Welcome to the Los Angeles County Department of Arts and Culture’s Organizational Grant Program! The purpose of this program is to support nonprofit arts organizations in Los Angeles County through funding that sustains core operations, improves organizational or artistic capacity and increases public access to arts activities and programs.

In April 2017, the Los Angeles County Department of Arts and Culture released a report on the Cultural Equity and Inclusion Initiative (CEII). This 18-month public process led to the development of 13 recommendations to the LA County Board of Supervisors with the goal of ensuring that everyone in LA County has equitable access to arts and culture, and to improve inclusion in the wider arts ecology for all residents in every community.

As a byproduct of these recommendations, as of fall 2018, all 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 their applications. New and revised questions in this grant application will provide opportunity for you to further describe how your organization’s work aligns with broader CEII efforts. To read more about this new requirement, click here.

**Organization Account Info**

Organization Legal Name

Popular Name if different from legal name

Main Address 1

Main Address 2

City

State

Zip Code

Main Phone

Main Email

Website
Is your organization’s main address the same as your programming address(s)? Yes/No
If no, please provide the address where most of your programming takes place below:

Programming Address 1

Programming Address 2

City

State

Zip Code

Primary Organizational Contact Information
Primary Organizational Contact Prefix: Dropdown; Mr./Ms.

Primary Organizational Contact Name:

Primary Organizational Contact Phone:

Primary Organizational Contact Email:

Primary Organizational Contact Title:

Executive Director Contact Information
Executive Director Name:

Executive Director Phone:

Executive Director E-Mail:
**Primary Application Contact Information (required)**
Enter the individuals at your organization with the responsibility of managing and completing your grant application and administering your grant agreement. Please provide direct phone numbers and e-mail addresses. This contact information will be used for all communication to the applicant, in many cases, with important and time sensitive information.

Primary Application Contact Prefix: Dropdown; Mr./Ms.
Primary Application Contact Name:  
Primary Application Contact Title:  
Primary Application Contact Phone:  
Primary Application Contact Email:  

**Secondary Application Contact Information (required)**
Secondary Application Contact Prefix: Dropdown; Mr./Ms.
Secondary Application Contact Name:  
Secondary Application Contact Title:  
Secondary Application Contact Phone:  
Secondary Application Contact Email:  

**COUNTY SUPERVISORIAL DISTRICT INFORMATION**
District where Main (Administrative/Office) is located:  
District where most of your programming takes place: (Lookup)  
- 1st District  
- 2nd District  
- 3rd District  
- 4th District  
- 5th District
District(s) organization serves (check all that apply):
- 1st District
- 2nd District
- 3rd District
- 4th District
- 5th District

What year was your organization founded?

Is your organization a first-time applicant to the Organizational Grant Program?
- Yes
- No
2. Budget and Project

IMPORTANT INFORMATION ABOUT YOUR ORGANIZATIONAL BUDGET SIZE:
In order to determine your maximum grant request, you must know what your annual budget size is according to the DataArts Cultural Data Profile (CDP). This number can be accessed by logging into the DataArts website, downloading your LA County Department of Arts and Culture OGP Funder Report and locating the budget size in the header of page 1 at the top of the page. Please note: your most recent CDP must be completed before you are able to download this report.

NOTE: AN INCORRECT ORGANIZATIONAL BUDGET SIZE IN THIS PAGE WILL AFFECT THE REQUEST AMOUNT AND PROJECT BUDGETS IN THE PROJECT BUDGET TABLES. IF YOU MAKE A CORRECTION TO YOUR BUDGET SIZE AFTER SAVING, YOU MUST MAKE SURE TO UPDATE PAGE 1 OF YOUR BUDGET TABLE FORMS AND RESAVE TO ENSURE YOUR BUDGETS ARE SHOWING THE UPDATED AMOUNT.

Budget Size for the Most Recent Fiscal Year
(MUST BE FROM YOUR MOST RECENT OGP FUNDER REPORT, PAGE 1)

What Is Your OGP Budget Category?

