Los Angeles County Department of Arts and Culture 2022-23

Organizational Grant Program Sample Application
Please review the 2022-23 OGP Guidelines and Application Instructions prior to beginning this application. If you have questions on any of these eligibility requirements, please contact the Grants staff at grants@arts.lacounty.gov

Are your principal offices located in Los Angeles County?  Yes

Is your primary mission to provide arts programming?  Yes

Does your organization have at least two full and consecutive years of producing and programming history in Los Angeles County?  Yes

Do you have a functioning board of directors that meets regularly with at least 51% of members residing in California?  Yes

Is the primary mission of your organization to raise funds?  No

Are you an educational institution which leads to a degree or diploma?  No

Are you a student group, recreational or social organization?  No

Are you City or County government agency or department or a 501c3 nonprofit partnering with one of these?  No

Does your organization have a fiscal agent or fiscal sponsors?  Yes

Is your organization primarily an education, social service, religious or health organization?  No

Is your organization open to the general public?  Yes

Does your organization have an accumulated deficit of more than 20% of their total operational expenses for two or more years?  No

Are you applying as an individual artist?  No

Are you currently an OGP Grantee?  Yes- Grant Expires June 2022

Are you able to complete DataArts Cultural Data Profile (CDP) for at least three recently completed fiscal years? NOTE: For organizations with only two full and consecutive years of producing and programming history, submitting a Data Arts Cultural Data Profile for two recently completed fiscal years is acceptable.  Yes

Are you able to submit a Federal Form 990 for a tax year ending on or after December 31, 2019?  Yes

If your operating budget is $2,000,000 and above, are you able to submit a financial audit for the organization’s most recently completed fiscal year for a tax year ending on or after June 30, 2018?  Yes (or Not Applicable)

Organization Legal Name: None
Popular Name if different from legal name: None
Eligibility

Fiscally-Sponsored Organization Eligibility Requirements

Some, not all, fiscally-sponsored organizations meet OGP eligibility requirements. To assess whether you are eligible, please complete the question and attach the required documentation below.

If you are not able to provide proof of a Model A fiscal sponsorship agreement, you do not meet the eligibility requirements for this application.

Are you able to provide proof of fiscal-sponsorship showing a Model A - Comprehensive relationship agreement with the Fiscal Sponsor you are working with?

Note - Model A fiscal sponsorship agreement is also known as a direct-program agreement.

In this relationship, the organization's administrative, legal and fiscal governance is overseen by the fiscal-sponsor and the sponsor owns and is legally liable for the work of the organization it sponsors.

Please upload a copy of your Model A fiscal sponsorship agreement below:
OGP Grant Main Page

Please note: Several of the fields in this task form contain information that is automatically filling from what you have listed in the Eligibility/Account Settings form (i.e. address, phones, contacts, vendor number).

If you need to override that auto-filled info, follow the steps below and re-save it so that the info is updated on this page:

- Click on your name on the top menu (right upper corner),
- Click on my account,
- On left side, click eligibility
- And update your eligibility profile

Organization Account Info

Organization Legal Name

Popular Name or DBA (if different from legal name)

Main Address 1

Main Address 2

City

State

Zip Code

Main Phone

Main Email

Website

Location of Most Programming

SKIP THIS QUESTION IF YOUR MAIN ADDRESS IS THE SAME AS YOUR PROGRAMMING ADDRESS

Is your organization's main address the same as your programming address(s)? (If YES, SELECT YES, then skip to contact information).

Programming Address

City

State

Zip Code

Primary Organizational Contact Information

Primary Organizational Contact Name:

Primary Organizational Contact Title:

Primary Organizational Contact Phone:

Primary Organizational Contact Email:

Prefix of Primary Organizational Contact

Executive Director Contact Information
Primary Application Contact Information

Provide the name of the individual at your organization with the responsibility of managing and completing your grant application and administering your grant agreement for the next two years if you are awarded.

