



# **ORGANIZATIONAL GRANT PROGRAM**

## **2020-21 GRANT TERMS AND INSTRUCTIONS**

### **EXHIBIT B**

## WELCOME

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On behalf of the Department of Arts and Culture's Grants and Professional Development division, congratulations on receiving a grant award for the 2020-22 Organizational Grant Program cycle. We are appreciative of your commitment and service of Los Angeles County especially during this time. First established in the 1940's, the OGP program has evolved and continues to support a wide variety of arts and culture organizations to ensure that residents have access to arts and culture as a resource and tool for expression and overall well-being. The OGP program serves a large region – grantees are located in over 50 of the County's 88 cities. Through this program the County of Los Angeles fulfills its mission of measurably improving the quality of life for the diverse people and communities of Los Angeles County by fostering vibrant and resilient communities. We are proud that this program celebrates the meaningful role of arts and culture in the lives of residents and acknowledge the work of the artists, arts practitioners, arts educators and culture bearers that make this happen every day.



These OGP Grant Terms and Instructions contain important information you will need for managing your grant timeline, meeting requirements, and receiving payments. Please read the entire document thoroughly and visit our website at <https://www.lacountyarts.org/funding/organizational-grant-program> to access up-to-date resources and information about managing your OGP award. If you have any questions about your grant, please contact grants staff at (213) 202-5858 or [grants@arts.lacounty.gov](mailto:grants@arts.lacounty.gov).

In light of the public health emergency posed by COVID-19 and in accordance with state and county public health orders, additional guidance may be issued to support grantees in following safety precautions, procedures or processes as information becomes available. Additionally, this guidance may be updated as the situation evolves.

We look forward to working with you and thank you for your dedication to community building and service through arts and culture!

Anji Gaspar Milanović  
Director  
Grants and Professional Development

Rosalyn Escobar  
Grants Manager  
Grants and Professional Development

### ORGANIZATIONAL GRANT PROGRAM (OGP) TEAM

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*\*Please note that most correspondence will come from [grants@arts.lacounty.gov](mailto:grants@arts.lacounty.gov)*



# ORGANIZATIONAL GRANT PROGRAM GRANT TERMS AND INSTRUCTIONS EXHIBIT B

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## CONTRACT OVERVIEW

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### Grant Period

OGP awards are granted for a two-year period. Following the Los Angeles County fiscal year, each year of the grant begins July 1 and extends through June 30 of the following year. For example, the two-year OGP award period for grants awarded in 2020-21 is divided into two years. The first year begins July 1, 2020 and ends June 30, 2021 and the second year period begins July 1, 2021 and ends June 30, 2022.

Please note that the **invoicing and reporting deadlines have changed this year. First payment for each of the two years will be processed at the beginning of each of the fiscal year and reports will be due in June of each of the two years** of the grant period.

All funds must be incurred or expended prior to the June 1, 2021 deadline in Year 1 and June 1, 2022 deadline in Year 2 and expended by June 30, 2022.

### Contract Project Budget

This year, the OGP contract *Project Scope* for all organizations will state that the funds will be used for "general operating support". We have implemented this change to allow organizations to have the maximum amount of flexibility in using their funds for what they most need.

The OGP grant amount you were awarded is approximately 41% the original grant request. As a result, your OGP project budget will likely be scaled down accordingly and an update must be provided via an *Adjusted Grant Budget* form via our online grant management system.

More details about this requirement can be found in the *Requirements for Grantees* section of this document. If the OGP award amount seriously impacts the scope of work or project budget, please refer to the *Project Amendment* section of this document for further instructions.

### 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 the entire grant award if you cannot comply with this requirement.**

### Signing the Contract

The contract may be executed in one of two ways.