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Budget Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>OGP 1</td>
<td>Up to $199,999</td>
</tr>
<tr>
<td>OGP 2</td>
<td>$200,000 - $999,999</td>
</tr>
<tr>
<td>OGP 3</td>
<td>$1,000,000 - $14,999,999</td>
</tr>
<tr>
<td>OGP 4</td>
<td>$15,000,000+</td>
</tr>
</tbody>
</table>

Select Budget Category Below:
Dropdown: OGP 1, OGP 2, OGP 3, OGP 4

Maximum Grant Amount
Your maximum allowable grant request is a proportion of your annual budget size. In order to determine your maximum grant request, you must know what your annual budget size is according to the DataArts Cultural Data Profile (CDP). This number can be accessed by logging into the DataArts website, downloading your LA County Department of Arts and Culture OGP Funder Report and locating the budget size in the header of page 1 at the top of the page.

Maximum Request Amount: $ AUTOFILLED FROM CALCULATOR
Total Amount Requested:

Discipline

- Arts Education - Performing Arts
- Arts Education - Visual Arts
- Arts Education - Music
- Arts Education - Literary Arts
- Arts Service
- Dance
- Literary Arts
- Media Arts
- Multidisciplinary - Performing Arts
- Multidisciplinary - Music & Festivals
- Multidisciplinary - Visual Arts
- Multidisciplinary - Media Arts
- Multidisciplinary - Community and Cultural Centers
- Music-Choral/Opera
- Music-Instrumental
- Presenting
- Theatre
- Traditional and Folk Art
- Visual Arts

Project Category

- Sustainability - Provides support for existing artistic and/or administrative projects that sustain the mission and goals of the organization.
- Organizational Capacity - Provides support for new projects that increase the organizational capacity and infrastructure of arts organizations.
- Artistic Capacity - Provides support for new projects that increase the artistic capacity of arts organizations.
- Accessibility - Provides support for new or existing projects that provide public access to arts activities and programs.
Brief Project Description
Describe what the funding will support. Finish this sentence: To support ...
3. Organizational Narrative

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. You may copy and paste the answers to these common questions on the application forms of any of these funders.

ORGANIZATIONAL INFORMATION

* Mission/Purpose of Applicant: Provide the applicant's mission statement.
[CRITERIA 1, 2] 3,000 Characters

* History/Programming:
Briefly describe the history of the applicant and current core programs and services. Note any significant administrative or artistic changes and/or major accomplishments and initiatives that have taken place over the past two years. [CRITERIA 1, 2, 5] 3,000 Characters

Planning & Leadership:
TIPS: If you have a strategic plan or if a previous OGP grant was used to address issues of planning and leadership, you may wish to refer to it. Where does the applicant want to be, artistically, administratively and financially, within the next two years? What short-term goals have been established to work toward this desired state? What specific steps have been taken recently? How have board and staff members contributed to the applicant's overall planning? [CRITERION 2] 3,000 Characters

Planning & Leadership:
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. [CRITERION 2] 1,500 Characters
**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. Describe how the applicant identifies community/core audience needs (including any advisory councils) and how the applicant develops programs to meet these needs. [CRITERION 5] 3,000 Characters

**Community/Core Audience:**
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. [CRITERION 5] 1,500 Characters

**Artistic Engagement and Quality:**
This question focuses on how artistic decisions are made within your organization, how the applicant defines artistic and cultural standards, and the types of artistic programming that have been planned. Artistic Leadership: Briefly describe the background and experience of the artistic leader(s) within your organization. Describe the applicant's practice for payment of artists. Briefly describe the organization’s process for producing artistic content.

[CRITERION 1,2] 3,000 Characters
3.1 Cultural Equity and Inclusion Statement, Policy, or Plan

Applicants to the OGP program are now required to provide:

1. A board adopted cultural equity and inclusion statement, policy and/or plan with the application.
2. In addition, a board resolution detailing the date when adopted must also be included. Please upload the proof of adoption by the board of your organization (i.e. – copy of a board motion, board meeting minutes and/or updated bylaws, etc).

