



The LA County Department of Arts and Culture (Department of Arts and Culture) is pleased to announce the launch of the [ORGANIZATIONAL GRANT PROGRAM](#) (OGP) for Fiscal Year (FY) 2020-2021. The Los Angeles County Department of Arts and Culture advanced arts, culture, and creativity throughout Los Angeles County. We envision a region in which arts, culture, and creativity are integral to every aspect of civic life for all people and communities.

These Application Instructions, together with the [Guidelines](#), are intended to support your completion of a competitive OGP 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.

[NEW GUIDELINES and APPLICATION UPDATES](#)

As of 2018, all budget categories have only **ONE** deadline for the OGP application: **THURSDAY, OCTOBER 10, 2019.**

In 2017, the Arts Commission transitioned to a new online grants management system, [FluidReview](#), for all applications, forms and grants reports. New applicants must register for a user account, linking it with 501(c)3 organization in order to access the OGP application.

[ELIGIBILITY](#)

To be eligible, the applicant must meet the requirements below:

- Tax exempt status
- Principal offices in Los Angeles County
- A primary mission to provide arts programming
- A functioning board of directors
- Two years of programming completed

Please review full eligibility and application requirements discussed in detail in the [OGP Guidelines](#).

[CULTURAL EQUITY AND INCLUSION INITIATIVE \(CEII\)](#)

As part of CEII, applicants to the Organizational Grant Program are required to submit board-adopted statements, policies or plans that outline their commitment to diversity, equity, inclusion and access as part of OGP applications. More information about this requirement is reflected in the 2020-2021 OGP grant cycle [Guidelines, Application and FAQ](#).

[WORKSHOPS](#)

New applicants or organizations not funded in a prior OGP grant application must review webinar materials, and/or attend an in-person or online OGP application workshop. Workshops are offered in all five County Supervisorial Districts and provide a walkthrough of the guidelines, eligibility requirements, an overview of the application, and tips on submitting a strong proposal. Visit the Arts Commission website for the full [Workshop Schedule](#) and to reserve a seat.

To assist grantees with preparing for the new CEII requirement, the Arts Commission is pleased to offer free, half day workshops in August and September 2019 designed to help clarify and begin outlining your organization’s relationship to cultural equity and inclusion, or to deepen the policies you already have in place. All workshop participants will leave with a draft statement, policy and plan as well as strategies for communicating with their boards. Additional information is available on the Arts Commission [website](#). A [toolkit](#) is also available to support organizations in meeting this requirement.

If you have any questions, please call (213) 202-5858 or email grants@arts.lacounty.gov

BEFORE YOU BEGIN

Download and review Organizational Grant Program [Guidelines](#) and [Sample Application](#) thoroughly before opening a new application.

STEP 1: DATA ARTS – CULTURAL DATA PROFILE (CDP)

Complete the three most recent years of the Cultural Data Profile in [DataArts](#). Once completed, applicants should download the OGP Funder Report to receive the total “OGP Budget Size,” used to calculate the maximum request amount. The OGP Funder Report must report for three sequential years, for example: Fiscal Years 2019, 2018, 2017. Note: Submitting an OGP Funder Report for a most recent fiscal year earlier than 2017 will not be accepted.

STEP 2: CALCULATE YOUR REQUEST AMOUNT

Download your [OGP Data Arts Funder Report](#) with the most recent data for the previous three years. Using the [online calculator](#) input “OGP Budget Size” and click CALCULATE. Your maximum grant request amount is a proportion of an organization’s annual budget size. Organizations may request the calculated amount or an amount less than the maximum allowable request amount.

STEP 3: CEII STATEMENT, POLICY, OR PLAN

As of 2018, all applicants to the Organizational Grants Program are required to submit board-adopted statements, policies or plans that outline their commitment to diversity, equity, inclusion and access as part of their applications.

Statements, policies and plans should reflect organizational thinking about board, management, staff, volunteer and artist composition, as well as programming and audiences/participants.

NEW REQUIREMENT:

1. Upload a board adopted cultural equity and inclusion statement, policy and/or plan with the FY 2020-2021 application.
2. Upload a board resolution or board minutes detailing the date when the statement, policy and/or plan was adopted.

New requirements are as follows:

Budget Category	Budget Size	Requirement
OGP 1	Up to \$199,999	Board adopted cultural equity and inclusion statement, policy or plan . Minimum requirement is a statement + proof of board adoption.
OGP 2	\$200,000 – \$999,999	Board adopted cultural equity and inclusion statement, policy or plan . Minimum requirement is a statement + proof of board adoption. Board adopted policy is encouraged.
OGP 3	\$1,000,000 – \$14,999,999	Board adopted cultural equity and inclusion policy and plan . Both required + proof of board adoption.
OGP 4	\$15,000,000+	Board adopted cultural equity and inclusion policy and plan . Both required + proof of board adoption.

Statement: Brief explanation of why the organization is committed to diversity, equity, inclusion and access, and the alignment of that commitment to the overall mission of the organization.

Policy: Outlines the organization’s broad vision for and commitment to diversity, equity, inclusion and access, and the alignment of that commitment to the overall mission of the organization as defined in their statement, and further details what the organization *does* to realize that statement.

Plan: Outlines how the organization will work toward complying fully with policy and evaluating progress on an annual basis.

IMPORANT NOTE: Panelists reviewing and scoring applications will not review the applicant’s statements, policies or plans; Department of Arts and Culture grants staff will review for compliance purposes as part of the staff audit of the application to ensure application completeness.