Do not provide general phone numbers or e-mail addresses (i.e. Info@...).

Provide direct phone numbers for staff and contact information for individuals responsible.

Contact information provided below will be used for important and time-sensitive communication to the applicant about application status, award status, deadlines and other information/requests.

Primary Application Contact Name:

Primary Application Contact Title:

Primary Application Contact Phone:

Primary Application Contact Email:

Prefix of Primary Application Contact

Secondary Application Contact Information

Secondary Application Contact Name:

Secondary Application Contact Title:

Secondary Application Contact Phone:

Secondary Application Contact Email:

Prefix of Secondary Application Contact

What LA County Supervisorial District(s) do you serve?

Link to County of LA Supervisorial District Lookup

https://avote.net/app/precinctmaps

District where Main (Administrative/Office) is located:

District where most of your programming takes place:

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
Budget and Project

IMPORTANT INFORMATION ABOUT THIS TASK:

In order to determine your maximum grant request amount, the first step is to look at your annual budget size in the LA County Department of Arts and Culture OGP Funder Report.

Download your LA County Department of Arts and Culture OGP Funder Report and locate the budget size in the header of page 1 at the top of the page in red font.

NOTE: The OGP Funder Report is available for download from the SMU DataArts website once you have completed the DataArts Cultural Data Profile (CDP). Your annual budget according to this report will determine the request amount. The annual budget from the last fiscal year on the OGP Funder Report is required and may be DIFFERENT than your annual budget size on your federal tax forms.

Budget Size for the Most Recently Completed Fiscal Year

(This is the annual budget from your most recent OGP Funder report NOT the 990 tax form)

Note: You must not enter commas, dollar signs or decimals in this field.

$ 7500

(This question is only visible to administrators)
cat 1. max request amount
7500.00

(This question is only visible to administrators)
cat 2. max request amount
7502.50

(This question is only visible to administrators)
cat 3. max request amount
33504.25

(This question is only visible to administrators)
cat 4. max request amount
90070.00

(This question is only visible to administrators)
cat 5. max request amount
25000.00
Budget and Project

Maximum Grant Request Amount
Your maximum allowable grant request is a percentage of your annual budget size.

Do not use your 990 Tax Form to answer the Budget Size question. You MUST use your OGP Fundor Report. Using your 990 will cause an error in several places in your application and may RESULT IN AN INCOMPLETE APPLICATION.

Maximum Request Amount: $ None

Total Amount Requested:
This is the total for TWO years of funding.

**NOTE:** ROUND YOUR REQUEST AMOUNT TO THE NEAREST DOLLAR IF THIS NUMBER INCLUDES CENTS. DO NOT USE DECIMALS, DOLLAR SIGNS OR COMMAS.

7500

OGP Budget Category: OGP 1

<table>
<thead>
<tr>
<th>Grant Budget Category</th>
<th>Organization Budget Size: Up to $199,999</th>
<th>Deadline: Wednesday, October 6, 2021</th>
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<tbody>
<tr>
<td>OGP 1</td>
<td>$200,000 - $999,999</td>
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<tr>
<td>OGP 2</td>
<td>$1,000,000 - $14,999,999</td>
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<tr>
<td>OGP 3</td>
<td>$15,000,000+</td>
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Application Deadline (OGP 1) - Wednesday, October 6, 2021

Discipline

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Project Category

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Brief Project Description
Briefly, describe what the funding will support in two sentences or less.

Finish this sentence: To support...

(This question is only visible to administrators)

Maximum Request Validation

true
Organizational Narrative

This asterisk denotes LA County Medical Arts Funders Common Questions. To help organize one save time in the grant application process, common questions have been developed by the Arts Council of 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, Readea 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) 300 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, 3) 300 Characters

* Planning & Leadership:

- Where does the applicant want to be, artistically, administratively and financially, within the next two years?
- What short-term goals have been set and what work toward the desired state?
- What specific steps have been taken recently?
- How have board and staff members contributed to the applicant’s overall planning?