**Indicate what type of document you are submitting:**

(Dropdown field)
- Statement
- Policy
- Statement and Policy
- Policy and Plan (required for OGP 3 & 4 organizations)

Please upload the statement, policy and/or plan below:

[UPLOAD]

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.

[UPLOAD]

If you are not familiar with this requirement, please click on this link to read more about it and review what the exact requirement is according to your OGP budget category below. Note that submitting the wrong document may constitute an incomplete application and could result in disqualification.

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Budget Size</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>OGP 1</td>
<td>Up to $199,999</td>
<td>Board adopted cultural equity and inclusion <strong>statement, policy or plan.</strong> Minimum requirement is a <strong>statement + proof of board adoption.</strong></td>
</tr>
<tr>
<td>OGP 2</td>
<td>$200,000 – $999,999</td>
<td>Board adopted cultural equity and inclusion statement, policy or plan. Minimum requirement is a <strong>statement + proof of board adoption.</strong></td>
</tr>
<tr>
<td>OGP 3</td>
<td>$1,000,000 – $14,999,999</td>
<td>Board adopted cultural equity and inclusion <strong>policy and plan.</strong> Both required + proof of board adoption.</td>
</tr>
<tr>
<td>OGP 4</td>
<td>$15,000,000+</td>
<td>Board adopted cultural equity and inclusion <strong>policy and plan.</strong> Both required + proof of board adoption.</td>
</tr>
</tbody>
</table>
3. Project Narrative

Tell us about the project or activity for which you are seeking funding, be it related to sustaining core programs, increasing organizational or artistic capacity, or increasing public accessibility to the arts.

**Brief Project Description:** AUTOFILLED FROM BUDGET AND PROJECT TASK.

**Project/Funding Request Overview:**
BRIEFLY describe the two-year project/funding request. What goal(s) are you seeking to achieve, or what needs are you hoping to meet/address? [CRITERION 3] **750 CHARACTERS**

**Project/Funding Request Details:**
Please elaborate on your planned activities, the location(s), target audience and proposed timeline. How will the project evolve from Year 1 to Year 2? [CRITERION 3] **1,500 CHARACTERS**

**Project/Funding Request Leaders/Staff/Volunteers**
If funding request is related to an ongoing activity/program/staff, describe how project leaders (such as staff, artists or consultants) were selected, and their qualifications for leading this project. If you are relying on temporarily employed individual or volunteers describe their training.

If the request is for a new activity/program, describe how you plan to select and/or train project leader(s), staff, volunteers, etc.

If this request is for new staff, list desired qualifications, duties to be assigned, and number of hours to be worked each week. [CRITERION 3] **750 CHARACTERS**

**Project/Funding Request Evaluation**
How does the proposed project/funding request meet the goal of the OGP project category you selected?
What qualitative (narrative) and/or quantitative (numbers) information will you use to monitor the results of your project and whether you met your goals?

What tools will you use to measure results (i.e. - Surveys, Interviews, Observational, Personnel Evaluation)?

If you will be using funds to support a staff position, how will you evaluate job performance?

[CRITERION 4] 1,500 CHARACTERS
4. Arts Education

OGP ARTS EDUCATION DEFINITIONS:

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.

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.

Does the applicant serve children or youth (5-18) through its MAIN PROGRAM / GENERAL ACTIVITIES?
- Yes
- No
Does the applicant serve children or youth (5-18) through its EDUCATIONAL ACTIVITIES?

- Yes
- No

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]

<table>
<thead>
<tr>
<th>Number of Children/Youth Served</th>
<th>Actual/Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018</td>
<td>Actual</td>
</tr>
<tr>
<td>2017</td>
<td>Estimate</td>
</tr>
</tbody>
</table>

Is the applicant an Arts Education organization?
The OGP defines Arts Education Organizations as those with a mission centered on providing opportunities to increase the knowledge and skills of children between the ages of 5-18, in one or more arts discipline(s).