#### Two signatures:

1. The contract may be executed by two members of your organization's board of directors in the following order. To be effective, **the first signature must be of the President, Vice-President, or Chairman, and the second signature must be of the Secretary, Assistant Secretary, Chief Financial Officer, or Treasurer.**

A contract signed by the President and Secretary is acceptable. A contract signed by the President and the Vice-President, or by the Secretary and the Chief Financial Officer, is **not** acceptable.

- or -

#### One signature:

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

**Please 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.

## **GRANT PANEL COMMENTS**

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Knowledgeable members of the arts community, including artists, nonprofit arts administrators and members of the academic community have assessed your organization's programs and management as part of the OGP peer review panel process. To schedule a brief phone appointment and discuss panel feedback, use this link: [https://calendly.com/rosalynescobar\\_lacountyarts/ogp-2020-21-panel-feedback](https://calendly.com/rosalynescobar_lacountyarts/ogp-2020-21-panel-feedback) or contact grants staff by email at [grants@arts.lacounty.gov](mailto:grants@arts.lacounty.gov).

## **PANEL PARTICIPATION**

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Participation as a panelist for grant programs is highly encouraged of our grantees. Benefits include a better understanding of the panel process and government grantmaking, as well as opportunities to network with peers in your field. To find out more about panel service, to apply to serve as a panelist or to recommend someone for panel service please visit:

<https://www.lacountyarts.org/funding/panelists/about>

Please note: Selected panelists will have knowledge of, and connections to, applicant organizations and their representatives. Your qualification to advise the Department of Arts and Culture rests, in part, on your familiarity with the local arts community. Though grantees are encouraged to nominate themselves, grants staff ensures that panelists do not have a current application under review in the cycle for which they are invited to participate as a panelist.

## **REQUIREMENTS FOR CONTRACTING**

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

### **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](http://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.**

### **California Secretary of State – Certificate of Good Standing**

Los Angeles County ensures 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. To verify your organization's standing with the Secretary of State, visit: <https://businesssearch.sos.ca.gov/>. It is the responsibility of the organization to contact and follow up with the Secretary of State to resolve any issues before the contract is executed.

### **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 related to your vendor number, contact vendor relations at 323-267-2725 or visit their website: <http://isd.lacounty.gov/vendor-assistance/>.

Once a vendor number has been created grantees may register for Vendor Self-Service (VSS) to support and ease account management.

Upon registration in VSS, **grantees are required** to enroll in Direct Deposit in order to expedite payments. Please follow the "Direct Deposit" instructions listed at <https://directdeposit.lacounty.gov/>.

## DUNS Number

The Department of Arts and Culture requires that all grantees have a current DUNS number and include it on the grant contract. To verify an existing DUNS number or to request a new DUNS number (it's free), go to the Dun & Bradstreet website at <http://fedgov.dnb.com/webform/displayhomepage.do>.

For additional assistance call (866) 705-5711 or email: [govt@dnb.com](mailto:govt@dnb.com).

## REQUIREMENTS FOR GRANT REPORTING

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The following requirements **must be met by your organization in order to ensure compliance with reporting procedures for the grant award**. If you fail to comply with applicable requirements, your contract may be suspended or terminated and you may forfeit some or the entire grant award.

### 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. 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/PERFORMANCE/EXHIBITION] is supported, in part, by the Los Angeles County Board of Supervisors through the Los Angeles County Department of Arts and Culture."*

### Letter of Acknowledgement for County 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, directly to the County Supervisor where your office is located at the corresponding mailing address listed below. To confirm your organization's Los Angeles County District, please visit:

<http://rcc.lacounty.gov/OnlineDistrictmapApp/> and select the option to find your district using the main address for the organization. If your organization serves more than one district, please send letters to each applicable district and Supervisor. Copies of letters must also be attached with the first and second year grant reports and reviewed for compliance by grants staff at time of report review.

