2021 Los Angeles County Arts Internship Program
2021-22 Program Year

APPLICATION GUIDELINES
Application deadline: Wednesday, October 28, 2020

LOS ANGELES COUNTY DEPARTMENT OF ARTS AND CULTURE

The Los Angeles County Department of Arts and Culture ("Department") advances arts, culture, and creativity throughout Los Angeles County. It envisions a region in which arts, culture, and creativity are integral to every aspect of civic life for all people and communities.

PROGRAM PURPOSE

The LA County Arts Internship Program ("Arts Internship Program") supports and strengthens the cultural sector of LA County by providing access to high-quality opportunities for college students of all backgrounds to gain experience, understanding, and transferrable skills relevant to careers in the arts, the creative economy, and engagement in public life. In 2000, the Los Angeles County Board of Supervisors ("Board") established the Art Internship Program, which provides internships for nonprofit performing, presenting, literary and municipal arts organizations as a companion program to the Getty Marrow Internship Program, which provides internships to museums and visual arts organizations. Students develop an understanding of the work involved in nonprofit arts administration and the role of the arts in communities, and develop skills that can be put to use in their future careers. Participating organizations gain the assistance of a motivated student to help with special or seasonal projects while supporting new leaders and advocates in the arts sector, who may go on to pursue arts careers or take on board or volunteer responsibilities.

In 2017, the Board expanded the number of positions funded through the program as part of the Cultural Equity and Inclusion Initiative (CEII) in recognition of the unique role of workforce development opportunities like the Arts Internship Program in addressing continued disparities of equity and access to arts careers. The Board stipulated that the additional positions be reserved for community college students, emphasizing inclusivity of those from communities that experience barriers to arts access.

The Department gratefully acknowledges the support of The Getty Foundation in providing the funding for the educational program components of the Arts Internship Program.

WHAT'S NEW

- The Department of Arts and Culture has transitioned to a new online grants management system for applications, forms, and grants. All AIP 2021 applications must be submitted using the SurveyMonkeyApply platform at https://apply-lacdac.smapply.io/

- Due to budgetary constraints, the number of internships being offered in 2021 has decreased to approximately 170 positions.
- The budget category for organizations that qualify for the administrative stipend has been increased from $500,000 to $1,000,000.
- The administrative stipend has also been increased from $500 per intern to $750 per intern.
- The cash match requirement for organizations with budgets over 1.5 million has been eliminated.
- Organizations will be asked to submit proposals for interns that can be completed by the interns either remotely or on site depending on the Los Angeles County Public Health Guidelines at the time of their internship.
- While these guidelines constitute the majority of the program framework, certain elements of these guidelines may need to be changed or amended for flexibility in light of the ongoing COVID-19 pandemic and Los Angeles County Public Health guidelines.

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ELIGIBILITY REQUIREMENTS

Organizational Eligibility

The following organizations are eligible to apply to the Arts Internship Program, provided they meet the requirements listed below:

- Nonprofit performing, presenting, film, media, arts service and literary arts organizations that are not part of a college or university.
- Local arts agencies (501(c)(3) or municipal) in Los Angeles County that provide arts programs and services to municipal constituencies.
- Municipal performing arts organizations
- Organizations awarded a Community Impact Arts Grant (CIAG) by the Department in 2016, 2017, 2018, 2019 or 2020 that did not forfeit the grant award.

Nonprofit Arts Organizations may apply if they meet all of the following eligibility requirements:

- Possess 501(c)(3) tax exempt status as defined by the IRS for at least two years.
- Have principal offices in Los Angeles County.
- Have a primary mission to provide arts programming or services in Los Angeles County.
- Have a functioning board of directors that meets regularly with at least 51% of members residing in California.
- Have been in existence for at least two consecutive years and have produced during that period no less than four public performances or programs each fiscal year.
- Comply with all applicable federal, state and local laws and ordinances, including but not limited to those which bar discrimination on the basis of race, color, religion,

national origin, ancestry, sex, age, condition of physical or mental disability or marital status or political affiliation.
- Comply with Fair Labor Standards and pay professional performers, artists and supporting personnel at least the minimum level of compensation paid to people employed in similar activities.