- Yes
- No

Is the applicant requesting funds for an arts education-related project?
An arts education-related project includes any OGP request that requests support for an arts education program or activity, including staff that support arts education organizations or staff that support arts education programs.

- Yes
- No
Is the applicant requesting funds for a school-based/school-sponsored arts education program or project?

Any activity that takes place during school-hours that is conducted for the benefit of students. This includes activities that take place at a school site AND/OR activities (programs/projects/field trips) that take place at a location other than a school.

- Yes
- No
If yes to any of the above question, responses to the following questions are required:

Which of the following best describes the type of arts education programming, which you are requesting support for? (Read definitions above and check all that apply):

- [ ] In-school programming
- [ ] Out-of-school, extended learning or after-school programming
- [ ] Community-based programming

Briefly describe the organization's arts education programs. Be sure to provide detail on program objective(s), desired outcome(s) and ages of the youth involved.

If you selected *in-school programming* explain how you engage and communicate with teachers and school leaders, and how you ensure alignment between your programming and what is taught in the classroom.

If you selected *out-of-school or community-based* programming, please briefly describe your process for partnering with local schools or other organizations and how you engage and communicate with teachers, school leaders and parents. How you ensure your after-school programming is age appropriate?

[CRIERION 1] 3,000 CHARACTERS
Briefly describe the applicant organization’s qualifications and experience in providing arts education. Provide artists bios where possible and describe your team’s qualifications for working with youth.

[CRITERION 1] 1,500 CHARACTERS

If applicable, briefly describe the financial investment you are receiving from school(s) or district(s) to produce the program/project. [CRITERION 1] 750 CHARACTERS

SECTION BELOW ONLY REQUIRED FOR ORGANIZATIONS PRIMARILY PROVIDING IN-SCHOOL AND OUT-OF-SCHOOL PROGRAMMING:

ARTS EDUCATION CURRICULUM SAMPLE
REQUIRED FOR ARTS EDUCATION ORGANIZATIONS AND ARTS EDUCATION-RELATED PROJECTS DEFINED AS IN-SCHOOL OR OUT-OF-SCHOOL PROGRAMMING.

Acceptable curriculum materials will reflect the full scope of your program and may include curriculum overviews, lesson plans, teacher guides and/or student study guides. Regardless of the format, the sample must address the connections to the Visual and Performing Arts Content Standards for California Public Schools. [CRITERION 1]
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.

Cite the specific standard numbers, grade level and descriptions you plan to address based on the age you propose serving. Describe in specific terms how the curriculum and instruction of the project aligns to each standard you reference. Open a new tab to access the California State Curriculum Standards, link below:

[CRITERION 1] 3,000 CHARACTERS
Identify sources of matching revenue

OGP PROJECT BUDGET - INCOME

Enter projected income for your proposed project during the grant period. Only list income that is specific to the proposal. Do not enter the FULL ANNUAL BUDGET budget for the organization.

In the Matching Funds column enter anticipated and confirmed sources of funding for each year of the grant period (earned revenue, sponsorships, contributions, etc).

The total match amount must be equal (1:1) or more than the OGP REQUEST AMOUNT for each year of award. Use the Project Income Budget Explanations section (AT THE BOTTOM) to provide detail on your listed sources of support. [CRITERION 3]

<table>
<thead>
<tr>
<th>MATCHING</th>
<th>OGP YEAR 1</th>
<th>OGP YEAR 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>OGP Request (Match must be greater than or equal to request)</td>
<td>$ -</td>
<td>$ -</td>
</tr>
</tbody>
</table>

REVENUE SOURCES MATCHING FUNDS MATCHING FUNDS

A. EARNED INCOME

1. Admissions
2. Ticket Sales
3. Tuitions
4. Workshop & Lecture Fees
5. Touring Fees
6. Special Events - Other
7. Gift Shop/ Merchandise Sales
8. Gallery Sales
9. Food Sales/ Concession Income
10. Parking Concessions
11. Membership Dues/fees
12. Subscriptions
13. Contracted Services/ Performance Fees
14. Rental Income - Program Use
15. Rental Income - Non-Program Use
16. Advertising Income
17. Sponsorship Income
18. Other Earned Income

