



ORGANIZATIONAL GRANT PROGRAM

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 2023-25 Organizational Grant Program (OGP) cycle! We are appreciative of your commitment and service of Los Angeles County.

First established in the 1940's, the OGP program has evolved and continues to support a wide variety of arts and culture organizations to ensure that residents have access to arts and culture as a resource and tool for expression and overall well-being. The OGP program serves a large region – grantees are located in over 42% of the County's 88 cities. Through this program the County of Los Angeles fulfills its mission of measurably improving the quality of life for the diverse people and communities of Los Angeles County by fostering vibrant and resilient communities.

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 foster vibrant and resilient communities throughout the region especially in high-need areas and acknowledge the work of the artists, arts practitioners, arts educators and culture bearers that make this happen every day.

These General Terms and Instructions contain important information you will need for managing your grant timeline, meeting requirements, and receiving payments. Please read the entire document *thoroughly* and visit our website to access up-to-date resources and information about managing your OGP award. If you have any questions about your grant, please contact grants staff at (213) 202-5858 or grants@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 grants@arts.lacounty.gov.*

**ORGANIZATIONAL GRANT PROGRAM
EXHIBIT B - GENERAL TERMS AND INSTRUCTIONS**

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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

Organizational Grant Program (OGP) awards are granted for a two-year period. Following the Los Angeles County fiscal year, each year of the grant begins July 1 and extends through June 30 of the following year. The two-year OGP award period for grants awarded in 2023-25 is divided into two years. Year one begins July 1, 2023, and ends June 30, 2024 and year two begins July 1, 2024 and ends June 30, 2025.

Please note that the **invoicing and reporting deadlines have changed this year. Grant disbursements will be issued in November and December of both year one and year two, and reports will be due in June for both years** of the grant period.

All funds must be incurred or expended prior to the June 30, 2024 deadline for Year 1 and by June 30, 2025 for Year 2.

Contract Project Scope

The OGP contract *Project Scope* for all organizations will state that the funds will be used for “general operating support” to allow organizations to have the maximum amount of flexibility in using their funds for what they most need.

The OGP grant amount you were awarded is approximately 42% of the original grant request. As a result, your OGP project scope will likely be scaled down or may need to be updated.

If the OGP award amount seriously impacts the scope of work or project budget, please refer to the *Project Amendment* section of this document for further instructions.

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 the entire grant award if you cannot 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.

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.

GRANT PANEL COMMENTS

Knowledgeable members of the arts community, including artists, nonprofit arts administrators and members of the academic community have assessed your organization's programs and management as part of the OGP peer review panel process. To schedule a brief phone appointment and discuss panel feedback, use this link: https://calendly.com/rosalynescobar_lacountyarts or contact grants staff by email at grants@arts.lacounty.gov.

PANEL PARTICIPATION

Participation as a panelist for grant programs is highly encouraged of our grantees. Benefits include a better understanding of the panel process and government grantmaking, as well as opportunities to network with peers in your field. To find out more about panel service, to apply to serve as a panelist or to recommend someone for panel service please visit our website.

REQUIREMENTS FOR CONTRACTING

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

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

Direct Deposit Registration

Upon registration in VSS, **grantees are required** to enroll in Direct Deposit in order to expedite payments. 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/>.

REQUIREMENTS FOR GRANT REPORTING

The following requirements **must be met by your organization in order to ensure compliance with reporting procedures for the grant award**. If you fail to comply with applicable requirements, your contract may be suspended or terminated, and you may forfeit some or the entire grant award. Grant

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

Credit/Recognition

Grantees are required to acknowledge the Los Angeles County Board of Supervisors and Arts and Culture on all materials, websites, publications, flyers, and announcements (printed or digital) through placement of the Department of Arts and Culture logo and 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 found 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 social media: @LACountyArts #LACountyArts.

Letter of Acknowledgement and Impact for County Board of Supervisors

Grantees are required to send one email to their Board Supervisors at some point during the course of the two grant years. A copy of the email sent should be saved to submit with the final report.

The letter should provide short details on the impact of the grant on your organization as well as the communities served. Letters should be sent on behalf of the executive director, board chair or both, directly to the County Supervisor where your office is located at the corresponding email address listed below. To confirm your organization's Los Angeles County Supervisorial District, please visit this website and find your district using the main address for your organization . If the organization serves more than one district, please send letters to each applicable district and Supervisor based on the address where programs are located. Copies of letters sent by email must be attached with the final grant report. 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

Supervisorial 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		lacac@arts.lacounty.gov	@LACountyArts #LACountyArts #OGPArtsFunding

INVOICING AND REPORTING

OGP contracts run through June 30, all project expenses must be incurred by the annual report deadline date and expended by June 30 of each OGP year.

