



2021-22 Second Supervisorial District Arts and Culture Recovery Grant Program GUIDELINES

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BACKGROUND

In 2015, Supervisor Mark Ridley-Thomas introduced a **motion** with Supervisor Hilda Solis, unanimously adopted by the Board of Supervisors, that set the then Arts Commission on a journey to create a framework for advancing cultural equity among the region's arts and culture sector. The **Cultural Equity and Inclusion Initiative** and its 13 recommendations — six of which have now been adopted — is the result. Additionally he authored the motion that transformed the Arts Commission into the first-ever Department of Arts and Culture. He and Supervisor Kuehl also passed the original **motion** of Investing in Justice Involved Individuals through the Arts in December 2018 and in March 2020 adopted the **plan**. Most recently, in July 2020, Supervisor Ridley-Thomas introduced a **motion** establishing an Antiracist Los Angeles County Policy Agenda unanimously approved by the Board of Supervisors.

Through the leadership of Supervisor Ridley-Thomas and now Supervisor Holly Mitchell, the Second Supervisorial District has long championed the arts and organizations working at the intersection of arts, culture, and social justice through support of the Organizational Grant Program, the Community Impact Arts Grant, and the Arts Internship Program.

As part of this legacy of arts support, the new 2021-22 Second Supervisorial District Arts and Culture Recovery Grant Program will support both longtime grantees of County Arts programs as well as emerging organizations in the Second Supervisorial District, with an expansive definition of arts and culture that includes work confronting systemic injustices, advocacy, narrative change and access to work towards furthering racial justice.

PURPOSE OF THE 2021-22 SECOND SUPERVISORIAL DISTRICT ARTS AND CULTURE RECOVERY GRANT PROGRAM

Supporting Organizations located in the Second Supervisorial District at the Intersection of Arts, Culture and Social Justice

The purpose of this program is to deepen investment in community-based organizations that contribute to the cultural fabric of the Second District, whether through their programming, cultural spaces, or arts-based strategies to effect positive social change, through a lens of cultural and racial equity and the needs of organizations given the impact of COVID-19.

Arts and culture play a critical role in the economic resiliency of Los Angeles County and in the social resiliency of our communities. Supporting this sector's survival in the Second Supervisorial District will help to preserve our creative economy, the cultural identity and vitality of the district, and the well-being of our residents and communities where they live.

The 2021-22 Second Supervisorial District Arts and Culture Recovery Grant Program comes at a critical time for organizations in the region as the COVID-19 pandemic threatens the very survival of nonprofit arts organizations unable to reopen their doors and particularly organizations led by and serving communities of color that have historically been underfunded.

PROGRAM OVERVIEW

The 2021-22 Second Supervisorial District Arts and Culture Recovery Grant Program is administered by the LA County Department of Arts and Culture. The one-time program will award funds to support nonprofit and fiscally sponsored organizations located in the Second Supervisorial District. Grant awards will be based on eligibility and available funding. Awards will range based on the number of applications received, available funding, organizational budget size, and planned programming during the grant period.

This program will support the rich diversity of artistic and cultural expression in the Second Supervisorial District through critical funding for established and emerging organizations that have

made a significant impact on LA’s cultural landscape and the cultural fabric of the District through one-time general operating grants to be awarded by October 1, 2021 for a term of one year. Grant recipients will also have the opportunity to participate in peer learning and professional development sessions as part of the grant requirements.

To promote cultural and racial equity, the program will give priority to organizations that contribute to LA County’s cultural diversity and those rooted in and serving underserved and communities of color, including Black, Latinx, Asian, and Indigenous communities. It will be open to existing Los Angeles County Department of Arts and Culture grantees, non-grantees, and emerging organizations located in the Second District.

CALENDAR + TIMELINE

There will be one application round of the 2021-22 Second Supervisorial District Arts and Culture Recovery Grant Program

Guidelines & Application Available	February 24, 2021
Application Workshop	March 4, 2021
Office Hours	February 26, March 5, 12 & 19 from 1-5 pm
Application Deadline*	March 24, 2021 at 11:00 pm PST
Staff Review	April 2021
Panel Review	May/June 2021
Award Notifications Sent	July 2021
Grant Period	October 1, 2021 – September 30, 2022

2021-22 Second Supervisorial District Arts and Culture Recovery Grant Program Application Workshop

Recording and PowerPoint will be available online following workshop

Thursday, March 4, 2021 from 3-5 pm

Click [here](#) to register.

2021-22 Second Supervisorial District Arts and Culture Recovery Grant Program Office Hours

February 26 from 1 – 5 pm

March 5 from 1 - 5 pm

March 12 from 1 - 5 pm

March 19 from 1 - 5 pm

Click [here](#) to schedule a one on one 30 minute phone call.

ACCESSING THE ONLINE GRANT APPLICATION

Applicants are required to submit applications, artistic documentation, and support materials via the Department of Arts and Culture’s online grant system at

https://apply-lacdac.smapply.io/prog/SD2_ArtsCulture_Grant/. The Department of Arts and Culture strongly recommends submitting the application prior to the deadline to give ample time to troubleshoot. For more information visit <https://www.lacountyarts.org/changes-grant-management-system-transitioning-SMApply>

DEADLINE

The deadline to submit the online application is **Wednesday, March 24, 2021 at 11:00 pm PST**.