Subtotal Earned Income $ - $ -

B. CONTRIBUTED INCOME

19. Trustee/Board Contributions
20. Individual Contributions
21. Corporate Contributions **
22. Foundation Contributions **
23. Government - City **
24. Government - County ** COUNTY SOURCES OTHER THAN OGP GRANT
25. Government - State **
26. Government - Federal **
27. Special Events - Fundraising
28. Other Public Income
29. Parent Organization Income
30. In-kind Contributions

Subtotal Contributed Income $ - $ -

TOTAL $ - $ -

Meets or Exceeds Requirement? PASS PASS

Total OGP Request $ -

TOTAL MATCHING INCOME (YEAR 1 + YEAR 2) $ -

Meets or Exceeds Requirement? PASS

PROJECT BUDGET - INCOME EXPLANATIONS

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, provide a detailed list in the area below. Name the sources along with the amount of each contribution in the area below. [CRITERION 3] *
Identify Grant and Matching Expenditures

OGP PROJECT BUDGET - EXPENSES

Enter the expense budget for your proposed project during the grant period. Only list expenses specific to the proposal. Do not enter the organization’s FULL ANNUAL BUDGET

State how HALF the OGP request amount will be expended in the OGP REQUEST column. State how matching amount will be expended in OGP MATCH column. Do this for each of the two years of the grant period.

Grant expense should equal half the total request amount.
Matching expenses should be equal to or more than the OGP expenses each year.
OGP Funds cannot be used for Catering & Hospitality, Lodging & Meals and Travel expenses. Use the Project Budget Expense Explanations section (BOTTOM OF PAGE) to provide details about the type, frequency and breakdown of expenses. [CRITERION3]

Project Description: Autofilled from Budget and Project

<table>
<thead>
<tr>
<th>YEAR ONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expenditures</td>
</tr>
<tr>
<td>-------------</td>
</tr>
<tr>
<td>OGP Request/Matching Amount</td>
</tr>
<tr>
<td>A. Administrative &amp; Artistic Salaries, Fees &amp; Fringe</td>
</tr>
<tr>
<td>Artist &amp; Performers - Salaries</td>
</tr>
<tr>
<td>Program - All Other - Salaries</td>
</tr>
<tr>
<td>Fundraising - Salaries</td>
</tr>
<tr>
<td>General &amp; Administrative - Salaries</td>
</tr>
<tr>
<td>Fringe Benefits</td>
</tr>
<tr>
<td>Artist Commission Fees</td>
</tr>
<tr>
<td>Artists &amp; Performers - Non-Salaried</td>
</tr>
<tr>
<td>Professional Fees</td>
</tr>
<tr>
<td>Subtotal</td>
</tr>
<tr>
<td>B. Marketing</td>
</tr>
<tr>
<td>Advertising Marketing and Public Relations</td>
</tr>
<tr>
<td>Subtotal</td>
</tr>
<tr>
<td>C. Operations</td>
</tr>
<tr>
<td>Accounting</td>
</tr>
<tr>
<td>Equipment Rental</td>
</tr>
<tr>
<td>Facilities - Other</td>
</tr>
<tr>
<td>Insurance</td>
</tr>
<tr>
<td>Internet &amp; Website</td>
</tr>
<tr>
<td>Office Expense - Other</td>
</tr>
<tr>
<td>Postage &amp; Shipping</td>
</tr>
<tr>
<td>Printing</td>
</tr>
<tr>
<td>Rent</td>
</tr>
<tr>
<td>Supplies</td>
</tr>
<tr>
<td>Telephone</td>
</tr>
<tr>
<td>Utilities</td>
</tr>
<tr>
<td>Subtotal</td>
</tr>
<tr>
<td>D. Fundraising</td>
</tr>
<tr>
<td>Fundraising Expenses -Other</td>
</tr>
<tr>
<td>Fundraising Professionals</td>
</tr>
<tr>
<td>Subtotal</td>
</tr>
<tr>
<td>E. Professional Development</td>
</tr>
<tr>
<td>Conferences &amp; Meetings</td>
</tr>
<tr>
<td>Professional Development</td>
</tr>
<tr>
<td>Subtotal</td>
</tr>
<tr>
<td>F. Programming</td>
</tr>
<tr>
<td>Production &amp; Exhibition Costs</td>
</tr>
<tr>
<td>Programs - Other</td>
</tr>
<tr>
<td>Touring</td>
</tr>
<tr>
<td>Subtotal</td>
</tr>
<tr>
<td>G. Other Expenses</td>
</tr>
<tr>
<td>Catering &amp; Hospitality</td>
</tr>
<tr>
<td>Travel/Meals/Lodging</td>
</tr>
<tr>
<td>Other **</td>
</tr>
<tr>
<td>Subtotal</td>
</tr>
<tr>
<td>TOTAL</td>
</tr>
<tr>
<td>Total</td>
</tr>
<tr>
<td>Amounts Meets or Exceed Requirement?</td>
</tr>
</tbody>
</table>