Municipalities/Local Arts Agencies/Municipal performing arts organizations must meet the following eligibility requirements:
- Serve as an agency of city government, officially designated by local government to provide programs, services, and/or financial services to a variety of arts organizations, individual artists and the community as a whole.

Community Impact Arts Grant (CIAG) grantees may apply if they:
- Were awarded a CIAG grant between July 1, 2016 and September 30, 2020.
- Currently engage in arts programming and propose an intern project rooted in arts programming
- Have successfully completed all CIAG requirements (reports, invoicing, etc) to date

The following organizations are NOT eligible to apply to the Arts Internship Program:
- Arts organizations, departments and programs that are part of a college or university.
- Museums and visual arts organizations.

Museums, visual arts organizations and municipal local arts agencies may be eligible to apply to the Getty Marrow Undergraduate Internship Program. For more information, visit the Marrow Undergraduate Internship Program website at www.getty.edu/grant/education/.

Fiscal sponsors may apply on behalf of multiple sponsored organizations that otherwise meet eligibility requirements. **The fiscal sponsor is the applicant of record and must handle all contracts and payments to interns associated with the grant.**

Student Eligibility
Internship positions are open to currently enrolled undergraduate college students who:
- Are currently enrolled as undergraduates, including students enrolled in associate degree (community college) programs.
- Are residents of Los Angeles County attending college outside of the region <u>or</u> currently attend college in Los Angeles County.
- Are able to legally work within the United States.

Students who are on track to complete their undergraduate degree, or transfer from a community college to a four-year institution between May 1- December 1, 2021, are also eligible.

The following students are not eligible:
- Students who have already earned a BA, BS or a higher degree.
- Students who have previously participated in the Arts Internship Program.

In addition, organizations may not select students who are their current or former employees, board members, trustees, officers, and/or directors, or relatives of any of their current staff members, employees, board members, trustees, officers, and/or directors.

Candidates can be sought from all areas of undergraduate study and are not required to have demonstrated a previous commitment to the arts. All college students regardless of race, religion, sex, national origin, age, sexual orientation, or disability who meet the above criteria are eligible to participate in the Arts Internship Program.

The Department will verify the eligibility of each student invited to participate. Students will be asked to provide documents (such as college transcript, driver's license or state issued identification) to verify undergraduate status and residency requirements.

Organizational Responsibilities

Recruiting and Hiring
Organizations receiving grants through the Arts Internship Program are responsible for recruiting, interviewing, hiring and training eligible interns. The Department is committed to cultural equity and inclusion; all participating organizations are strongly encouraged to recruit and select students of diverse backgrounds, including students with disabilities. To assist in the process, the Department will disseminate information about the Arts Internship Program through its website, social media and communications directed to local colleges and universities and provide additional resources and best practices regarding recruitment.

The number of funded positions in 2021 will be approximately 170. As a result of the Cultural Equity and Inclusion Initiative, at least 28 positions are reserved for students attending community college in Los Angeles County. Organizations who elect to host community college positions are responsible for actively recruiting, advertising, and reviewing applications for community college positions accordingly.

Work Schedule
- Beginning and end dates of the internships will vary depending upon the organization's need and student's schedule, but shall begin no earlier than May 31, 2021.
- Interns must complete 400 hours of work between May 31, 2021 and March 1, 2022.
- The Department recommends a full-time (40-hours/week) schedule over 10-consecutive weeks; however, organizations may work with students to create part-time schedules with a minimum of 15 hours a week if the student has prior commitments such as school or other part time employment.
- Organizations must ensure that the planned hours for an internship can be completed before the end of the program and must budget time accordingly for recruitment and onboarding.
- The intern should be scheduled to work during regular business or program hours. This may include evening and/or weekend hours. **However, interns may not be scheduled to work more than an eight-hour workday or 40 hours each week without being paid overtime.** Please note that "flexing time" (i.e. asking an intern to work more than 8 hours one day and fewer hours the next) is not permissible unless the organization has adopted an alternative workweek schedule and the intern has signed necessary paperwork. For more information, please refer to the California Department of Industrial Relations website at http://www.dir.ca.gov/dlse/faq_overtime.htm.
- **It is the organization's responsibility to comply with wage and hour laws.** Failure to pay overtime when required will render an organization ineligible to participate in the future.