(CRITERIA 2) 300 Characters

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.

* Describe how the applicant addresses and a timeline 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.

(CRITERIA 2) 2,000 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

**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 practices for payment of artists.
- Briefly describe the organization’s process for producing artistic content.

(CRITERION 1) 3,000 Characters
Cultural Equity and Inclusion Statement, Policy, or Plan

Applicants to the OGP program are required to provide the following two documents:

1. A board adopted cultural equity and inclusion statement, policy and/or plan (SPP) 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).

**NOTE:** Any applicant that has already submitted these documents in the past and wants to reuse them, should indicate that below.

**TIP:** It is not required that a new SPP be submitted each time you reapply however it is recommended that if the board has approved an updated version that the updated version AND the approval by the board be submitted with the application.

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 or incorrectly stating that the documents have already been submitted with prior applications may constitute an incomplete application and could result in disqualification.

Indicate what type of document you are submitting:

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

It is strongly suggested that the Plan should address all five key areas board, staff, audiences, artists and programming. Additionally it should include a method of evaluation of progress.

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Cultural Equity and Inclusion - Statement, Policy and/or Plan

Please upload the statement or policy below:

If uploading statement and policy, combine the document into one PDF and upload as one document.

[Upload a file]

Please upload the policy and plan below:

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

[Upload a file]

Proof of Adoption by the Board of Directors

Please upload the proof of adoption by the board of your organization OF THE DOCUMENT(S) SUBMITTED ABOVE, (for example - a 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.

COMBINE ALL PROOF OF ADOPTION DOCUMENTS INTO ONE PDF FOR UPLOAD.

[Upload a file]
Project Narrative

Tell us about the project activity for which you are seeking funding, as it relates to one of our core programs, increasing organizational or artistic capacity, or increasing public accessibility to the arts.

If you are an OGP or organization requesting availability project funding, you may leave ALL BUT THE EVALUATION QUESTIONS blank and panelists will refer to your Organizational Narrative for the Project/Funding Request Information.

Project/Funding Request Evaluation:

• How does your proposed project/funding request meet the goals of the OGP project category you selected?
• 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 (e.g., Surveys, Interviews, Observational, Form and Evaluation) if you will be using funds to support staff position, how will you evaluate its performance?
[CRRITERION4: 1500 CHARACTERS]

Brief Project Description:

Project/Funding Request Overview:

• BRIEFLY describe the two-year project/funding request for which funds are requested.
• What is the project timeline from Year 1 to Year 2?
[CRRITERION3: 1500 CHARACTERS]

Project/Funding Request Details:

• Please elaborate on your planned activity, the location(s), target audience(s) and proposed timeline.
• What is the project timeline from Year 1 to Year 2?
[CRRITERION3: 1500 CHARACTERS]

Project/Funding Request Leaders/Staff/Volunteers

• If your 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 the project.
• If your request is for a new activity/program, describe how you plan to select and train project leader(s), staff, volunteers, etc.
• If this request is for a new staff/consultant, qualifications, duties to be assigned, and number of hours to be worked each.
[CRRITERION3: 1500 CHARACTERS]
Arts Education

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 (you may include virtual programming).
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 those activities leave blank. [CRITERION 6]

<table>
<thead>
<tr>
<th></th>
<th>Number of Children/Youth Served</th>
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<tr>
<td></td>
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<td>Actual</td>
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<td></td>
<td>Actual</td>
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<tr>
<td></td>
<td></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 or 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
Los Angeles County Department of Arts and Culture

(Read definitions on previous page 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 out-of-school programming is age appropriate? [CRITERION 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. Note any culturally-relevant/reponsive* initiatives, partnerships or plans in place.

* Read the arts education definitions on the first page of this form for more information regarding this term.

[CRITERION 1] 1,500 CHARACTERS

Briefly describe the financial investment you are receiving from the school(s) or district to produce the program/project.