Must pass all requirements.
YEAR 1 PROJECT BUDGET EXPENSE - EXPLANATION
Explain, clarify and detail the type, frequency and breakdown of expenses. In addition, provide a detailed list of expenses entered in the “other” category. [CRITERION 3]
<table>
<thead>
<tr>
<th>MATCHING</th>
<th>OGP YEAR REQUEST 2</th>
<th>OGP YEAR MATCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>OGP Request</td>
<td>$13,090.00</td>
<td>$13,090.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category</th>
<th>GRANT EXPENSES</th>
<th>MATCHING EXPENSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Administrative &amp; Artistic Salaries, Fees &amp; Fringe</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Artist &amp; Performers - Salaries</td>
<td>13,072.00</td>
<td>$6,000.00</td>
</tr>
<tr>
<td>Program - All Other - Salaries</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Fundraising - Salaries</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>General &amp; Administrative - Salaries</td>
<td>$12.00</td>
<td></td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Artist Commission Fees</td>
<td>$11.00</td>
<td></td>
</tr>
<tr>
<td>Artists &amp; Performers - Non-Salaried</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional Fees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal</td>
<td>$13,083.00</td>
<td>$6,412.00</td>
</tr>
</tbody>
</table>

| B. Marketing                                                             |                |                  |
| Advertising Marketing and Public Relations                               | $1.00          | $14.00           |
| Subtotal                                                                 | $1.00          | $14.00           |

| C. Operations                                                            |                |                  |
| Accounting                                                               |                |                  |
| Equipment Rental                                                         |                |                  |
| Facilities - Other                                                       |                |                  |
| Insurance                                                               |                |                  |
| Internet & Website                                                       |                |                  |
| Office Expense - Other                                                  | $1.00          |                  |
| Postage & Shipping                                                      |                |                  |
| Printing                                                                |                |                  |
| Rent                                                                    | $4,000.00      |                  |
| Supplies                                                                |                |                  |
| Telephone                                                               |                |                  |
| Utilities                                                               |                |                  |
| Subtotal                                                                 | $1.00          | $4,000.00        |

| D. Fundraising                                                          |                |                  |
| Fundraising Expenses -Other                                             | $2.00          |                  |
| Fundraising Professionals                                               | $1.00          |                  |
| Subtotal                                                                 | $2.00          | $1.00            |

| E. Professional Development                                              |                |                  |
| Conferences & Meetings                                                  | $1.00          | $3.00            |
| Professional Development                                                |                |                  |
| Subtotal                                                                 | $1.00          | $3.00            |

| F. Programming                                                          |                |                  |
| Production & Exhibition Costs                                           | $2.00          |                  |
| Programs - Other                                                        | $1.00          |                  |
| Touring                                                                 |                |                  |
| Subtotal                                                                 | $1.00          | $2.00            |

| G. Other Expenses                                                       | XX-Not Allowable-XX |                  |
| Catering & Hospitality                                                  | $2.00            |                  |
| Travel                                                                  | $1.00            |                  |
| Other **                                                                |                |                  |
| Subtotal                                                                 | $1.00            | $2.00            |

| Subtotal                                                                 | MUST BE >=YR 2 REQUEST AMOUNT | MUST BE >=YR 2 REQUEST AMOUNT |
| TOTAL                                                                    | $13,090.00         | $10,434.00       |

Amounts Meets or Exceed Requirement? PASS FAIL

Must pass all requirements.