Guidelines and sample application will be posted online and the online application opens on

Wednesday, February 24, 2021 to provide organizations with ample time to review, prepare, and apply online.

Application deadline will not be extended for any reason and late applications will not be accepted.

REQUIREMENTS FOR ELIGIBILITY

Organizations may apply if they meet the following eligibility requirements at the time of application:

- Nonprofit or fiscally sponsored organizations must be physically located and operating within the Second Supervisorial District (*To determine if your organization is located here, visit <http://rrcc.lacounty.gov/OnlineDistrictmapApp/>*). No exceptions will be made to this requirement.
- Fiscally sponsored organizations who possess Model A comprehensive sponsorship agreement with the Fiscal Sponsor are eligible to apply (a copy of the agreement or verification letter from the sponsor will be required with the application)
- Primarily serving Second Supervisorial District residents
- Organizations with arts programming budgets of less than \$15 million prior to March 1, 2020
- At least 2 years of demonstrated arts programming
- Have tax exempt status, as defined by the IRS
- Have “ACTIVE” status and provide most recent Statement of Information PDF from the California Secretary of State
- Commit to attending at least two peer-learning and engagement opportunities for capacity building and peer exchange with the funded cohort of grantees during the grant period

ORGANIZATIONS THAT ARE NOT ELIGIBLE TO APPLY ARE:

- Nonprofit or fiscally sponsored organizations located outside of the Second Supervisorial District
- Organizations located in the Second Supervisorial District with arts programming budgets over \$15 million
- For-profit organizations
- Organizations whose primary mission is to raise funds
- Individual artists
- Educational institutions that lead to a degree or diploma, including but not limited to private or public schools or scholarship programs, colleges, and universities. This includes departments and programs therein, except for arts organizations that possess independent 501(c)(3) status.
- Municipal or County government agencies and departments
- Organizations that have “SUSPENDED” Status with the California Secretary of State

Grantee Selection

Grantees will be selected based on one or more of the following categories of work and the review criteria in the chart on page 7:

- Recognized work in arts-based strategies to affect positive social change, such as activities at the intersection of social justice and arts
- Artistic and cultural production rooted in communities of color such as Black, Latinx, Asian, and Indigenous communities in the Second Supervisorial District
- History of supporting a cultural tradition, cultural space, and/or cultural programming in the Second Supervisorial District
- History of participating in the County arts internship program and/or providing other program activities serving as a training ground to future generations of artists and cultural leaders
- Emerging organizations demonstrating activities aligned with the categories above

ELIGIBLE ACTIVITIES

Activities eligible for funding must be related to arts and culture programming in the Second Supervisorial District during the grant period. General operating support is allowed through this grant. Grants cannot be used for future program activities, costs, or operations after September 30, 2022.

INELIGIBLE ACTIVITIES

The following is a nonexclusive list of examples of costs that would not be eligible expenditures of payments from the Fund:

- Damages covered by insurance
- Expenses that have been or will be reimbursed under any federal program
- Reimbursement to donors for donated items or services
- Workforce bonuses other than hazard pay or overtime
- Severance pay
- Legal settlements
- Competition entry fees
- Out-of-state travel expenses (e.g. buses, hotel rooms, etc.)
- Capital expenditures (e.g. building improvements)
- Trusts or endowment funds
- Expenses incurred before contract starting date
- Expenses incurred after contract end date
- Projects or programs occurring outside the Second District

APPLICATION PROCESS

All applicants are required to submit the online application and any required attachments in order to be considered for award.

Applicants are required to provide the following documentation on behalf of the organization or the fiscal sponsor providing fiscal sponsorship (refer to 6 for your organization's specific requirements):

- Federal Form 990 Prior Year Tax Return (2018 or 2019)
- Proof of Good Standing from the California Secretary of State with submission of most recent Statement of Information PDF. Applicants may find and download information as well as take screenshot at <https://www.sos.ca.gov/business-programs/business-entities/information-requests/>.
- A 501(c)(3) determination letter with Federal Employee Identification Number (EIN)
- Fiscally-sponsored organizations who possess Model A comprehensive sponsorship agreement with the fiscal sponsor must also supply a copy of the agreement or verification letter from the sponsor as well as internal financial statements for the most recently completed fiscal year
- Recent sample of arts programming

EXAMPLES OF ELIGIBLE FUNDING ACTIVITIES

Eligible expense-categories between October 1, 2021, and September 30, 2022, in the 2021-22 Second Supervisorial District Arts and Culture Grant Program may include:

Eligible Expense Categories

- Rent
- Payroll

- Utilities
- Insurance
- Accounts Payable
- Personal Protective Equipment (PPE)
- Inventory
- Other

Eligible Funding Activities

- General operating support
- Artistic program and/or educational program staff salaries plus benefits
- Artist-contractor fees (including technical artists such as: web designers, graphic designers, videographers, video editors, sound and lighting engineers, etc.)
- Facility costs (including rent, utilities, and cleaning supplies/services)
- New equipment, software, or subscriptions required to transfer operations to online virtual format
- Telecommuting and home office costs (software, WIFI, broadband, package deliveries, utilities, etc.)
- Communication costs (phone bills, internet connection, subscriptions to web-based platforms)
- Development/fundraising expenses (online events or activities)
- Remote educational exhibitions/programming
- Online distribution of creative content

HOW TO DETERMINE BUDGET SIZE

The Department of Arts and Culture defines the organization’s budget size as total operating revenue less in-kind for the most recently completed fiscal year.