Educational Events for Interns

Educational components are a cornerstone of the internship program experience. In the 2021 Arts Internship Program there will be opportunities for interns to connect with one another as well as professionals in the field. However, due to the ongoing COVID-19 pandemic and our inability to predict whether or not these events will be virtual or in person, guidance on the requirements for educational components will be released closer to the start of the internship window.

Payment to Interns

- Interns are paid $6,000 ($15.00 an hour or $600 per week) for the 400-hour internship. A lesser rate of pay or fewer hours of service cannot be negotiated.
- Interns must be paid on a regular schedule. Weekly or biweekly payment is strongly preferred. If necessary, and with the intern's prior agreement, organizations may distribute pay monthly.
- Under no circumstances should an intern go unpaid for longer than two weeks, unless it is otherwise agreed upon by the intern and the organization to be paid on a monthly basis.
- The $6,000 payment is taxable income for interns. **All organizations are strongly encouraged to put interns on payroll**, deducting all applicable employee taxes, and paying them on the same schedule as staff. Organizations are responsible for clarifying the payment schedule with interns and must comply with all applicable labor laws. For more information visit, https://edd.ca.gov/employers.htm.
- Payment and work schedule must be discussed with the intern before the internship begins. This discussion should include the payment schedule and any required payroll deductions and paperwork. The discussion must be documented on the "Intern – Organization Agreement Form," which must be signed by both organization and intern and returned to the Arts Department before the intern's first day of work.
- Should the intern not complete the full internship, the arts organization is responsible for notifying the Arts Department **before** the intern's last day. In addition, the organization must reimburse the County for the remaining grant balance within 10 days of the intern's final day of work at the organization.

Associated Administrative Costs

An additional stipend of $750 will be awarded to organizations with budgets less than $1,000,000 to assist with administrative costs and any other additional expenses associated with hosting an intern for ten weeks. **All other organizations should anticipate and plan to cover full administrative costs. Examples of such expenses may include equipment, employer taxes, intern parking and mileage reimbursements**. Mileage must be reimbursed at the federal mileage rate, which may be found at http://www.irs.gov/Tax-Professionals/Standard-Mileage-Rates.

Workspace

The organization must designate a workspace and necessary equipment for the internship position requested. The workspace and equipment must be adequate and appropriate for the job duties and responsibilities that will be assigned to the intern. Interns must work in professional arts office locations or production facilities and, if the intern is driving to work, free parking must be provided.

Interns should be interviewed at the location in which they will be working with an opportunity for the intern to see the proposed workspace. If an organization is conducting a phone or video interview, please describe the intern workspace as best as possible.

Home Offices

For those organizations proposing home offices, funding by the Department for the internship grant is contingent upon an initial site visit. Additional site visits may also be required. Home office locations are eligible as intern work sites as long as the following requirements are demonstrated:

- A professional, safe atmosphere.
- A separate room for office space that will not be occupied by any persons (children or other family members) or used for any non-organizational activity during the intern's work hours.
- An appropriate entrance and exit to the home office, restroom facilities and break/kitchen area.
- A parking space or ample street parking available for the intern during work hours.

The presence of any house pets must be discussed with all potential interns prior to their accepting the position. The organization must be prepared to accommodate the intern during work hours if the intern cannot have contact with a pet for any reason.