NEW POINT DISTRIBUTION

In alignment with new CEII requirements, point allotment in two criterion have changed. The maximum points for Criterion 1: Artistic Quality has changed from 40 to 35 and for Criterion 5: Awareness of/Response to Community Need from 20 to 25. OGP Panel Review Criteria Guidelines have been updated to reflect this alignment and can be found in the [OGP Guidelines](#) beginning on page 20.

OGP REVIEW CRITERIA	Prior Point Distribution	New Point Distribution
Artistic Quality of Organization	40	35
Organizational Readiness/Management Capacity	15	15
Quality of Project Plan	20	20
Quality of Project Evaluation	5	5
Community Need/Audience	20	25

APPLICATION DISQUALIFICATION

OGP application workshop attendance is required for new applicants or organizations not funded in a prior grant application. **IMPORTANT NOTE:** Failure to review webinar materials, and/or attend an in-person or online OGP application workshop will automatically disqualify an applicant. Sign up to attend an [application workshop](#) today.

INCOMPLETE APPLICATIONS

Failure to complete required sections of the OGP 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, 2017.
- Omitting the OGP Funder Report or submission of an OGP Funder Report with an end year prior to 2017.
- Incorrect artistic sample formats, as defined by self-designated artistic discipline of the applicant.
- Organizations that have not met previous OGP grant contract conditions are disqualified from reapplying for three years.
- Submitting the wrong documents in the Cultural Equity and Inclusion Statement, Policy or Plan section of the application or failing to show proof of board adoption.

REQUIRED MATERIALS CHECKLIST

Below is a list of supplemental materials that must be submitted with the online application form for your application to be considered **COMPLETE**.

- ONE or TWO artistic samples submitted via file upload or hyperlinks. (Two samples are recommended). *Do not submit hyperlinks in a separate document.*
- ONE board adopted cultural equity and inclusion statement, policy and/or plan **AND** ONE board resolution detailing the date when the statement, policy and/or plan was adopted. Board resolution, board minutes or other official document showing full board approval are also allowed.
- ONE 2017, 2018 or 2019 LA County Department of Arts and Culture OGP Funder Report from [DataArts](#)

Note: The OGP Funder Report (FR) and 990 must match up and report for the same most recent fiscal year, e.g. 2018 990 and 2018, 2017, 2016 FR.

- ONE Federal Form 990, 990-EZ or 990-N for a tax year ending on or after December 31, 2017.
- ONE Financial Audit (Required for applicants with a budget of \$2,000,000 or more in OGP Funder Report.)
- ONE Arts Education Curriculum Sample (Required for Arts Education organizations and Arts Ed related projects.)

For organizations with accumulated deficits greater than 20% in one or more years of the OGP Funder Report:

- ONE copy of internal financial statements for the past **two years**.
- ONE copy of the Federal Form 990 for the year **preceding the most recent fiscal year**.
- ONE copy of the financial audit for the year **preceding the most recent fiscal year** (Required for applicants with a budget of \$2,000,000 or more in OGP Funder Report.)

Optional supplemental items:

- Promotional Materials. [Maximum of three (3)]
- Reviews/Letters of Recommendation [Maximum of three (3)]

ACCESSING THE ONLINE GRANT APPLICATION

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

REMINDERS:

- The Department of Arts and Culture 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.
- Note: in *FluidReview* the term for a form or section of an application is “task.”

LOGGING IN – NEW APPLICANTS

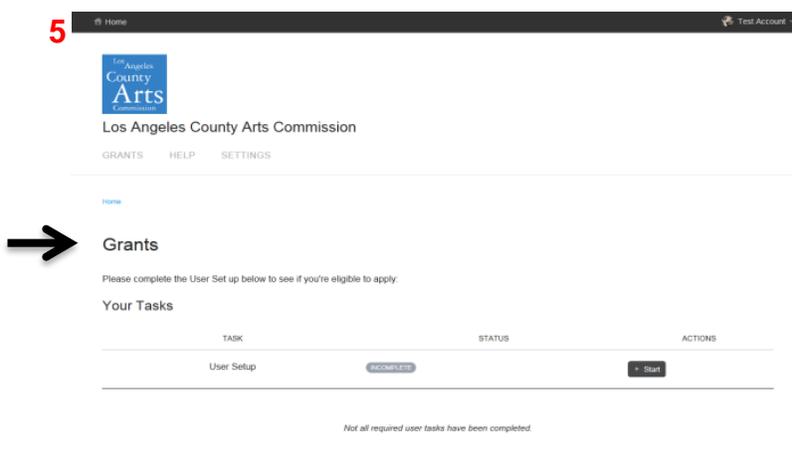
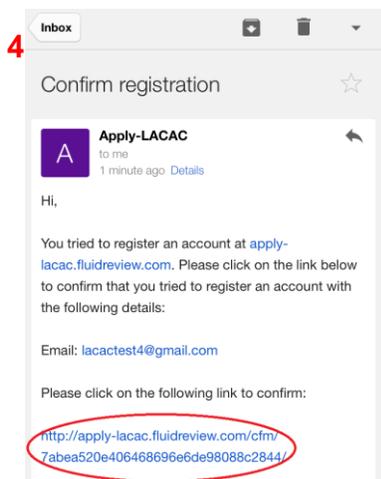
- Register for a new account. After registering, log in to *FluidReview*.