[CRITERION 1] 750 Characters

ARTS EDUCATION CURRICULUM SAMPLE

REQUIRED FOR ARTS EDUCATION ORGANIZATIONS AND ARTS EDUCATION-RELATED PROJECTS DEFINED AS IN-SCHOOL OR OUT-OF-SCHOOL PROGRAMMING.
Briefly describe the financial investment you are receiving from the school(s) or district to produce the program/project.

Briefly describe your approach to developing curriculum and content for youth to ensure its quality and responsiveness to the needs of the communities you serve.

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.

Describe 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:


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.
Project Revenue

OGP PROJECT BUDGET - REVENUE

Please provide information about your projected matching revenue.

You may use this worksheet to think through your anticipated and confirmed sources of funding for each year of the grant period. Remember that this revenue should be specific to your project and not your FULL ANNUAL BUDGET for the organization.

The total match amount must be equal to or more than the OGP REQUEST AMOUNT for each of the two years.

Use the Project Income Budget Explanation section to provide detail on your listed sources of support. [CRITERION 3]

OGP REQUEST AMOUNT

<table>
<thead>
<tr>
<th>OGP Request (Match must be greater than or equal to request)</th>
<th>OGP YEAR 1</th>
<th>OGP YEAR 2</th>
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<tbody>
<tr>
<td></td>
<td>$ 0.00</td>
<td>$ 0.00</td>
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</table>

NOTE: If you have made a change to your award amount in the budget and project task, you will need to make sure this task (and all other budget tasks) has an updated amount as well.

Total Matching Revenue below must be equal to or more than OGP Request.

Total OGP Request

Total Matching Revenue (Year 1-Year 2)

PROJECT BUDGET - MATCHING REVENUE EXPLANATION

Explain projected sources of income.

In addition, if there are multiple sources of income including Corporate, Foundation, Government (City, County, State, Federal) or Other Public funding projected to be used, provide a detailed list in the area below. Name these sources along with the amount of each contribution in the area below. You may use bullet points. [CRITERION 3] ^ 
Project Expenses

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 much of 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 expenses 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 Explanation section (BOTTOM OF PAGE) to provide details about the type, frequency, and breakdown of expenses. It is recommended that compensation, fees, commissions, and homoeopathic paid to artists and/or arts educators is explained in further detail.

NOTE: IF YOU HAVE MADE A CHANGE TO YOUR AWARD AMOUNT IN THE BUDGET AND PROJECT TASK, YOU WILL NEED TO MAKE SURE THIS TASK (AND ALL OTHER BUDGET TASKS) HAS AN UPDATED AMOUNT AS WELL.

Project Description:

Year 1

Expenditures

For reference only, do not type into these fields.

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A. Administrative & Artistic Salaries, Fees & Fringe

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<tr>
<td>Program - All Other - Salaries</td>
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<tr>
<td>Fundraising - Salaries</td>
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<td>General &amp; Administrative - Salaries</td>
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<tr>
<td>Fringe Benefits</td>
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<td>Artist Commission Fees</td>
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<td>Artists &amp; Performers - Non-Salaried</td>
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B. Marketing

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<td>Advertising, Marketing and Public Relations</td>
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C. Operations
C. Operations

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<td>Office Expense - Other</td>
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D. Fundraising

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E. Professional Development

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F. Programming

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<tr>
<td>Touring</td>
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G. Other Expenses

(Note: OGP DOES NOT REIMBURSE TRAVEL, HOSPITALITY OR CATERING EXPENSES)

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<td>Other **</td>
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### G. Other Expenses

(Note: OGP does not reimburse travel, hospitality or catering expenses)

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<th></th>
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<th>OGP YEAR MATCH</th>
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<tbody>
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<td>Catering &amp;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hospitality</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel, Lodging,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other **</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MUST BE &gt;= YP 1, REQUEST AMOUNT</th>
<th>MUST BE &gt;= YP 1, REQUEST AMOUNT</th>
<th>MUST BE &gt;= YP 1, REQUEST MATCH AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

This table below is auto-filled and should not be edited. If you receive a "false" or "error", you need to edit the line items in your Table above to ensure the total sum in each column meets the minimum required expense amount.