Remote Work

Depending on the nature of the intern's project, the organization's work-from-home policies, and ongoing social distancing guidelines, remote assignments may be given to interns, pending approval by the Department. Remote assignments must:
- Be in accordance with the organization's existing work-from-home policies for staff
- When possible, account for no more than 50% of the intern's work hours**
- Take into consideration the availability of offsite resources s (e.g., a space to work, WiFi, etc). In the event that those resources are not available to your intern, the intern's project must be revised accordingly;
- Include a plan for ongoing remote supervision and mentorship
- Utilize equipment (including laptop, phone or tablet) provided by the organization, unless the remote work takes place after the student has returned to school and is no longer able to come to the office. In these cases, the organization assumes all liability for any personal equipment the intern will use to complete their tasks.
** This requirement will be based on the social distancing guidelines in place at the time the interns are to begin work, and will be updated closer to that time.

Organizations who intend to utilize remote work with their interns must indicate their intention to do so on the application, and will be asked to speak to the criteria above.

Supervisor Responsibilities

The supervisor's role is that of work planner, trainer, and mentor. The Arts Internship Program **requires** that:
- One primary supervisor is assigned to the intern(s). A secondary supervisor may also be identified. **For CIAG grantees, the proposed supervisor(s) must be directly overseeing/managing the organization's arts programming.**
- Supervising mentors complete an evaluation of the intern(s) and the internship program at the end of the summer.

- Any new supervisor to the arts internship program is required to attend the Supervisor Orientation, which will be held in Spring 2021. Closer to the date it will be shared if event is virtual or in-person.
- All supervisors are welcome to attend Orientation, particularly those that have not attended in the last two years or more.

Failure to comply with any of the organizational requirements will render the organization ineligible to participate in the future.

Vacation and Sick Time

Interns must fulfill 400 hours over the course of the internship period and may not take extended vacations. In the event that an intern must miss a day or two of work due to prior obligations, the organization may ask the intern to make up the hours at the end of the internship period.

If an intern misses a day due to illness, the organization may choose to pay him/her sick time in accordance with organizational policies, or ask the intern to make up the hours within or at the end of the internship period.

Holidays may be treated as a paid holiday or as a workday, in accordance with organizational policies.

ALLOWABLE GRANT REQUESTS

Maximum Number of Interns

Based on their budget size, eligible organizations in Los Angeles County may request support for one, two or three internship positions for 400 hours between May 31, 2021 and March 1, 2022.

Positions Reserved for Community College Students

Of the approximately 170 available internship positions, a minimum of 28 are reserved for community college students. Organizations interested in recruiting and hosting at least one community college student should note their interest in the grant application. However, **any organization requesting three interns will be required to recruit and host at least one community college student**.

Not all funded organizations who express interest in hosting a community college student will be required to do so. Organizations will be notified whether they are required to reserve a position for community college student when funding decisions are announced.

All organizations are encouraged to be inclusive in recruiting and hiring students of all backgrounds, including community college students.

Amount of Internship Awards

Each internship awarded will be supported with a grant ranging from $6,000 - $6,750 per intern. **Interns will earn $15.00 per hour ($600 per forty hour work week and $6,000 for the internship period) during the program regardless of the amount of the grant.**

The grant award is to support a portion or all of the intern's salary (depending on the size of the award and the organization's budget) for a 400 hour internship between May 31, 2021 and March 1, 2022.

The amount of support an organization may receive is dependent on the applicant's budget size (the total amount of revenue for the organization's most recently completed fiscal year).

Organizational Budget Size	Allowable Internship Request	Grant Award per Internship	Maximum Award Amount
Budget under $500,000	One or two	$6,750	$13,500
Budget over $500,000 but below $1,000,000	One, two or three (if three, at least one community college)	$6,750	$20,250
Budget over $1,000,000	One, two or three (if three, at least one community college)	$6,000	$18,000

Dispersal of Grant Funds

- Grant funds will be awarded directly to the organization. It is the responsibility of the organization to administer the award and pay interns.
- 90% of grant funds ($5,400-$6,075 per intern depending on the total grant amount) will be released to the organization once the Department receives a signed contract and an invoice from the organization requesting payment. Payments may take four to six weeks. The Department will make every effort to process invoices as quickly as possible, but if grant funds are not received before the intern is to be paid, the organization is required to pay the intern from its own funds.
- The final 10% of the grant funds ($600-$675 per intern depending on the total grant amount) will be paid to the organization at the end of the internship program and upon receipt of online supervisor and intern evaluations and thank you letters, due by **the intern's last day of work**. Failure to submit the evaluations, thank you letters and the final invoice by this deadline may result in the forfeiture of remaining grant funds.