REGISTRATION STEPS:

1. Click [Sign up](#) to register a **new** user account and profile.

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

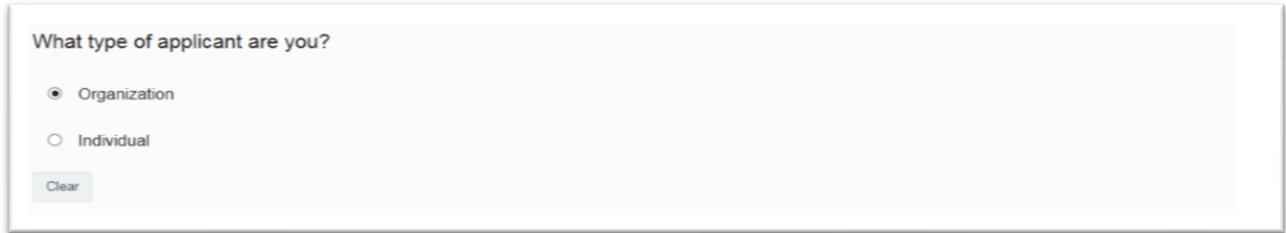
2. Complete the User Information registration. Note: User avatar is optional.
3. Once finished, click [Register](#). This should lead to a page titled: “Thank You for Registering” which will inform you that a confirmation email has been sent.
4. The email will be titled “Confirm registration” from **Apply-LACAC**. 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*.



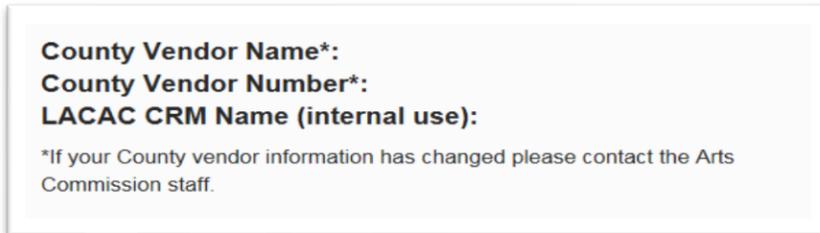
USER SETUP – NEW APPLICANTS ONLY

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

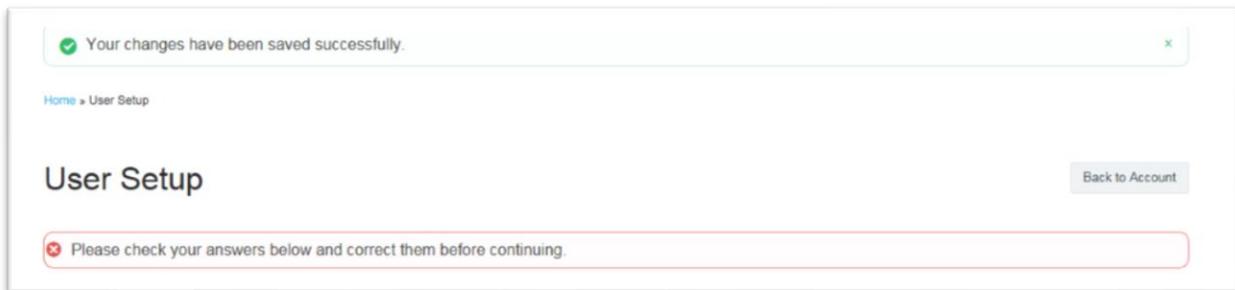
NOTE: You must be an organization to be eligible for the Organizational Grant Program.



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.



2. To save and submit your information at a different time, click **Save & Continue Editing**. 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:



NOTE: To leave this or any other task and resume later, save and then click “Home” in the top menu. The status on an incomplete task/form will show as **INCOMPLETE** when viewed on the dashboard.

3. After completing the user setup task, save by clicking **Save & Exit**. You will be redirected to your account dashboard.

IMPORTANT: When back in the dashboard, ensure that the status on user setup reads **COMPLETE**.

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 OGP 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 **Start** to begin the task called **501(c) 3 VERIFICATION to begin**.



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 . If you need to edit or change your FEIN number, click  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 an OGP 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.

Organization Account Info

NOTE: For Fiscally Sponsored Projects, Input the Fiscal Sponsors organizational information.

Organization Legal Name

Popular Name or DBA (if different from legal name)

FEIN Number

DUNS# (9 Digit) (More Info):

Main Address 1

Main Address 2

City

State

Zip Code

District where Main (Administrative/Office) is located (Lookup):

Main Phone

Main Email-Optional (i.e. Info@Artmazing.org)

Website (include http://)

Primary Organizational Contact Name:

Primary Organizational Contact Title:

Primary Organizational Contact Phone:

Primary Organizational Contact E-mail:

Characters entered: 0
Min: 9 Max: 9

Based on County Vendor Services Records

County Vendor Name*:

County Vendor Number*:

LACAC CRM Name (internal use):

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

Optional Executive Director Info

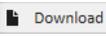
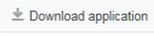
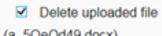
Executive Director Name:

Executive Director Phone:

Executive Director E-Mail:

NOTE: Department of Arts and Culture 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 grants@arts.lacounty.gov. To update any information in your Vendor Account, contact Vendor Relations directly: <http://isd.lacounty.gov/vendor-assistance/>

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 task that has been submitted, click .
 - To edit a form that has been submitted, 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 . 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 submit a document when prompted, optional or mandatory, click , select your file and upload it.
- NOTE: The item is uploaded when you hit "SAVE".**
- If you would like to submit or change your file or item, 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 . .