<table>
<thead>
<tr>
<th>REQUEST MUST BE &gt;= YP 1, REQUEST AMOUNT</th>
<th>MATCH MUST BE &gt;= YP 1, REQUEST AMOUNT</th>
<th>REQUEST MATCH MUST BE &gt;= YP 1, REQUEST MATCH AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>true</td>
<td>true</td>
<td>Error: Please error</td>
</tr>
</tbody>
</table>

### 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)

(This question is only visible to administrators)

Administrative req + match - Year 1
Project Expenses

**OGP PROJECT BUDGET - EXPENSES**

List revenue and all expenses specific to the proposal. Do not enter the organization's full annual budget. List how much of the OGP request amount will be expended in the OGP Request column. List how much matching amount will be expended in the OGP Match column. Credit is for each of the two years of the grant period.

**Notes:**
- Grant expenses 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 Gating & Hospitality, Lodging & Meals and Travel expenses.
- Use the Budget Expense Explanation sheet (GET TO HOPE - PAGCO) to provide details about the types, frequency, and breakdown of expenses. It is recommended that compensation, fees, commissions, and honoraria paid to artists and arts educators be explained in further detail.

**Year 2**

**NOTE:** If you have made a change to your award amount in the budget and Project Task, you will need to make sure this task and all other budget tasks have an updated amount as well.

<table>
<thead>
<tr>
<th>Expenditures</th>
<th>OGP Year Request</th>
<th>OGP Year Match</th>
<th>OGP Year Request Match</th>
</tr>
</thead>
<tbody>
<tr>
<td>OGP Request/Matching Amount</td>
<td>1,750.00</td>
<td>3,750.00</td>
<td>750.00</td>
</tr>
</tbody>
</table>

A. Administrative & Artistic Salaries, Fees & Fringe

<table>
<thead>
<tr>
<th>Description</th>
<th>OGP Year Request</th>
<th>OGP Year Match</th>
</tr>
</thead>
<tbody>
<tr>
<td>Artist &amp; Performer - Salaries</td>
<td></td>
<td></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 Staff - Salaries</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Artist Compensation Fees</td>
<td></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>
</tbody>
</table>

B. Marketing

<table>
<thead>
<tr>
<th>Description</th>
<th>OGP Year Request</th>
<th>OGP Year Match</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertising, Marketing, and Public Relations</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

C. Operations

<table>
<thead>
<tr>
<th>Description</th>
<th>OGP Year Request</th>
<th>OGP Year Match</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment Rental</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Facilities - Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Insurance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internet &amp; Website</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Office Expenses - Other | | |
### G. Other Expenses

**NOTE: OGP DOES NOT REIMBURSE TRAVEL, HOSPITALITY OR CATERING EXPENSES**

<table>
<thead>
<tr>
<th>OGP YEAR REQUEST</th>
<th>OGP YEAR MATCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Catering &amp; Hospitality</td>
<td></td>
</tr>
<tr>
<td>Travel/ Lodging/ Meals</td>
<td></td>
</tr>
<tr>
<td>Other **</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>REQUEST MUST £ &gt; YR 1 REQUEST AMOUNT</th>
<th>MATCH MUST £ &gt; YR 1 REQUEST AMOUNT</th>
<th>REQUEST &gt; MATCH? MUST £ &gt; YR 1 REQUEST + MATCH AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales</td>
<td>Sales</td>
<td>Sales</td>
</tr>
</tbody>
</table>

**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)

- Administrative req-match - Year 2
  - 0

- Marketing req-match - Year 2
  - 0
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 12]

Name:
Title:
Bio:

Name:
Title:
Bio:

Name:
Title:
Bio:

Name:
Title:
Bio:

(Optional) Upload Documents

Upload a file
Financial Requirements

FINANCIAL REQUIREMENTS

LA COUNTY DEPARTMENT OF ARTS AND CULTURE
OGP FUNDER REPORT

All applicants are required to complete a Data Arts Cultural Data Profile (CDP) and download and submit an OGP Funder Report with this grant application.

