \$5,000 – \$20,000. Requests must be for a specific project only, not operating support. Grant awards will likely be less than the amount requested. In this case, awarded applicants will have the opportunity to revise and resubmit an adjusted project budget that reflects any necessary changes.

Community Impact Arts Grant funds can be used for program-related fees, salaries and contracts, marketing and advertising expenses, expendable supplies and materials, space rental, etc. Funds may not be used for personal gain, paid political advertising, capital projects or fundraising expenses.

### **MATCHING FUNDS**

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Applicants are required to leverage the grant investment by providing a 1:1 cash match.

Applicants should project anticipated sources of funding, if matching funds are not available on hand. Funds provided by a CIAG grant may not be used to match any other Los Angeles County grant.

### **GRANT REVIEW PROCESS & REVIEW CRITERIA**

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Applications will be reviewed and scored by a grant peer review panel made up of artists, arts and nonprofit professionals, social service providers, community members and others with knowledge and professional qualifications in the arts and social services and with familiarity of Los Angeles County arts and social services sectors. Grant review panels will reflect the diversity of the region and the various professional groups encompassed by the arts and social services sectors, such as practitioners, administrators, board members and educators.

As a public agency, all information submitted to the Department of Arts and Culture in conjunction with a grant application becomes public record at the time the application is submitted.

CIAG applications will be reviewed and scored by a peer panel according to the following criteria. Each question on the application coincides to one or more of these criteria.

### **CIAG REVIEW CRITERIA\***

<b>Review Criteria</b>	<b>Maximum Point Value</b>
<b>CRITERION 1:</b> Artistic Merit	35
<b>CRITERION 2:</b> Organizational Readiness/ Managerial Excellence/Fiscal Responsibility	20
<b>CRITERION 3:</b> Quality of Project Plan	15
<b>CRITERION 4:</b> Quality of Project Evaluation	5
<b>CRITERION 5:</b> Knowledge of Target Constituents and Needs	25
<b>TOTAL POSSIBLE POINTS</b>	<b>100</b>

**CRITERION 1:** A project with exceptional Artistic Merit engages qualified and diverse arts or cultural professionals; provides arts experiences that expose participants to new perspectives; provides opportunities for engagement in the creative process; and demonstrates cross-sector understanding, both supporting the arts and advancing community priorities.

**CRITERION 2:** An organization with exceptional Organizational Readiness/Managerial Excellence and Fiscal Responsibility recruits and retains an engaged, diverse and qualified board, staff, contractors and/or volunteers and has an accumulated deficit of less than 20% of their total operational expenses for two or more years. \*The organization addresses and is taking steps to integrate and reflect the values of cultural equity and inclusion, highlighting any progress made over the last two or more years at the board, leadership and staff level.

Competitive applications will address all application questions and provide complete information.

**CRITERION 3:** An exceptional Project Plan will outline all aspects of the project with significant detail, including a project timeline. It also includes a realistic project budget with accurate cost and income/revenue information.

**CRITERION 4:** An exceptional Project Evaluation highlights the goals and objectives of the project, along with an assessment plan that will be used to measure project impact and success.

**CRITERION 5:** A demonstration of exceptional Knowledge of Target Constituents and Needs will include detailed description of the applicant organization's community, including demographic information and shows how the organization is responsive to the needs of the community served, with a particular emphasis on individuals and communities for whom the arts are not readily accessible. \*The organization addresses and is taking steps to integrate and reflect the values of cultural equity and inclusion, highlighting any progress or efforts made over the last two or more years.

#### **ARTISTIC AND/OR SERVICE DOCUMENTATION**

A minimum of one and maximum of two artistic and/or service documentation samples must be uploaded with the application at <http://lacountyarts.org/apply>. Two samples are recommended.

Documentation is crucial for evaluating the overall quality of the application and panelists generally spend no more than three to five minutes on the work sample(s) for each application.