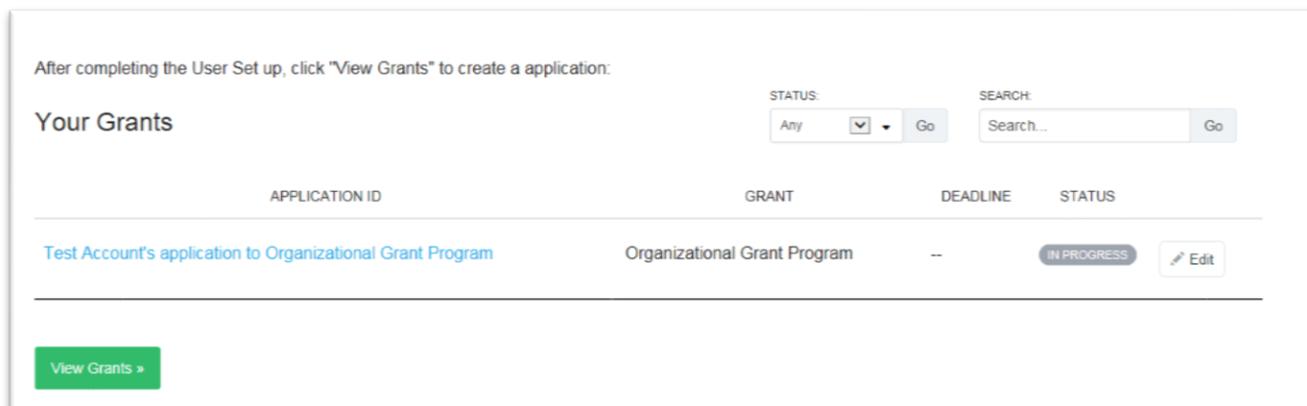
ACCESSING THE APPLICATION – ALL USERS (NEW and RETURNING APPLICANTS)

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 "Organizational Grant Program".

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

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 .

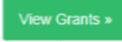


After completing the User Set up, click "View Grants" to create a application:

Your Grants

STATUS: Any  Go SEARCH: Search... Go

APPLICATION ID	GRANT	DEADLINE	STATUS
Test Account's application to Organizational Grant Program	Organizational Grant Program	--	 



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. OGP GRANT 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.

2. BUDGET AND PROJECT

- In this task, there are two forms to complete.

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. This can be found in header, top left of page 1 of your LA County Department of Arts and Culture OGP Funder Report.
 - i. This number must be the same or close to the organization’s budget size in the **most recently submitted Federal Form 990**.
 - ii. Organizations with budgets over \$2M should reference the most recently completed audit.
 - iii. See [OGP Guidelines: Budget Size and Required Financial Forms](#) section for more information.
 - b. Once this is done, click .
 - c. If for some reason you need change this amount later, open “2. Budget and Project” for editing and click the  button at the BOTTOM of the page.
2. Maximum Grant Amount.
 - a. Enter the request amount as it pertains to your grant project.
 - i. Note that the maximum request amount is calculated and listed above this field. This calculation is completed using the [Grants Calculator](#), also accessible on the Department of Arts and Culture website.
 - b. Choose the appropriate project category and discipline. Select the discipline that best reflects your organization’s mission and programming.
 - i. If you are proposing an **Arts Education** or **Multidisciplinary** project, disciplinary options have expanded to allow the selection of an additional sub-discipline.
 - ii. Be advised: Discipline selection informs the peer panel in which an application is reviewed. In some cases, Department of Arts and Culture staff may transfer an application to a disciplinary panel other than the one selected to ensure appropriate panel review.
 - c. Give a brief project description. Complete the sentence, “The applicant requests funding from the Los Angeles County Department of Arts and Culture 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 the continuation of a Free Friday admission program.
 3. ... to support teaching artist fees and rental costs for an ADA accessible space.
 4. ... to support artists and artistic director compensation

NOTE:  **The sunburst denotes LA County Municipal Arts Funders Common Questions.** To help organizations save time in the grant application process, common questions have been developed by the Arts Council for Long Beach, City of Los Angeles Department of Cultural Affairs, City of West Hollywood, City of Culver City, Los Angeles County Department of Arts and Culture, Pasadena Cultural Affairs and Santa Monica Cultural Affairs Division. Applicants may paste the answers to these common questions on the application forms of any of these funders.

3. ORGANIZATIONAL NARRATIVE

- In this task, you will be asked to describe your organization’s mission, history and programming, planning and leadership, community/core audience and artistic engagement and quality.

New questions have been added to this section of the application. These questions are a compliment to the Cultural Equity and Inclusion statement, policy or plan requirement. For additional details, please review the [OGP Guidelines](#).

NEW QUESTION – CULTURAL EQUITY AND INCLUSION INTERNAL EFFORTS: Describe how the applicant addresses and is taking steps to integrate and reflect the values of cultural equity and inclusion at the board, leadership and staff level? Provide specific details highlighting progress or efforts made in the last two or more years.

NEW – COMMUNITY/CORE AUDIENCE: Describe the applicant’s community/core audience including any relevant demographic, geographic, cultural, economic or other characteristics, as applicable or that are important to your organization.