INFORMATION FOR INTERESTED STUDENTS

Once the Arts Internship Program grants have been awarded, eligible undergraduate students apply directly to the recipient organizations. A list of these organizations will be available online at www.lacountyarts.org beginning on **March 31, 2021** and will continue to be posted on a rolling basis through the end of the year. Interested undergraduates may also check for a list of museums and visual arts organizations that receive Getty Marrow Undergraduate Internship Program grants at www.getty.edu/grant/internships.

GRANT REVIEW PROCESS

A panel comprised of an Arts Commissioner, Department staff, a representative from The Getty Foundation and a program alumnus reviews all applications and make recommendations to the Arts Commissioners. Arts Commissioners review and make final award decisions at their monthly meeting in February 2021.

Review Criteria
Successful applications will demonstrate that:
- The proposed internship(s) addresses the purpose of the Arts Internship Program;
- The internship job description demonstrates meaningful on-the-job training and experience transferrable to careers both in and outside of the arts
- The organization can provide a **specific project primarily rooted in arts programming and administration**; and
- The organization has the capacity to assume the successful mentoring of, and supervisory responsibilities for, an intern.

In reviewing applications, the panel will aim to ensure that funded internship positions reflect and contribute to the culturally and artistically diverse arts ecosystem of Los Angeles County. To that end, the panel will seek to balance the final internship pool across factors, which include:

- Communities served
- Geography (i.e. where the internship is located)
- Discipline
- Cultural tradition represented
- Organizational budget size
- Type of internship project (marketing, production, administration, etc.)
- Organization's expressed interest in and capacity to recruit and host community college students

In addition, the panel will consider any issues regarding student supervision and payment to students during past years.

Internship Projects
The ideal internships are those that have a positive human resource benefit for the organization and a positive learning experience for the student.

Internships <u>must</u> be primarily rooted in arts programming and administration and should be designed to offer eligible students experience in areas such as administration, development, education, finance, marketing, production, arts policy, public art, or community and civic engagement. (**NOTE:** For CIAG grantees, this will require that the intern support the individual(s) and duties directly overseeing and/or managing the organization's arts programming.) In considering what makes meaningful work or training opportunities, consider projects, duties or other activities that are important to the organization and can teach the intern something about the organization while assisting the intern in developing practical, work related skills in the arts and creative economy. Interns should not be given meaningless or "busy work" tasks but should be integrated into the fabric of the organization. For example, while administrative tasks can certainly be a component of an intern's job responsibilities, the tasks

should link into a bigger arts-focused project that the intern can successfully navigate, ideally from start to finish, during the internship.

Examples of appropriate projects include program based activities in research, education, marketing, communication, social media, grant writing and fundraising and/or activities related to producing or presenting performances. Specific project based work makes good use of a student's capabilities while providing support to the organization.Organizations will be asked to submit proposals for interns that can be completed by the interns either remotely or on site depending on the Los Angeles County Public Health Guidelines at the time of their internship.

Competitive applications will propose a challenging project that can be completed over 400 hours and provides meaningful work assignments for the intern. New applicants are encouraged to view 2020 positions accessible on our website.

HOW TO APPLY

Applications must be submitted electronically. To get started, please visit http://lacountyarts.org/apply and create a user account if your organization has not done so already. You will need to submit a unique application for each position you are requesting. Refer to the Application Set-Up Guide posted at https://www.lacountyarts.org/funding/arts-internship-program/arts-internship-program-apply for additional assistance.

Technical Assistance

Applicants are strongly encouraged to submit the application at least five days before the deadline. Staff can only assist in troubleshooting if an issue is brought to our attention early in the application process. Staff will not be available to assist applicants after 5:00 p.m. on October 28, 2020.