The following are specific requirements for artistic sample submissions:

<b>Project</b>	<b>Required Artistic Documentation</b>	<b>Submission Requirements</b>
<i>Sample(s) should demonstrate merit of art and/or service the applicant offers.</i>	Video -or- Audio	No longer than 5 minutes
<i>It is recommended that context for all submission be provided in the sample description.</i>	Or	
	Images	Up to 10 images (PowerPoint Presentation with one image per slide and include title, artist and date)
	Or	
	Published Materials	Up to 2 published materials

**NOTE:** Applicants applying for video/media arts based projects are required to submit at least one video sample.

Artistic documentation must be submitted via the Department of Arts and Culture's online application system at <http://lacountyarts.org/apply> no later than 11:59 pm on October 10, 2019. Preview artistic documentation files before and after uploading to ensure that there are no technical problems that might interfere with the panel's review of the work.

Panelist may not watch/listen to the entire sample. It is suggested that samples are edited to show the strongest or most compelling components at the beginning of the video. Please be aware that the entire sample (not just the selected segment) is considered a part of the application and may be reviewed. If applicable, include the passwords for all uploaded artistic documentation.



**VIDEO SAMPLES:** In general and specifically for media and performing arts based projects, panelists prefer to review substantive artistic excerpts rather than short edited clips with heavy narration. Provide a brief introduction to the video sample in the Artistic Documentation Index and upload video files in order of preference.

**AUDIO SAMPLES:** List audio files to be reviewed by the panel, in order of preference, in the Artistic Documentation Index.

**IMAGE SAMPLES:** Up to 10 images may be included in a PowerPoint Presentation with one image per slide; include title, context, artist (if applicable) and date. This format is best used to showcase programming activities, participants and completed artworks or exhibitions and installations only when a video is not accessible.

**PUBLISHED MATERIALS:** Published Materials that document artistic programming and activities.

Note: **Do not submit Promotional Materials as artistic documentation.** *Promotional Materials (i.e. season brochures, flyers, postcards, newsletters, and reviews) are not accepted as artistic samples but may be provided as part of the supplemental materials.*

## **AWARD REQUIREMENTS**

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Applicants should be aware that CIAG awards require specific administrative responsibilities.

## **LEGAL REQUIREMENTS**

Grantees are required to adhere to all local, state and federal laws.

## **GRANT PERIOD**

Organizations receiving 2020-2021 CIAG grants will be awarded a one-year contract. The period of support will be from July 1, 2020 to June 30, 2021.

## **REPORTING + INVOICING**

Grantees are required to invoice the Department of Arts and Culture and report on the use of funds by May 17, 2021.

## **CASH MATCH**

All CIAG 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.

## **REIMBURSEMENT GRANT**

CIAG grants are disbursed on a reimbursement basis. Organizations must expend their grant and an equivalent amount in matching funds before they are able to request a grant payment. Grantees must invoice the Department of Arts and Culture to receive grant payment(s).

## **PROJECT AMENDMENT**

Only activities and costs consistent with the grant application or proposal approved by the Department of Arts and Culture will be reimbursed. If changes in the project are necessary, grantees must send a written request with justification to grants staff for approval before implementation.

## **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. 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.

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.

### ***Credit/Recognition***

Grantees must acknowledge the Los Angeles County Board of Supervisors and Los Angeles County Department of Arts and Culture in materials, on websites and announcements through logo placement and/or use of the following credit line: "This [organization/project] is supported, in part, by the Los Angeles County Board of Supervisors through the Los Angeles County Department of Arts and Culture."

## **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](mailto:ciag@arts.lacounty.gov).

## **CONTACT INFORMATION**

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If you have questions about the Community Impact Arts Grant, please contact grants staff:

Email:	<a href="mailto:ciag@arts.lacounty.gov">ciag@arts.lacounty.gov</a>
Phone:	(213) 202-5858
Address:	Los Angeles County Department of Arts and Culture 1055 Wilshire Blvd., Suite 800 Los Angeles, CA 90017
Website:	<a href="http://www.lacountyarts.org/grants.html">http://www.lacountyarts.org/grants.html</a>
Grant Portal:	<a href="http://www.lacountyarts.org/apply">http://www.lacountyarts.org/apply</a>

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