NEW QUESTION – CULTURAL EQUITY AND INCLUSION EXTERNAL EFFORTS : Describe how the applicant addresses and is taking steps to integrate and reflect the values of cultural equity and inclusion externally via marketing, program partnerships, outreach, audience engagement or other strategies. Provide specific details highlighting progress or efforts made in the last two or more years.

NEW HEADING – ARTISTIC ENGAGEMENT AND QUALITY: This section focuses on how artistic decisions are made within your organization, how you define your artistic and cultural standards, and the types of artistic programming you have planned.

NEW QUESTION – ARTISTIC LEADERSHIP: Briefly describe the background and experience of the artistic leader(s) within your organization.

3.1 CULTURAL EQUITY AND INCLUSION STATEMENT, POLICY, OR PLAN

NOTE: Panelists **will not** review the applicant’s statements, policies or plans. Department of Arts and Culture grants staff will review to ensure that the documents have been submitted for compliance purposes as part of the staff audit of the application. **REMINDER:** The OGP budget category dictates whether a statement or policy and plan are required.

- Indicate which document is submitted in the drop-down menu provided.
- Upload a board adopted cultural equity and inclusion statement, policy and/or plan. NOTE: Combine documents into ONE file for upload and name the file accordingly:
 - ORGANIZATION NAME – CEI Statement
 - ORGANIZATION NAME – CEI Policy and Plan
- Upload a dated board resolution, minutes, etc. demonstrating proof of the unanimous adoption of the statement, policy and/or plan.

1 Indicate what type of document you are submitting:

Minimum requirement for OGP 1 (Budget size: Up to \$199,999) - Board Adopted Cultural Equity and Inclusion [Statement](#) (one required)
Minimum requirement for OGP 2 (Budget size: \$200,000-\$999,999) - Board Adopted Cultural Equity and Inclusion [Statement or Policy](#) (one required)
Minimum requirement for OGP 3 and 4 (Budget size: \$1,000,000 and up) - Board Adopted Cultural Equity and Inclusion [Policy AND Plan](#) (both required)

2 Please upload the statement and/or policy below:
If uploading statement and policy, combine the document into one PDF and upload as one document.

No file chosen

Please upload the policy and plan below:
Combine the policy and plan into one PDF and upload as one document.

No file chosen

3 Please upload the proof of adoption OF THE DOCUMENT(S) SUBMITTED ABOVE, by the board of your organization (i.e. – copy of a board motion, board meeting minutes, updated bylaws, etc).
If you are uploading proof of adoption through telephone or email vote, you must also provide the bylaws for your organization that demonstrate that this type of board action is allowable by phone or email vote.

No file chosen

4. PROJECT NARRATIVE

- In this task, you will be asked to describe the project at depth and in detail.
- If Organizational Narrative has been completed, the brief project description will show in this section. Do not be alarmed if it is not, this just means that you have yet to fill out this question in the Organizational Narrative.

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 must coincide with the grant period in **Year One (July 1, 2020 to June 30, 2021) and Year Two (July 1, 2021 to June 30, 2022)**.

TIP: If requesting support to expand programming, include benchmarks or concrete outcomes to help measure program expansion (i.e. ticket sales, frequency of visitation, tools that collect audience zip codes and demographics, feedback on the quality of the performance, suggestions for future programming, etc.).

5. ARTS EDUCATION

- In this task, you will be asked questions regarding arts education.
- Check yes or no for the first two questions.
 - **Does the applicant serve children or youth (ages 5-18) through its main program/general activities?**
 - "General activities" includes performances, exhibitions, and or festivals intended for a general audience.
 - **Does the applicant serve children or youth (ages 5-18) through its educational activities?**
 - "Educational activities" includes those specifically intended for youth *in and out of school time*.
- Fill out the table indicating the number of youth served by your organization.
 - Enter the number of children served in the most recent two years; indicate whether figure is "Actual" or "Estimated." IF your organization **DOES NOT** serve youth, leave all fields blank.

NUMBER OF CHILDREN & YOUTH SERVED		
Enter the actual or estimated total number of children served for the years listed. Use the check box to indicate if number is actual or an estimate. If the applicant organization DOES NOT serve children or youth or perform these activities leave blank. [CRITERION 5]		
	Number of Children/Youth Served	Actual/Estimate
2017	<input type="text" value="100"/>	<input checked="" type="radio"/> Actual <input type="radio"/> Estimate
2016	<input type="text" value="100"/>	<input type="radio"/> Actual <input checked="" type="radio"/> Estimate

- Answer yes or no to the following three questions in this task:
 - Is the applicant an Arts Education organization?
 - Is the applicant requesting funds for an arts education-related project?
 - Is the applicant requesting funds for a school-based/school-sponsored arts education program or project?
- If you answer **YES** to any of the three questions above, responses to the following questions are required **regardless of your chosen discipline**.

NEW/CLARIFIED ARTS EDUCATION DEFINITIONS:

Arts Education Organization – An organization with a mission centered on providing opportunities for children (including students) between the ages of 5-18 to increase their knowledge and skills in one or more arts disciplines. Examples include children’s theatres, youth choruses and dance schools.

Arts Education Program/Activity – The presentation of a sequence of activities or single activity that furthers children’s knowledge and skills in one or more arts disciplines. Examples include museum tours, an after-school theatre program, summer enrichment programs, weekend arts programming and workshops for youth.