The OGP Funder Report must demonstrate the most recent 3 consecutive years of financial and programmatic data.

(NOTE: For organizations with only two full and consecutive years of producing and programming history, submitting an OGP Funder Report for two recently completed fiscal years is acceptable).

PLEASE NOTE THE FOLLOWING:

Applications missing the OGP Funder Report will be considered incomplete and will be disqualified.

Applications with OGP Funder Reports that do not show at least 3 (2 if new organization) years of data will be considered incomplete and will be disqualified.

Applications with OGP Funder Reports and 990 Tax Forms that ARE NOT SHOWING THE SAME END YEAR will be considered incomplete and will be disqualified.

[CITERION 2,3]

Upload the LA County Department of Arts and Culture OGP Funder Report for the most recently completed fiscal year below:

Upload a file

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

---

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 resolve any fiscal deficit or plans for using a surplus.

[CITERION 2,3]
Federal Tax Forms from FY2019, 2020 or 2021
(for fiscally-sponsored organizations submit 990 for the fiscally sponsor)
A copy of the most recently filed 990, 990-EZ, or 990-N (MUST have an end year of 2021, 2020, OR 2019 AND should be for the same end year as your OGP Funder Report)

Upload your 990 Tax Form below:

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

For Fiscally Sponsored Organizations:
Submit the organization’s internal financial statements (profit and loss or revenue and expense statement) for the most recently completed fiscal year. Note the document end-year must match the end-year of the OGP Funder Report.

Organizations Showing a Deficit on the OGP Funder Report
Organizations showing an accumulated deficit of greater than 20% of expenses in one 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.

Additional Financial Information

Additional Financial Information

(This question is only visible to administrators)
OGP Category
Federal Tax Forms from FY2019, 2020 or 2021

(for fiscally-sponsored organizations submit 990 for the fiscal sponsor)

A copy of the most recently filed 990, 990-EZ, or 990-N (MUST have an end year of 2021, 2020, OR 2019 AND should be for the same end-year as your OGP Funder Report)

Upload your 990 Tax Form below:

Upload a file

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

For Fiscally Sponsored Organizations:

Submit the organization's internal financial statements (profit and loss or revenue and expense statement) for the most recently completed fiscal year. Note the document end year must match the end-year of the OGP Funder Report.

Upload a file

Organizations Showing a Deficit on the OGP Funder Report

Organizations showing an accumulated deficit of greater than 20% of expenses in one 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.

Additional Financial Information

Upload a file

Additional Financial Information

Upload a file

(This question is only visible to administrators)

OGP Category
OGP Artistic Documentation and Support Materials

For specific information about required artistic documentation and supplemental material, please open a new tab to review the OGP Guidelines - page 19.
https://www.lacountyarts.org/funding/organizational-grant-program/ogp-grant-seekers/ogp-grant-seekers-apply.

PASSWORDS: If applicable, include the passwords for uploaded artistic documentation in the Description text section for the corresponding sample.

Failure to provide REQUIRED documentation will result in an incomplete application and therefore ineligible. Please give yourself ample time to upload all required materials.

**NOTE - AFTER UPLOAD, TEST THE SAMPLES TO ENSURE THEY WERE UPLOADED CORRECTLY. FAILURE TO DO SO MAY RESULT IN AN INCOMPLETE APPLICATION.**

**INSTRUCTIONS FOR UPLOADING ARTISTIC DOCUMENTATION AND SUPPORT MATERIALS**

We recommend saving artistic documentation and support materials in an accessible file on your computer. Please name files as follows:

- "A. Organization Name: Video"
- "B. Organization Name: Images"

**Artistic Documentation and Support Materials - REQUIRED OF ALL APPLICANTS**

**Artistic Documentation**

One (1) artistic sample must be included with the application.

