



COMMUNITY IMPACT ARTS GRANT

**2023-24 GENERAL TERMS
AND INSTRUCTIONS**

EXHIBIT B

WELCOME

On behalf of the Department of Arts and Culture's (Arts and Culture) Grants and Professional Development division, congratulations on receiving a grant award for the 2023-24 Community Impact Arts Grant (CIAG) cycle! We are appreciative of your commitment and service to Los Angeles County.

First established in 2015, the CIAG program supports the work of community-based organizations and municipalities to ensure that residents have access to regional arts and culture programming. The Department of Arts and Culture has found that the municipalities, social service and social justice organizations that are CIAG grantees serve very diverse communities in terms of race and ethnicity, and serve communities where more than a quarter of the population earns less than the federal poverty level. We are proud that this program supports the meaningful role of arts and culture to support a higher quality of life, and aligns with the [County of LA Strategic Plan](#) to support violence reduction, enhance social cohesion, increase awareness of supports and services, and improve physical fitness, mental health, and well-being by expanding arts access to communities throughout the region especially in high-need areas.

These General Terms and Instructions contain important information to manage your grant, meet requirements, and receive payment. Please read the entire document *thoroughly* and visit our [website](#) to access up-to-date resources and information about managing your CIAG award. If you have any questions about your grant, please contact grants staff at (213) 202-5858 or ciag@arts.lacounty.gov.

The Department of Arts and Culture is committed to upholding the values of [cultural equity and inclusion](#) and racial equity in our grant programs. We look forward to working with you and thank you for your dedication to community building and service through arts and culture!



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****Please note that most correspondence will come from ciag@arts.lacounty.gov***

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GRANT PORTAL

All 2023-24 CIAG grant requirements, including applications, reports and forms must be completed and submitted using the SurveyMonkey Apply platform <https://apply-lacdac.smapply.io/>

REQUIREMENTS FOR GRANTEE

The following requirements must be met by your organization prior to contract signing:

California Secretary of State – Certificate of Good Standing

Los Angeles County ensures that each grantee organization is registered to do business in California and is in good standing with the California Secretary of State before the grant contract can be fully executed. To verify your organization's standing with the Secretary of State, visit: <https://bizfileonline.sos.ca.gov/search/business>. It is the responsibility of the organization to contact and follow up with the Secretary of State to resolve any issues before the contract is executed.

Los Angeles County Vendor Registration

Grantees must maintain a current vendor number registered with Los Angeles County (County) and be enrolled in direct deposit. To obtain a vendor ID and register with the Vendor Self Service (VSS) Portal, visit <http://camisvr.co.la.ca.us/webven/>. If you have questions relating to your vendor number, please contact vendor relations at ISDVendorRelations@isd.lacounty.gov.

Direct Deposit Registration

Upon registration in VSS, grantees are required to enroll in [direct deposit](#). At any time during the duration of the contract, a grantee may submit a written request for an exemption to this requirement. The Auditor-Controller, in consultation with the contracting department, will decide whether to approve exemption requests. Enrollment information can be found at [Vendor Deposit Application \(lacounty.gov\)](#). Please follow the "Direct Deposit" instructions listed at <https://directdeposit.lacounty.gov/>.

CONTRACT OVERVIEW

Grantees must meet all applicable award requirements. If you fail to comply with applicable requirements, your contract may be suspended or terminated, and you may forfeit some or the entirety of the grant award. Grantees can contact Grants Program Manager at any time to discuss the grant funded project and terms of the contract.

Grant Period

The period of this grant is from July 1, 2023 through June 30, 2024. All matching and grant funds must be expended within the grant period. Organizations will be required to report all related expenditures in the final report, due June 1, 2024.

NEW THIS YEAR: Please note that grant disbursements will be issued in November and December.

Matching Funds

Grantees must demonstrate and report matching funds that ensure Los Angeles County grant funds do not exceed fifty percent (50%) of the total cost of the supported project. Please note that the contract provides that you may forfeit some or your entire grant award if you do not comply

with this requirement.

Signing the Contract

Contract signatures are due by August 25, 2023. Per State of California requirements for nonprofit organizations, the grant contract may be executed in one of two ways.

1. Two signatures – the official legal requirement:

Contract must be signed by two distinct members of the organization's board of directors. Reference the table below to identify which positions are allowed to sign.

Signature 1: Executive board positions	President, Vice-President, or Chair
Signature 2: Supporting board positions	Secretary, Assistant Secretary, Chief Financial Officer, or Treasurer

Examples:

Correct Signatures: A contract signed by the President and the Secretary is acceptable.

Incorrect Signatures: A contract signed by the President and the Vice-President, or by the Secretary and the Chief Financial Officer is NOT acceptable.

– OR –

2. One signature – delegated authority:

The board of directors of your organization may delegate the authority to sign a contract to a single person or position within the organization (e.g., the Executive Director). In such case, you must provide evidence of the person's authority to execute the contract. Such evidence typically takes the form of a resolution adopted by the organization's board of directors, or the articles of incorporation.