Arts Education Request – Any OGP request that includes support for an arts education program or activity, including staff that supports arts education organizations or programs that takes place as part of children’s regular school day, in or

out of the school campus. Examples include partial or full requests for teaching artists, transportation for students, teacher training, director of education (for any type of organization) or director of development for an arts education program.

In-school programming - Services delivered during part of children’s regular school day, in or out of the school campus. This could include services provided in classrooms, presentations dedicated to exposing students to an art form or discipline like theatre or visual art and/or field trips or museum tours, visiting artist experiences or artist residencies that occur during the school day. **A sample curriculum is required.**

Out-of-school, extended learning or after-school programming - This may include services provided in partnership with a school(s), intended for enrollees of respective school(s) but not provided during regular classroom hours. **A sample curriculum is required.**

Community-based programming - Services provided to children/youth and/or their families outside of school property, and not in partnership with any particular educational institution. **A sample curriculum is not required** for this type of programming.

NEW QUESTION: Which of the following best describes the type of arts education programming, which you are requesting support for?

ARTS EDUCATION CURRICULUM SAMPLE – For In-school and Out-of-school program/projects:

IMPORTANT NOTE: Required for Arts Education Organizations and Arts Education-Related Projects Defined as In-School or Out-of-School Programming.

NEW QUESTION: Briefly describe your approach to developing curriculum and content for youth to ensure its quality. How does the OGP project meet the Visual and Performing Arts Content Standards for California Public Schools and/or any other relevant content standards? If you serve a wide age range or have multiple programs, consider providing 1-2 concrete examples.

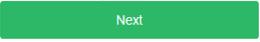
6. PROJECT INCOME

Grant Period – Year One: July 1, 2020 to June 30, 2021 and Year Two: July 1, 2021 to June 30, 2022

- In this task, you will be asked to list the income/revenue sources specific to the Project.

NOTE: Grant years are separated into two separate budget columns on the same page of the application.

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

- Read the instructions on the first page. Once done, click .
- In the first section “OGP Request” amounts for each year will automatically populate based on the Grant Request Amount from Section 2 Budget and Project.
- In the Revenue Sources section, enter *projected matching revenue*. Include anticipated and confirmed sources of funding for each year of the two year grant period, i.e. earned revenue, sponsorships, contributions, etc.
 - Total match amount must be equal (1:1) or greater than the OGP request amount.
 - For “Government-County,” only enter any additional county funding sources of income not OGP funding.

NOTE: Only list income that is specific to the proposal. Do not enter the Full Annual Budget for the organization. In-Kind income **cannot** be used as matching funds.

- The totals will be automatically calculated. If requirements are met, meaning that Matching Funds are at least equal or greater than the Total OGP Request, the table should look like this:

	OGP YEAR 1	OGP YEAR 2
Meets or Exceeds Requirements?	<input type="text" value="true"/>	<input type="text" value="true"/>
Total OGP Request	\$ <input type="text" value="████████"/>	
Total Matching Income (Year 1+Year 2)	\$ <input type="text" value="████████"/>	
Meets or Exceeds Requirements:	<input type="text" value="true"/>	

- If the table reads “false” in either column, check the figures. The Total Matching Income must be greater than or equal to Total OGP Request.

NOTE: Definitions for each line item are listed below.

PROJECT BUDGET INCOME – EXPLANATION – *Highly recommended to provide a breakdown of income sources.*

- Use the Project Budget Income Explanations section to provide details on your listed sources of financial support.
 - Explain, clarify and detail sources of income. In addition, if there are multiple sources of income in the Corporate, Foundation, Government (City, County, State, Federal) or Other Public income categories, name the sources along with the amount of each contribution. This is also an area to explain any oddities.

PROJECT INCOME LINE ITEM DEFINITIONS:

- 1. Admissions:** How much income will the applicant earn as a result of visitation? This refers specifically to museums, galleries or any organization charging an entrance fee.
 - 2. Ticket Sales:** How much income will the applicant earn as a result of all ticket sales for performances, presentations, or special exhibitions, etc.? Do not include workshops or lectures. Subscription income should not be entered here, but on Line 12 of this section.
 - 3. Tuitions:** How much income will the applicant earn from payments for multi-session classes or semester-long courses offered by the applicant? Do not include one-time workshops, lectures, or lecture series.
 - 4. Workshop & Lecture Fees:** How much income will the applicant earn as a result of one-time events such as workshops, lectures, a lecture series, etc.?
 - 5. Touring Fees:** How much income will the applicant earn as a result of public or private performances, exhibitions or other presentations offered away from the applicant’s usual presentation venue?
 - 6. Special Events - Other:** How much income will the applicant earn from events held for any purpose other than fundraising?
 - 7. Gift Shop/Merchandise Sales:** How much will the applicant earn as a result of gift shop sales? This includes sales at any location. If the applicant runs its own food or catering services, include any income from these services in this line. If the applicant receives a commission on food related sales operated at the applicant’s venue by an outside vendor, record that income on Line 9.
 - 8. Gallery Sales:** How much income will the applicant earn from the sale of items in the applicant’s gallery?
 - 9. Food Sales/Concession Income:** How much will the applicant earn in concession commission fees as a result of restaurant and/or catering or food sales?
 - 10. Parking Concessions:** How much will the applicant earn from parking fees generated by a lot or garage owned or leased by the applicant?
 - 11. Membership Dues/Fees:** How much income will the applicant earn from the collection of membership dues or fees? Include donations which will be made in return for benefits such as free admission, discounts and invitations to special events.
 - 12. Subscriptions:** How much income will the applicant earn from sales of tickets purchased via a subscription offering to a series of events during a performance season?
 - 13. Contracted Services/Performance Fees:** How much income will the applicant earn from any services it performs under contract to another? Do not include fees earned from touring exhibits, performances or presentations reported above in Line 5.
 - 14. Rental Income - Program Use:** How much income will the applicant receive for renting out space for on-site events for arts and culture activity? Do not include rental expenses such as interest and depreciation.
 - 15. Rental Income - Non-Program Use:** How much income will the applicant receive for renting out space for on-site events for use other than arts and culture activity? Do not include any rental expenses such as interest and depreciation.
 - 16. Advertising Income:** How much income will the applicant earn from the sale of advertising space in publications or other advertising opportunities offered by the applicant?
 - 17. Sponsorship Income:** How much income will the applicant receive from a corporation or other organization to be used in exchange for use of the corporation’s name or logo on printed materials or other agreed upon exchanges or promotions? Do not include any amounts entered on Line 21, Corporate Contributions.
 - 18. Other Earned Income:** Will the applicant receive any additional earned income?
- Subtotal Earned Income:** This will automatically calculate the total earned income, Section A.
- 19. Trustee/Board Contributions:** How much will the applicant receive in donations from board members, trustees, or advisors? Include all board contributions whether required by the applicant’s by-laws or not.
 - 20. Individual Contributions:** How much will the applicant receive in donations from individuals who are not board members, trustees, or advisors? Do not include any membership income reported in Line 11.
 - 21. Corporate Contributions**:** How much will the applicant receive in donations from corporations, including grants and funds received from a friends group associated with the applicant or any matching gifts? Do not include any sponsorship income entered on Line 17 above.

- 22. Foundation Contributions**:** How much will the applicant receive in donations, whether temporarily restricted or unrestricted, from a charitable foundation? Include contributions from foundations associated with corporations in this line if they are accounted for this way in the applicant's audit or internal financial reports.
- 23. Government - City**:** If the applicant receives multiple sources of income please provide a detailed list.
- 24. Government - County**:** Enter other county sources of revenue outside of the OGP request. If the applicant receives multiple sources of income please provide a detailed list.
- 25. Government - State**:** If the applicant receives multiple sources of income please provide a detailed list.
- 26. Government - Federal**:** If the applicant receives multiple sources of income please provide a detailed list.
- 27. Special Events - Fundraising:** How much income will the applicant receive from events held specifically for fundraising purposes?
- 28. Other Public Income:** What is the total amount in donations that will be received by the applicant that do not fall into the categories listed above?
- 29. Parent Organization Income:** If the applicant, department, or ongoing program is a part of or subsidiary of a larger such as a university, enter any monetary income the applicant will receive from that parent on this line. This income may be in the form of a cash transfer or a budget line item.
- 30. In-kind Contributions:** What is the monetary value of contributions given to the applicant in the form of goods, services, land, buildings or use of space? Examples of In-Kind income would be the value of a donated computer, the value of free brochure printing services, or the value of the rent on a donated space used by the applicant. To determine whether an item should be counted as in-kind income, consult with a financial person or auditor.

**For Corporate, Foundation and Government, if there are multiple sources of income in each category, provide a detailed list of income sources and dollar amount of each contribution.

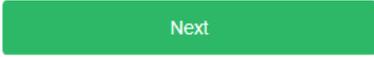
7. PROJECT EXPENSES

Grant Period – Year One: July 1, 2020 to June 30, 2021 and Year Two: July 1, 2021 to June 30, 2022

- In this task, list the projected expenses specific to the project.

NOTE: There are two tables in this section of the application. Budget tables are separated by grant year in separate budget tables on two pages of the application.

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

- Read the instructions on the first page, once done click 
 - On the second page, enter requested OGP amount in the first column, designating how funds are expected to be spent.
 - Next, enter how matching funds are expected to be spent during the proposed project. Only list expenses that are specific to the project.

REMINDER: OGP Funds cannot be used for Catering & Hospitality, Lodging & Meals or Travel expenses

TIP: Matching Funds **do not need to match OGP Request** column **line items category-by-category**. Final total matching fund amount must be equal (1:1) or greater than the OGP request amount, per year. For example, an organization may expend a request on artistic support and match this expenditure with administrative support for the same project.

- Totals will be automatically calculated. Keep the following in mind as you complete the tables:
 - Year 1 REQUEST AMOUNT must be equal to the OGP Year Request 1 Total.
 - OGP YEAR 1 MATCH total must be greater or equal to the YEAR 1 REQUEST AMOUNT
 - The sum total of REQUEST and MATCH must be greater than or equal to the YEAR 1 REQUEST AMOUNT and MATCH.
 - Correctly completed budget expense tables will yield “true” results in the validation section of the form:

	MUST BE = YR 1 REQUEST AMOUNT	MUST BE >= YR 1 REQUEST AMOUNT	MUST BE >= YR 1 REQUEST+ MATCH AMOUNT
TOTAL	<input type="text"/>	<input type="text"/>	<input type="text"/>

	REQUEST MUST BE = YR 1 REQUEST AMOUNT	MATCH MUST BE >= YR 1 REQUEST AMOUNT	REQUEST + MATCH MUST BE >= YR 1 REQUEST+ MATCH AMOUNT
Amounts Meets or Exceed Requirement?	<input type="text" value="true"/>	<input type="text" value="true"/>	<input type="text" value="true"/>

PROJECT BUDGET EXPENSES – EXPLANATION – *Highly recommended to provide a breakdown of income sources.*

TIP: Budget notes inform panelists about how applicants will implement a project. Therefore, the absence of notes is often negatively noted in panels. Use the budget notes to fully explain how project funds will be used. Reference the item name and number in the explanation. Expenses can be explained in a narrative format.