#### **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

## Regional Cultural Calendar

The *Discover Los Angeles* website is a comprehensive digital platform connecting events and destinations countywide with regional public transit. With over 12 million visitors annually, *DiscoverLosAngeles.com* offers an unparalleled platform for outreach and accessibility and provides a web portal that reflects the latest in user experience design and online information dissemination. This expansion includes comprehensive public transit data, alternative transportation information including bicycle and pedestrian route data, and ancillary data on dining, accommodations, activities, and other amenities located near cultural destinations and public transit.

Grantees are required to post publicly accessible programs and events on <http://www.discoverlosangeles.com>. To do so, create an organization user account via this link <https://www.discoverlosangeles.com/user?destination=what-to-do/events/submit>.

## INVOICING AND REPORTING

OGP grantees will receive half of the grant award at the beginning of each grant year after submission of the invoice through the grant management system. In order to receive the payment, please note:

- Grantees must submit payment requests to the Department via the grant management system each year, in August. Note that contract must be fully executed before any payments may be processed.
- **NEW!** Grantees no longer need to submit *partial* payment requests (invoice). Submission of a request for the full **Year 1 and Year 2 payment can be completed at the beginning of each grant cycle. All required annual report forms and documentation are due by June 1 (the end) of each of the two years of grant support.**

Payment requests and annual reports must be submitted through the online grants system and should include the items below:

Year 1 Report and Requirements	Year 2/Final Report and Requirements
1. Invoice Form	1. Invoice Form
2. Report Form	2. Report Form
3. Proof of recognition of the Department of Arts and Culture	3. Proof of Department of Arts and Culture Recognition
4. "Thank you" letter acknowledging support and presenting the important work of the organization to the Board of Supervisors.	4. Letter of "acknowledgement" and/or "summary of impact" to the Board of Supervisors.
	5. Authorization for use of images.
	6. Up to 2 high resolution images (300 dpi, at least 1,000 pixels across) that have not have been submitted in prior applications or reports.
	7. <i>Demographics Questionnaire</i> -organizations will provide quantifiable data about participation and project reach via this section in the report form.
	8. Zip codes of program locations ( <i>required</i> )
	9. Zip codes for audiences ( <i>optional</i> )

**\*IMPORTANT NOTE: All grantees are required to maintain financial records to verify compliance for up to three (3) years after your contract expires.** The grantee will compile, maintain and permit access to records as required by applicable regulations, guidelines or other directives. If you are selected for an audit you must have and submit proof of expenses

for review by grants staff upon request.

- OGP contracts run through June 30, all project expenses must be incurred by the annual report deadline date and expended by June 30 of each OGP year.
- All documentation including the budget, invoice and reporting form must be submitted online via <https://www.lacountyarts.org/funding/organizational-grant-program/manage-your-grant/grant-requirements>.
- Two letters one in each grant year must be sent to the Board of Supervisors. In addition to the initial letter “*thanking*” them for the support, grantees are **required to send a second letter** which details the “*impact*” of the grant on your organization and the communities served. You may use information directly from your Year 2/Final Report form. This requirement must be met in order to process your final invoice. Refer to pages 5 for additional information about where to mail these letters.

For detailed instructions and information about invoicing and reporting requirements and our online reporting system, please visit <https://www.lacountyarts.org/funding/organizational-grant-program/manage-your-grant/grant-requirements>.

## **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 and submit the online *Project Amendment* form **within** the applicable grant cycle via [www.lacountyarts.org/apply](http://www.lacountyarts.org/apply);
3. In the online *Project Amendment* form provide the following information, at minimum:
  - a. OGP contract number,
  - b. Specific change(s) requested,
  - c. Justification for each requested change(s),
  - d. Revised project budget, if applicable.
  - e. Contact information, including a phone number and e-mail address.

No project amendment is in effect unless and until grantee receives approval from the Department of Arts and Culture, *in the form of an approved project amendment form*. Until such time as grantee receives such approval, grantee shall only incur costs and shall only carry out its project in a manner consistent with the terms and conditions of the *original* contract.