A maximum of two (2) artistic 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 are not acceptable as artistic documentation. Hyperlink to samples may be submitted instead of uploaded a file(s).

How many artistic samples are you including?

- One
- Two

**Sample A**

Briefly describe the artistic sample and explain the relationship of the artistic sample to the application. Description of materials should include type of file, title of piece, artist(s) name(s), date the work was completed and running time for audio and video.

Please denote what type of artistic sample for Sample A:

- As hyperlink
- As 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 artistic sample to the application. Description of materials should include type of file, title of piece, artist(s) name(s), date the work was completed and running time (for audio and video).

Link - Sample A

format: http://www.URL.com

Upload Attachment - Sample A

Upload a file

Sample B

Briefly describe the artistic sample and explain the relationship of the artistic sample to the application. Description of materials should include type of file, title of piece, artist(s) name(s), date the work was completed and running time (for audio and video).

Link - Sample B

format: http://www.URL.com

Upload Attachment - Sample B

Upload a file

OPTIONAL SUPPLEMENTAL MATERIALS - UPLOAD

Promotional Materials

Up to three (3) pieces of promotional materials may be uploaded as one PDF document.

Reviews/Letters of Recommendation

Up to three (3) reviews or letters of recommendation may be uploaded as one PDF document.

Optional Supplemental Materials

Upload a file
Sample B

Briefly describe the artistic sample and explain the relationship of the artistic sample to the application. Description of materials should include type of file, title of piece, artist(s) name(s), date the work was completed and running time (for audio and video).

Link - Sample B

format: http://www.URL.com

Upload Attachment - Sample B

Upload a file

OPTIONAL SUPPLEMENTAL MATERIALS - UPLOAD

Promotional Materials

Up to three (3) pieces of promotional materials may be uploaded as one PDF document.

Reviews/Letters of Recommendation

Up to three (3) reviews or letters of recommendation may be uploaded as one PDF document.

Optional Supplemental Materials

Upload a file

Optional Supplemental Materials

Upload a file

Optional Review/Letter of Recommendation

Upload a file

MAILED MATERIALS

Due to the COVID-19 pandemic, only materials uploaded with applications will be shared with panelists, do not mail materials to the Department of Arts and Culture office.
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.

<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>
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<td></td>
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</tr>
</tbody>
</table>

Do board members have term limits?  
---

How often does the board meet on an annual basis?  

Does the board have a "give or get" policy?  
---

Please select all of the statements below that describe your organizational leadership (Executive Director/CEO/Managing Director) and Board of Directors (if applicable):

- [ ] Our Executive Director/CEO/President identifies as a woman.
- [ ] Our Executive Director/CEO/President identifies as a person of color.
- [ ] Our Executive Director/CEO/President identifies as a member of at least one of the communities we serve.
- [ ] More than half (over 50%) of our Board of Directors identify as women.
- [ ] More than half (over 50%) of our Board of Directors identify as people of color.
- [ ] None of the above describe my organization.
- [ ] Unsure, we do not collect this information.

(Optional) Additional Documentation Upload  

[Upload a file]
FINALIZING AND SUBMITTING YOUR APPLICATION

Application Submission

Applications, artistic documentation and support materials must be submitted no later than 11:59 PM PST on the date of the deadline. Applications, artistic documentation and support materials that are submitted after the deadline will not be considered. Deadlines cannot be extended.

Materials submitted in-person or mailed will not be accepted and submissions after the deadline date/time will not be considered.

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: 

FAILURE TO CLICK "SUBMIT" IN THE DASHBOARD WILL CONSTITUTE AN INCOMPLETE APPLICATION.