YEAR 2 PROJECT BUDGET EXPENSE - EXPLANATION

Explain, clarify and detail the type, frequency and breakdown of expenses. In addition, provide a detailed list of expenses entered in the "other" category. [CRITERION 3] *
8. Staff

Provide short biographies of key organization staff and/or artists. Begin with the applicant's leadership (e.g. Artistic Director, Executive Director, Managing Director). For key project staff, emphasize their experience in areas of direct relevance to the proposal. 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. [CRITERIA 1,2]

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Bio</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
(Optional) Upload Documents
9. Financials

LA COUNTY DEPARTMENT OF ARTS AND CULTURE
OGP FUNDER REPORT
All applicants are required to complete a Data Arts Cultural Data Profile (CDP) and submit an LA County Department of Arts and Culture OGP Funder Report (OGP Funder Report) with the grant application. **Applications missing the (or with an incomplete) OGP Funder Report will be considered incomplete and will be disqualified.**

**First time applicants:** If you have not already done so, please review the guidelines regarding CDP and the OGP Funder Report.

You must enter at least three years of financial and programmatic information to complete the DataArts profiles. Subsequently, applicants will only be required to complete these updates for each following year annually.

**NOTE:** For organizations with only two full and consecutive years of producing and programming history, submitting information for the two most recently completed fiscal years is acceptable as long as they fall within the required timeline (end year no earlier than December 2017).

Please see OGP Guidelines for additional details on how to complete a Data Arts Cultural Data Profile and download an LA County Department of Arts and Culture OGP Funder Report.

**[CRITERION 3]**

What is the end year of your OGP Funder Report (note that it must be the same end year as your 990 Tax Form)?

- 2019
- 2018
- 2017

**OGP FUNDER REPORT EXPLANATIONS**
Significant variances financial or otherwise **MUST BE EXPLAINED IN THIS SECTION,** including deficits or surpluses of 10% or more. Unexplained budget or attendance variances may result in a decrease in points and/or scores. Please make sure to describe plans to retire any fiscal deficit or plans for using a surplus. **[CRITERION 3]**
Federal Tax Forms
A copy of the recent 990/990-EZ/990-N (SHOWING END YEAR OF EITHER 2017, 2018, OR 2019) must be submitted with your application. Upload your 990 Tax Form below:

Note the end year must not be earlier than December 31, 2017.

Financial Audit
Applicants with budgets of $2,000,000 and greater are required to submit a financial audit for the applicant organization’s most recently completed fiscal year. If an audit for the organization's most recently completed fiscal year is not available, the applicant may submit a financial audit for the previous year.

Additional Financial Information
Organizations showing an accumulated deficit of greater than 20% of expenses in two or more years of their OGP Funder Report must submit one copy of the organization's internal financial statements for the past two years and one copy of the organization's Federal Form 990 for the year preceding the organization's most recent fiscal year. Organizations with a budget greater than $2,000,000 must also submit one copy of the Financial Audit for the year preceding the organization's most recent fiscal year.
10. OGP Artistic Documentation and Support Materials

OGP applicants are required to submit artistic documentation and supplemental materials. Failure to provide REQUIRED documentation will mean your application is incomplete and therefore ineligible. Please give yourself ample time to upload all required materials. For specific information about required artistic documentation and supplemental material, please open a new tab to review the OGP Guidelines https://www.lacountyarts.org/funding/organizational-grant-program/ogp-grantseekers/ogp-grantseekers-apply.