## **BENEFITS AND OPPORTUNITIES FOR OGP GRANTEES**

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### **What is the OGP Professional Development Program?**

The Department of Arts and Culture provides an array of professional development opportunities to organizations that receive grants through its Organizational Grant Program (OGP). They are designed to bolster organizational capacity by providing learning and networking opportunities for the individuals who lead and staff your organizations.

The OGP Professional Development Program has three strands:

- 1) Workshops and networking convenings designed specifically for the local arts community.

- 2) Subsidized workshops, courses, and certificate programs addressing nonprofit management issues and topics put on by professional development training and technical assistance providers contracted by the Department of Arts and Culture.
- 3) A scholarship program that allows grantees to identify other professional development opportunities and attend at a reduced rate of up to 50% off registration up to \$600. Advance application is required.

### **Who Can Attend?**

Department of Arts and Culture workshops are open to all staff of all grantee organizations, with no limit on attendance.

Workshops put on by outside professional development and technical assistance providers and full or subsidized scholarships to attend these events are open to staff and board members from an OGP grantee organization with a budget less than \$15,000,000. The following provisions apply:

- 1) All staff in organizations with budgets less than \$5,000,000 may attend these opportunities.
- 2) Mid-career and emerging leaders on the staff of organizations with budgets between \$5,000,000 and \$15,000,000 may attend these opportunities.
- 3) Eligible organizations may use the scholarship program for up to five half or full day courses per grant year (running July-June). Note: sending multiple people to the same class or conference counts as multiple uses of the scholarship. Be tactical in how you use these opportunities, and who attends them!
- 4) All scholarship requests require advance application and are subject to approval by the Department of Arts and Culture.

### **How Does the Department of Arts and Culture Decide on Topics for Convenings?**

Topics are determined by current strategic priorities (such as the Cultural Equity and Inclusion Initiative), review of mid- and final-year OGP grantee reports, and aggregated survey responses from workshops and convenings across all Department of Arts and Culture programs. Sample topics include promising practices in nonprofit management, human resources, artistic documentation, and arts advocacy rules and tools.

### **How Do I Learn More?**

We send email blasts regularly to grantees with workshop opportunities and information on local conferences. Additional information and instructions on how to sign up for workshops is always available at [lacountyarts.org](http://lacountyarts.org). You should also follow us on Facebook and Twitter @lacountyarts and sign up for the ArtWise newsletter.

### **LA Culture Net**

Opportunities are also posted on the LA Culture Net listserv. It is strongly recommended that grantees subscribe to LA CultureNet by using this link: <https://groups.io/g/laculturenet/join>.

### **UPDATING CONTACT INFORMATION**

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Grantees must notify the Department of Arts and Culture of changes to their organization's contacts or other organizational information. A *Contact and Change of Information* form can be found online at [www.lacountyarts.org/apply](http://www.lacountyarts.org/apply). Once logged in, find and fill out the form and submit it for review by grants staff.

### **CALENDAR OF IMPORTANT DEADLINES**

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In order to ensure compliance and timely reporting and communications, note important dates in the calendar below. Please share this calendar with any staff who should be aware of these deadlines.

Please ensure all of these deadlines are on the calendar of the organization so that the primary organizational contact is aware and able to manage the grant requirements within the OGP program timeline.

**Adjusted Grant Budget and Final Signed Contracts Due** August 28, 2020

**Year 1 OGP Grant Cycle Begins**

**Year 1 Invoice Deadline** August 28, 2020

**Reporting Workshop for Year 1** Early Spring 2021

**Year 1 Report Deadline** June 1, 2021

**Year 2 OGP Grant Cycle Begins**

**Year 2 Invoice Deadline** August 1, 2021

**Reporting Workshop for Year 2** Early Spring 2022

**Year 2 Report Deadline** June 1, 2022

**End of Grant Cycle – Time to Reapply in the Fall** June 30, 2022