OGP grantees will receive half of the grant amount each year.

Please note:

- **NEW!** Requests for Year 1 and Year 2 payments will now be submitted with the grant contract at time of signing via *Adobe Sign*. Subsequently, grantees may submit their annual report forms and documentation by June 1 of each of the following two years (the end of each of the grant cycle years). Grant disbursements will be issued in November and December for each grant cycle year.

Annual reports must be submitted through the online grants system and should include the items below:

Year 1 Report and Requirements	Year 2 Final Report and Requirements
<ol style="list-style-type: none"> 1. Report Forms 2. Proof of recognition of the Department of Arts and Culture. 	<ol style="list-style-type: none"> 1. Report Forms 2. Proof of recognition of the Department of Arts and Culture. 3. Copy of letter of acknowledgement and impact to the Board of Supervisors (sent anytime during the grant cycle). 4. Up to 2 high resolution images (300 dpi, at least 1,000 pixels across) that have not been submitted in prior applications or reports. 5. 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> 6. <i>Demographics Questionnaire</i>-organizations will provide quantifiable data about participation and project reach via this section in the report form. 7. Zip codes of program locations (<i>required</i>).
<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>	

For detailed instructions and information about invoicing and reporting requirements and our online reporting system, please visit <https://www.lacountyarts.org/funding/organizational-grant-program/manage-your-grant/grant-requirements>.

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 the Department of Arts and Culture's Grants and Professional Development staff by emailing grants@arts.lacounty.gov to set up a project amendment phone appointment.
2. Complete and submit the online *Project Amendment* form **within** the applicable grant cycle via <https://apply-lacdac.smapply.io/>;
3. In the online *Project Amendment* form provide the following information, at minimum:
 - a. OGP contract number,

- b. Specific change(s) requested,
- c. Justification for each requested change,
- d. Revised project budget, if applicable.
- e. Contact information, including a phone number and e-mail address.

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

BENEFITS AND OPPORTUNITIES FOR OGP 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 OGP 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 OGP award-supported staff and cultural workers.

Who Can Attend?

All current OGP grantee staff, board members or artists working directly on the OGP 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.

How Do I Learn More?

We send email blasts regularly to grantees with workshop opportunities and information on local conferences. Additional information and instructions on how to sign up for workshops is always available at lacountyarts.org. You should also follow us on Facebook and Twitter @lacountyarts and sign up for the Arts and Culture monthly newsletter.

LA Culture Net

Opportunities are also posted on the LA Culture Net listserv. It is strongly recommended that grantees subscribe to LA CultureNet by using this link: <https://groups.io/g/laculturenet/join>.

Regional Cultural Calendar

The *Discover Los Angeles* website is a digital platform connecting events and destinations countywide with links to regional public transit. *DiscoverLosAngeles.com* offers a platform for outreach and accessibility and provides a web portal that supports online information dissemination.

Grantees are encouraged to post publicly accessible programs and events on <http://www.discoverlosangeles.com>. To do so, create an organization user account via this link <https://www.discoverlosangeles.com/user?destination=what-to-do/events/submit>.

Click here to review instructional information on how to go about posting on this website.

UPDATING CONTACT INFORMATION

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 Services 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.

CALENDAR OF IMPORTANT DEADLINES

In order to ensure compliance and timely reporting and communications, note important dates in the calendar below. Please share this calendar with any staff who should be aware of these deadlines.

Please ensure that **all** of these deadlines are on your organization’s calendar so that the primary organizational contact is aware and able to manage the grant requirements within the OGP program timeline.

Final Signed Contracts and Invoices Due

August 25, 2023

Year 1 OGP Grant Cycle Begins

July 1, 2023

Year 1 Payment Processed

November and December 2023

Reporting Workshop for Year 1

May 2024

Year 1 Report Deadline

June 1, 2024

Year 2 OGP Grant Cycle Begins

July 1, 2024

Year 2 Payment Processed

November and December 2024

Reporting Workshop for Year 2

May 2025

Year 2 Report Deadline

June 1, 2025

End of Grant Cycle – Time to Reapply in the Fall

June 30, 2025

LA VS HATE

We encourage grantees to visit the webpage for LA vs Hate 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. LA vs Hate is a community-centered creative campaign to encourage and support all residents of Los Angeles County to unite against, report and resist hate. 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.