Application Workshop and Office Hours
First time applicants (including CIAG grantees) are strongly encouraged to attend the application workshop and/or Office Hours held online:

Application Workshop #1 :
Wednesday, September 23, 2-4:00 pm

This workshop will walk you through the notes and bolts of the program, including elements of a successful application. It is ideal for new applicants or returning organizations who need a refresher on the guidelines.

Register here.

Application Workshop #2:
Tuesday, September 29, 10-12:00 pm

This workshop will walk you through the notes and bolts of the program, including elements of a successful application. It is ideal for new applicants or returning organizations who need a refresher on the guidelines.

Register here.

Virtual Office Hours: September 18 – October 28, 2021
Open office hours will be available to interested applicants on Wednesdays from 8:30am to 10:00am and Fridays from 1:00pm to 3:00pm (with a few exceptions) starting Friday, September 18 through Wednesday October 28. To sign up for a time slot, please use the link below.

Register here.

Deadline
All applications and any required supplemental materials must be submitted electronically no later than **11:59 p.m.** Pacific Standard Time on **Wednesday, October 28, 2020**. **There are no exceptions to this deadline.**

Notification
Applicants will be notified of the final funding decision no later than **Friday, February 12, 2021**.

QUESTIONS

Please direct questions associated with the Internship Program application to:
Martín Hernández, Professional Development Programs Associate
Email: mhernandez@arts.lacounty.gov
Phone: (213) 213-273-8319

2021 INTERNSHIP PROGRAM CALENDAR

September 16, 2020	Internship application available at www.lacountyarts.org.
September 23, 2020	Internship application workshop #1
September 29, 2020	Internship application workshop #2
October 28, 2020	Grant application deadline
November 2020 -January 2021	Review of applications
February 2021	Arts Commissioners review and approve internship awards
February 14, 2021	Deadline to inform applicant organizations of grant decisions via email
February-March 2021	Potential site visits scheduled
March 5, 2021	Signed internship grant contracts due
April 1, 2021	First batch of Internship listings available publicly online at www.lacountyarts.org

April 2021	Supervisor Orientation (required for all new supervisors) at the Getty Center or Online
May – March	Internships run from May 31, 2021 to March 1, 2022
March 1, 2022	Deadline for intern evaluation, supervisor evaluation, intern and organization thank you letters and final invoice from all organizations.

SUPPLEMENTAL MATERIALS

Current grantees of the Department's Organizational Grant Program and applicants that participated in the program in 2020 are **NOT REQUIRED TO SUBMIT SUPPLEMENTAL MATERIALS**. Only the online application is required. No other attachments are needed.

Applicants who are not current Organizational Grant Program grantees and did not participate in the Arts Internship Program in 2020 must submit the following documents. **NOTE:** If your organization was awarded interns in 2020 but you had to forfeit due to the impact of Coronavirus, you do not have to submit the following documents.

- o Online application
- o One copy of the organization's 501(c)(3) determination letter
- o One of the following:
    - A copy of the organization's SMU Data Arts OGP Funder Report (recommended), as described in more detail below.
    - A copy of an audited financial statement
    - A financial report prepared by an accountant and signed by the board president or chair, or signed federal tax returns
- o One copy of the organization's list of board members including names, professional affiliations, place of residence and with officers identified by title.
- o One copy of a history and background of the organization (no more than two pages, single spaced) that includes:
    - The mission and purpose of the organization
    - A brief history of the organization, including major accomplishments
    - A description of the organization's constituency or community
    - A brief description of the administrative infrastructure of the organization, including the number of employees and reporting structure
    - A list of recent notable programming or projects (**NOTE:** for CIAG grantees, this must include a description of current arts programming)

SMU DataArts (formerly California Cultural Data Project)
SMU DataArts, formerly the Cultural Data Project, was founded to bring the language and leverage of data to the business of culture. The Cultural Data Profile (CDP) is SMU DataArts' flagship service, which thousands of cultural nonprofits use annually to report their financial and programmatic information. SMU DataArts seeks to be a catalyst for data-informed decision-making. SMU DataArts partners with nearly 40 public and private funders across California, most of which require arts and culture organizations to complete a Cultural Data Profile annually

as part of their funding application process. SMU DataArts gives arts organizations the ability to track and analyze their financial and organizational data over time, as well as compare their organization with similar types of organizations. Most participating funders require that applicants complete a CDP for each fiscal year. In order to streamline the process, SMU DataArts provides the ability to complete one CDP that can be used for reporting programmatic and financial data to **any** participating funder.