Note:

A person may hold more than one position within your organization. For example, an Executive Director may also sit on the board, and may sign contracts using their board title and not their title of Executive Director.

LOS ANGELES COUNTY CREDIT AND RECOGNITION OF SUPPORT

Letter of Acknowledgement and Impact to the Los Angeles County Board of Supervisors

Grantees are required to send **one letter** from your Executive Director, Board Chair or both, thanking the Board of Supervisors for the grant, providing details regarding your CIAG project and its impact in your community.

The **letter of acknowledgement and impact** must be sent to the Board of Supervisors by no later than June 1, 2024. It should detail the impact of the grant on your organization as well as the communities served and be sent directly to your Los Angeles County District Supervisor at the email address(es) listed below. To confirm your organization's District and Supervisor, please visit this [website](#). If your organization serves more than one District, please send letters to each applicable Supervisor.

Copies of the Letter of Acknowledgement and Impact

Copies of letters must also be emailed to Arts and Culture. Send letters to the attention of the Arts Commissioners at the email address listed below. These letters will be reviewed for compliance by grants staff at time of report review and may be shared with the Los Angeles County Arts

Commission. *We also invite you to share the news of your grant and thank the Board of Supervisors on social media using the social media handles provided below.*

Email and Social Media Contact information for the LA County Board of Supervisors

Supervisory District	Supervisor	Email Address	Social Media Handle
District 1	Hilda Solis	firstdistrict@bos.lacounty.gov	@HildaSolis
District 2	Holly J. Mitchell	HollyJMitchell@bos.lacounty.gov	@HollyJMitchell
District 3	Lindsey P. Horvath	thirddistrict@bos.lacounty.gov	@LindseyPHorvath
District 4	Janice Hahn	fourthdistrict@bos.lacounty.gov	@SupJaniceHahn
District 5	Kathryn Barger	Kathryn@bos.lacounty.gov	@SupervisorKathrynBarger
Board of Supervisors			@LACountyBOS
Department of Arts and Culture		ciag@arts.lacounty.gov	@LACountyArts #LACountyArts #CIAGArtsFunding

Credit/Recognition

Grantees are required to acknowledge the Los Angeles County Board of Supervisors and Arts and Culture on all materials, websites, publications, flyers, marketing materials and announcements (printed or digital) for organizations, projects, programs, or materials funded through the Community Impact Arts Grant Program. This is completed through:

1. Placement of the Department of Arts and Culture logo and
2. Use of the following credit line: "This [ORGANIZATION / PROJECT / PROGRAM / PERFORMANCE / EXHIBITION] is supported, in part, by the Los Angeles County Board of Supervisors through the Department of Arts and Culture."

The Arts and Culture logos can be downloaded [here](#). In addition to the logo and credit line, any printed list of contributors to an organization or program funded by this grant should include the "Los Angeles County Department of Arts and Culture". Grantees are also encouraged to use the Department of Arts and Culture's handles and hashtags when posting on digital and social media about receiving this CIAG grant and any activities supported by the CIAG program: @LACountyArts #LACountyArts.

GRANT PANEL COMMENTS

Knowledgeable members of the arts and social services communities, including artists, arts administrators and social service providers have assessed your organization's programs and management as part of the CIAG peer review panel process.

Schedule a brief phone appointment to discuss panel feedback by emailing grants staff at ciag@arts.lacounty.gov. To find out more about panel service or to apply to serve as a grants panelist, please visit [our website](#).

INVOICING AND REPORTING

Required reporting documentation is due no later than June 1, 2024. CIAG contracts run through June 30, 2024 and awards must be expended or incurred by then to comply with grant terms. Failure to provide all reporting documentation by June 1, 2024 or to expend or incur project expenses by June 30, 2024 will affect your organizations eligibility for future grant cycles.

Please note:

- **NEW THIS YEAR:** Grant invoices will be **included in your contract package** and grant disbursements **will be issued in November and December**.
- Grantees must submit the final report forms and required documentation by June 1, 2024, at the end of the cycle. Failure to submit final report forms and documentation may jeopardize an organization's eligibility in future grant cycles.
- Submission of the final report forms **must be completed via the online grant management system** (<https://apply-lacdac.smapply.io/>). The final report must include the following task items:

Final Report and Requirements
<ol style="list-style-type: none">1. Project Expense Report task2. Community Impact Arts Grant Final Report task:<ul style="list-style-type: none">• Statistics for project participation and reach• Demographic data• Details about project outcomes and impact3. Supplemental Materials task:<ul style="list-style-type: none">• Zip code data of program locations (<i>required</i>)• Copy of Letter of Acknowledgement and Impact sent to the Board of Supervisors must be uploaded here* (<i>required</i>) Refer to pages 6 for additional information and where to mail your letter of impact.• Up to two (2) high resolution images (300 dpi, at least 1,000 pixels across) documenting the CIAG funded project that have not submitted in prior applications or reports• Proof of recognition of the Department of Arts and Culture• Authorization for use of images. <i>By submitting these images, you authorize the Department of Arts and Culture and by extension LA County to use photos to highlight grantees and promote programs.</i>4. Certification and Signature task
<p>*IMPORTANT NOTE: All grantees are required to maintain financial records to verify compliance for up to three (3) years after your contract expires. The grantee will compile, maintain and permit access to records as required by applicable regulations, guidelines or other directives. If you are selected for an audit, you must have and submit proof of expenses for review by grants staff upon request.</p>

PROJECT AMENDMENTS

Grant activities and expenses must be consistent with those approved for funding. If changes in the project are necessary, you must:

1. Contact Arts and Culture's grants staff at ciag@arts.lacounty.gov and set up a project amendment phone appointment.

2. Complete a project amendment form to be provided by Grants and Professional Development staff following the phone appointment.

No project amendment is effective until grantee receives written approval from Arts and Culture. Until such time as grantee receives such written approval, grantee must carry out its project and incur costs in a manner consistent with the terms and conditions of the original contract.

CONTACT INFORMATION + UPDATES

Grantees must notify the Department of Arts and Culture of changes to their organization's contacts or other organizational information. A *Contact and Change of Information* form can be found in the grant management system online at <https://apply-lacdac.smapply.io/>. Once logged in, find and fill out the form and submit it for review by grants staff. Grantee must also notify [LA County Vendor Relations](#) separately to maintain current information in the vendor system. It is important to note that all checks/payments will be sent to the address registered with LA County Vendor Services.

BENEFITS AND OPPORTUNITIES FOR CIAG GRANTEES

What is the Professional Development Program?

Arts and Culture provides an array of professional development opportunities to organizations that receive grants. They are designed to bolster organizational capacity by providing learning and networking opportunities for the individuals who lead and staff your CIAG funded projects. Information about the Professional Development (PD) Program can be found on the [Professional Development](#) webpage.

Opportunities are advertised in the Professional Development Newsletter. Grantees primary grant contact will receive this newsletter on behalf of the organization. It is the responsibility of this individual to share with all CIAG award-supported staff and cultural workers.

Who Can Attend?

All current CIAG grantee staff, board members or artists working directly on the CIAG funded arts and culture project are eligible to participate in Arts and Culture Professional Development Program offerings.

The following provisions apply:

1. Organizations with budgets less than \$5,000,000 may request subsidized classes and scholarships for any members of their staff or board working on the grant funded arts project.
2. Organizations with budgets between \$5,000,000 and \$15,000,000 should reserve subsidized classes and scholarship opportunities for mid-career and emerging leaders on their staff or artistic ranks working on the grant funded arts project.
3. Organizations with budgets over \$15,000,000 should reserve subsidized classes and scholarship opportunities for emerging level staff working on the grant funded arts project.

How Does Arts and Culture Decide on Topics for Convenings?

Topics are determined by current strategic priorities (such as the [County of LA Strategic Plan](#)), review of grantee reports and aggregated survey responses from workshops and convenings across all Arts and Culture programs. Sample topics include promising practices in nonprofit management, human resources, artistic documentation, and arts advocacy rules and tools.

CONTACTING GRANTS STAFF

For questions about your grant, amendments, etc. please contact grants staff at ciag@arts.lacounty.gov. Grantee should contact [LA County Vendor Relations](#) to address any issues with and maintain current all vendor information in the LA County vendor system.

The Vendor Relations Unit assists vendors with the registration process, Vendor Self Service activations and other related inquiries.

Office Hours:	Monday-Thursday 8:00 am – 5:00 pm PST
Email:	ISDVendorRelations@isd.lacounty.gov
Phone:	323-267-2725

OPPORTUNITIES AND ANNOUNCEMENTS

Stay informed by following us on Instagram, Facebook and Twitter @lacountyarts and receive updates about events and opportunities by signing up for the [Arts and Culture monthly newsletter](#) and [Professional Development newsletters](#). We will share scholarship information in the monthly PD Newsletter email blasts, which also share workshop opportunities and information on local conferences. Additional information and instructions on how to sign up for workshops is always available at lacountyarts.org.

LA Culture Net

Opportunities are also posted on the LA Culture Net listserv. One CIAG contact is required to subscribe and receive these mailings by using this link: <https://groups.io/g/laculturenet/join>.

LA VS HATE

LA vs Hate is a community-centered creative campaign to encourage and support all residents of the County to unite against, report and resist hate. We encourage you to visit <https://www.lavshate.org/> where you will find resources and free artwork intended to be used across social media to unite your community in the effort to recognize, report and resist hate in our county. If you are the victim or witness of a hate incident or hate crime you can [report the incident/crime with 211 LA](#). Your report is confidential and 211 is not affiliated with law enforcement.