INSTRUCTIONS FOR UPLOADING ARTISTIC DOCUMENTATION AND SUPPORT MATERIALS

We recommend saving artistic documentation and support materials in an accessible file on your computer.

If you are attaching files, please name files as follows:
"A. OrganizationName.Video"
"B. OrganizationName.Images"

Artistic and Support Materials Check List - REQUIRED OF ALL APPLICANTS

Artistic Documentation At minimum one (1) artistic sample must be included with the application. A maximum of two (2) samples may be submitted. Reference the OGP Guidelines for discipline-specific artistic documentation requirements. Images must be placed in a powerpoint (PPT) file as a slide show. Individual images, such as uploading multiple JPEG’s or PDF’s, are not acceptable as artistic documentation.

Hyperlink to samples may be submitted instead of uploaded file(s).

How many artistic samples are you including? Note, the Department of Arts and Culture recommends submitting the maximum amount to show the panel range of arts activity and programming and if possible including one sample demonstrating engagement with the audience/community served.

- One
- Two
Please denote how you are submitting artistic samples:
- Hyperlink
- Attachment

Link - Sample A
format: http://www.URL.com

Upload Attachment - Sample A

Sample A
Briefly describe the artistic sample and explain the relationship of the 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).

Please denote how you have submitted artistic samples:
- As hyperlink(s) Two hyperlink text fields (with instruction to enter hyperlinks)
- One hyperlink/ One attachment – One Text Field (with instruction to enter hyperlink) one upload button
- Upload attachments- Upload buttons

Link - Sample A
format: http://www.URL.com

Link - Sample B
format: http://www.URL.com
Sample A
Briefly describe the sample and explain the relationship of the 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).

Sample B
Briefly describe the sample and explain the relationship of the 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).

OPTIONAL SUPPLEMENTAL MATERIALS - UPLOAD or SEND U.S. VIA MAIL

Promotional Materials
Up to three (3) pieces of promotional materials may be uploaded or sent by U.S. Mail. Materials sent by U.S. Mail must include eight copies of each promotional piece and must be postmarked on or before the applicant’s appropriate grant category deadline.

Optional Supplemental Materials
Optional Supplemental Materials

Reviews/Letters of Recommendation
Up to three (3) reviews or letters of recommendation may be uploaded or sent by U.S. Mail. Materials sent by U.S. Mail must include eight copies of each item and must be postmarked on or before the published deadline.

Optional Review/Letter of Recommendation

Optional Review/Letter of Recommendation

Optional Review/Letter of Recommendation

Optional Review/Letter of Recommendation

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: OGP SUBMISSION
1055 Wilshire Blvd., Suite 800,
Los Angeles, CA 90017
11. Board of Directors

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

Do board members have term limits? (yes or no)

How often does the board meet on an annual basis? (# field) per year.

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

[CRITERION 2]

<table>
<thead>
<tr>
<th>Name</th>
<th>Board Position Title</th>
<th>Professional Affiliation (Organization)</th>
<th>Professional Affiliation (Title)</th>
<th>City/State of Residence</th>
<th>Years Served on Board</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Applications, artistic documentation, cultural equity and inclusion and supplemental materials must be submitted via the Department of Arts and Culture's online application system at http://www.apply-lacac.fluidreview.com no later than the deadline of 11:59PM Pacific Standard Time on October 10, 2019.

Applications that do not include all required attachments with the application may be disqualified. Applications will be time-stamped. All hardcopy materials must be sent by mail and postmarked by the published deadline.

Materials submitted in-person will not be accepted.

Applications with required materials postmarked after this date will not be considered.

**The application deadline will not be extended.**

Certification Instruction:

Provide the Name and Title of the authorized official submitting this application. This individual must be a representative of the applicant organization with authority to submit this application on behalf of the applicant organization. By entering in their name below, the authorized individual certifies that they have reviewed the content of this application and certifies that the information contained in this application is true and correct to the best of their knowledge.

Enter Name: ______________________

Title: ______________________

Telephone #: ______________________

I certify: ☐