Data Arts Details
Instructions: Information on how to get started can be found in SMU DataArts' [Knowledgebase](). You can also search the Knowledgebase to help you as you work. You can find information about the new questions in the CDP, balance sheets and audits, to name a few. Applicants will also have access to online training and can receive support from SMU DataArts' Support Center during regular business hours. Contact information can be found below.

Time Required: Plan to spend 10 to 15 hours completing each CDP. The Department recommends completing the profile as soon as deciding to apply. The Department **cannot extend the application deadlines to allow for extra time to complete the CDP.**

Minimum Data Profile Requirements: Applicants with three or more years of completed programming, must submit **three consecutive years of data**. If filling out the CDP for the first time, please complete a CDP for each of your three most recently completed fiscal years. Going forward, applicants will only need to provide one year of data. **NOTE**: For organizations with only two full and consecutive years of producing and programming history, submitting a CDP for two recently completed fiscal years is acceptable.

Organizations with Parent Agencies: When completing the CDP for a department or an ongoing program within a larger organization or institution, fill out the Data Profile for the sub-unit only. Do not enter any data for the parent organization.

Basis for Financial Data: If the applicant organization has an annual audit or review, all financial data entered into the CDP must be based on audited or reviewed data. Do not enter data until after receiving the annual audit or review by an independent certified public accountant. If the organization has no audit or review, and does not plan on having an audit or review for its most recently completed fiscal year, **base the CDP entries on the most recently submitted 990.**

Timing: If the annual audit or review has not been completed in time to submit a CDP, enter data from the prior fiscal year based on the prior year's audit report. The **most recent year of the CDP should be the same year for which the applicant organization had its most recent audit.**

Completing the SMU DataArts Cultural Data Profiles (CDP): Completion of a CDP activates the website's error check designed to catch inconsistencies and missing data. The website will not allow you to complete your CDP until all errors are corrected. Please allow additional time to make corrections to the data after each CDP is submitted. **NOTE**: Organizations with incomplete CDP data will not be able to download the *OGP Funder Report*.

When you are finished entering data, click on the tab to your left that says Review and Complete. Confirm that the all of totals on this page (total revenue, total expenses, total assets,

total liabilities and total net assets) match the totals in your board-approved financial audit/review or year-end financial statements by restriction. If the totals do not match, contact SMU DataArts Support Center for assistance at 1-877-707-3282.

OGP Funder Report: Applicants choosing to submit a data profile for the Internship Grant Program must download a Los Angeles County *OGP Funder Report* to attach to the grant application. You can find instructions on how to access your *OGP Funder Report* here. Once you have your *OGP Funder Report*, be sure to review the report to ensure you didnot leave anything out during your data entry. You should also keep an eye out for any big percent changes from year to year. If something looks incorrect, you can make revisions to your Data Profile and generate a new Funder Report. You can find instructions on how to do so here.

Budget Notes: Please provide notes to explain any variances reflected in the applicant's *OGP Funder Report*. Applicants are required to explain variances of 10% or more in income or expense line items from year to year. Applicants are strongly encouraged to explain other significant deficits or surpluses.

What happens to submitted CDP data? The Department utilizes data from a variety of sources to evaluate and improve programs and to understand the local arts ecology. Some of this data is collected directly from grantees and sometimes through partnerships with organizations like SMU DataArts. Check https://www.lacountyarts.org/granteedata to learn more.

Questions: Please direct questions concerning the CDP to the SMU DataArts Support Center:
The SMU DataArts Support Center is open from 9 a.m. – 8 p.m. ET, Monday-Friday.
Phone: 877-707-DATA (877-707-3282)
Email: help@culturaldata.org