For **arts organizations that are current OGP grantees**, this number should correspond with the most recently completed 990 and can also be found on Page 1 of your *SMU DataArts Funder Report* accessible from the SMU DataArts website. For organizations with budgets under \$2M, this number should match with the organization’s most recently submitted Federal Form 990. For organizations with budgets over \$2M this number should correspond with the most recently completed audit.

For **arts organizations that are not current OGP grantees or for non-arts organizations**, please use revenue line 12 over your most recently completed 990 (2018 or 2019). Budget size should not include any revenue dedicated to a cash reserve, endowment and/or capital project. Note that you are **not** required to submit a DataArts Funder Report with this application.

REQUIRED MATERIALS FOR APPLICANTS

Please review to ensure that you provide the required documentation.

Note that omitting one or more of the required financial documents will result in disqualification of the application due to not meeting the application requirements.

For all applicants that are not current grantees of the LA County Department of Arts and Culture, regardless of budget size, **you must submit all of these attachments in order to be eligible** even if you have previously submitted for prior County or Municipal grant applications. There are no exceptions. Organizations under fiscal sponsorship must work with their fiscal sponsor to submit this documentation.

NOTE: Current LA County Department of Arts and Culture Organizational Grant Program (OGP) (FY 19/20 or FY 20/21) or Community Impact Arts Grant (CIAG) (FY 20/21) do not need to submit items #1-4 listed below but must attach #5)

1. A copy of the Federal Form 990 Prior Year Tax Return (2018 or 2019), 990-EZ or 990-N for the organization's most recently completed fiscal year.

Applicants with budgets less than \$25,000 should submit a copy of their most recently completed 990-N or 990-EZ.

Applicants that **cannot provide a submitted Federal Form 990 at the time of application are not eligible to apply**, having failed to satisfy the requirement that applicants comply with all applicable laws.

2. Most recent Statement of Information PDF from the California Secretary of State website Proof of good standing from the California Secretary of State with submission of **most recent Statement of Information PDF**. Applicants may find and download Statement of Information at <https://www.sos.ca.gov/business-programs/businessentities/information-requests/>.
3. A 501(c)(3) determination letter with Federal Employee Identification Number (EIN)
4. Fiscally-sponsored organizations who possess Model A comprehensive sponsorship agreement with the fiscal sponsor must additionally submit internal financial statements for the last completed fiscal year as well as a copy of the agreement or verification letter from the sponsor. Internal financial statements include a profit and loss and/or revenue and expense report.
5. Sample of arts programming of your choice that is focused on programming being executed and/or planned, such as a digital flyer or link to the most recent program.

GRANT REVIEW PROCESS & REVIEW CRITERIA

Applications will be audited for completion by Department of Arts and Culture Staff.

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

Applications will be reviewed and scored according to the criteria below.

Review Criteria	Maximum Point Value
CRITERION 1: Demonstrates how organization and its arts and culture programming is rooted in, reflective of and/or responsive to the Second Supervisorial District communities benefitting from its programming and services, particularly underserved and/or communities of color such as Black, Latinx, Asian, and Indigenous communities.	10
CRITERION 2: Demonstrates history and impact of arts and culture programming and how it contributes to the cultural fabric of the Second Supervisorial District and/or advances social justice or positive social change	10
CRITERION 3: Demonstrates how District residents will be served through the organization arts and culture programming and/or how organization will be strengthened through proposed grant-funded activities	5
CRITERION 4: Demonstrates organizational resilience and how organizational leadership is adapting to current challenges and how it's planning programming during the grant period	5
CRITERION 5: Demonstrates capacity and ability to commit to required Professional Development component of the grant program	5
TOTAL POSSIBLE POINTS	30

AWARD REQUIREMENTS

Applicants should be aware that awards require administrative responsibilities:

Legal Requirements

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

Cash Match

No cash match is required.

Reporting

Grantees are required to report on the use of funds at the end of the grant period.

Grant Period

The period of support will be from October 1, 2021 to September 30, 2022.

CONTACT INFORMATION

Please contact Department of Arts and Culture Grants staff for questions about the 2021-22 Second Supervisorial District Arts and Culture Recovery Grant Program

Email: grants@arts.lacounty.gov
Phone: (213) 202-5858*
Address: Los Angeles County Department of Arts and Culture
1055 Wilshire Blvd., Suite 800
Los Angeles, CA 90017

Website: lacountyarts.org

Online Grant Portal: <https://apply-lacdac.smapply.io/>

*As staff is working remotely we highly recommend that you send an email with any questions or sign up for office hours via appointment on page 3. There may be a delay in responding to phone messages.