- Use the Project Budget Expense Explanations section to explain, clarify and detail the type, frequency and breakdown of expenses.
- Provide a detailed list of all expenses entered in line item 22 “Other” category.
- Clarify any oddities or items that would benefit from additional clarity.
- One done, click .
- Repeat for Year Two OGP Project Budget - Expenses table.

8. STAFF

- In this task, provide short biographies of key organization staff and/or artists. Begin with the organization’s leadership (i.e. Artistic Director, Executive Director, Managing Director).

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

9. FINANCIALS

- In this task, upload all required financial documents: the OGP Funder Report and Federal Tax forms (990/990-EZ/990-N). A financial audit is required for all organizations with budgets of \$2 million or more, as noted in the OGP Funder Report. Additional financial documents are required for organizations with an accumulated deficit of 20% or more in two or more years.

IMPORTANT: If the OGP Funder Report from the [SMU DataArts site](#) is not attached with the application, the application will be considered incomplete and will be disqualified.

SMU DATA ARTS REQUIREMENTS

The OGP Funder Report must report on three sequential fiscal years, for example: Fiscal Years 2019, 2018, 2017; 2018, 2017, 2016; 2017, 2016, 2015. Submitting an OGP Funder Report for a most recent fiscal year earlier than 2017 will not be accepted. Reference [OGP Guidelines](#) for additional details on how to complete a Data Arts Data Profile and download an LA County Department of Arts and Culture OGP Funder Report.

- **Balance Sheet - All applicants must complete/provide information in Section 8 of Data Arts Cultural Profile.** In past years, unaudited organizations were not required to complete this section; however, this is now a requirement of all OGP applicants. Please be sure to allow extra time to complete this section.

OGP FUNDER REPORT EXPLANATIONS

- Describe any significant financial or other variances reflected in the OGP Funder Report.

NOTE: Applicants are required to explain variances of 10% or more in both income and expense line items.

TIP: Applicants are strongly encouraged to explain any other significant variances (*deficit or surplus*), plans to retire a deficit, or to use a surplus. Panelists utilize budget explanations to fully understand a project and organizational management history. For the purposes of this application, the OGP Funder Report explanations provide insight into an organization’s budget along in tandem with other financial information. Unexplained budget variances may result in poor reviews or scores.

10. OGP ARTISTIC DOCUMENTATION + SUPPORT MATERIALS

- In this task, you will upload artistic samples and optional support materials.
- You may submit materials via hyperlink or as an attachment. *Do not 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 [OGP Guidelines](#).

NOTE: Failure to provide required documentation will deem an application incomplete and therefore ineligible. Please allow ample time to upload all required materials.

UPLOADING ARTISTIC DOCUMENTATION

1. Select the number of artistic uploads and the type of samples to be uploaded.
2. If you selected to submit a hyperlink, a text box will appear to input the hyperlink. If you selected to upload an attachment, the upload box will allow you to browse your documents and select the file to be submitted.
3. 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).

The screenshot shows a web form for uploading artistic documentation. It is divided into three main sections:

- Section 1:** A radio button selection for the number of uploads, with 'Two' selected. A 'Clear' button is below it.
- Section 2:** A heading 'Please denote how you have submitted artistic samples:' followed by three radio button options: 'As hyperlink(s) Two hyperlink text fields...', 'One hyperlink/ One attachment – One Text Field...' (which is selected), and 'Upload attachments- Upload buttons'. A 'Clear' button is at the bottom.
- Section 3:** Two sample submission boxes. The first is titled 'Link - Sample A' and includes a text input field for a URL with the format 'http://www.URL.com'. The second is titled 'Upload Attachment - Sample B' and includes a 'Browse' button. Below each title is a text input field for a description, with instructions: 'Briefly describe the artistic sample and explain the relationship of the artistic sample to the application. Description of 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)'.

NAMING CONVENTIONS

UPLOADED FILES should be named accordingly:	Organization Name.Video Organization Name.PPT Organization Name.OGP Funder Report
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NOTE: 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.

STANDARDS FOR ARTISTIC DOCUMENTATION

FILE TYPES - The system accepts the following file extensions:	jpg, jpeg, gif, bmp, png, tif, mov, mp4, wmv, doc, docx, txt, xls, xlsx, pps, ppt, pptx, pdf, aac, mp3, wav, wma. NOTE: Each item should be less than 256MB.
VIDEO SAMPLES	Provide links to a hosted video site i.e. YouTube or Vimeo Samples should be no longer than 5 minutes

IMAGE SAMPLES - Submit 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
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OPTIONAL SUPPLEMENTAL MATERIALS

- No more than three (3) pieces of promotional materials and reviews/letters of recommendation 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 Department of Arts and Culture
ATTN: 2020-21 OGP APPLICATION SUBMISSION
1055 Wilshire Blvd., Suite 800
Los Angeles, CA 90017

11. 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)

12. 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 grants@arts.lacounty.gov

OGP TIMELINE:

