

# BEFORE YOU BEGIN

Download and review Organizational Grant Program [Guidelines](#) and [Sample Application](#) thoroughly before opening a new application.

## STEP 1: DATA ARTS – CULTURAL DATA PROFILE (CDP)

Complete the three most recent years of the Cultural Data Profile in [DataArts](#). Once completed, applicants should download the OGP Funder Report to review the total “OGP Budget Size”, which is the figure used to calculate the maximum request amount. The OGP Funder Report must report for three sequential years, for example: Fiscal Years 2022, 2021, 2020. *Note: Submitting an OGP Funder Report for a fiscal year ending other than 2021, 2022 or 2023 will not be accepted.*

## STEP 2: CALCULATE YOUR REQUEST AMOUNT

Download your [OGP Data Arts Funder Report](#) with the most recent data for the previous three years. Using the [online calculator](#) input “OGP Budget Size” and click CALCULATE. Your maximum grant request amount is a proportion of an organization’s annual budget size. Organizations may request the calculated amount or an amount less than the maximum allowable request amount.

## STEP 3: CEII STATEMENT, POLICY, OR PLAN

All applicants to the Organizational Grants Program are required to submit board-adopted statements, policies or plans that outline their commitment to diversity, equity, inclusion and access as part of their applications.

Statements, policies and plans should reflect organizational thinking about board, management, staff, volunteer and artist composition, as well as programming and audiences/participants.

### REQUIREMENT:

1. Upload a board adopted cultural equity and inclusion statement, policy and/or plan with the application.
2. Upload a board resolution or board minutes detailing the date when the statement, policy and/or plan was adopted.
3. Applicants who submitted a statement, policy or plan with their last application who want to reapply using that same document and proof of adoption from the board, must indicate that they would like to use the statement, policy or plan submitted with their last application.

New requirements are as follows:

Budget Category	Budget Size	Requirement
OGP 1	Up to \$199,999	Board adopted cultural equity and inclusion <b>statement, policy or plan</b> . Minimum requirement is a statement + proof of board adoption.
OGP 2	\$200,000 – \$999,999	Board adopted cultural equity and inclusion <b>statement, policy or plan</b> . Minimum requirement is a statement + proof of board adoption. Board adopted policy is encouraged.
OGP 3	\$1,000,000 – \$14,999,999	Board adopted cultural equity and inclusion <b>policy and plan</b> . Both required + proof of board adoption.
OGP 4	\$15,000,000+	Board adopted cultural equity and inclusion <b>policy and plan</b> . Both required + proof of board adoption.

**Statement:** Brief explanation of why the organization is committed to diversity, equity, inclusion and access, and the alignment of that commitment to the overall mission of the organization.

**Policy:** Outlines the organization’s broad vision for and commitment to diversity, equity, inclusion and access, and the alignment of that commitment to the overall mission of the organization as defined in their statement, and further details what the organization *does* to realize that statement.

**Plan:** Outlines how the organization will work toward complying fully with policy and evaluating progress on an annual basis. It is highly recommended that the plan include actionable strategies and methods for measuring progress around all five key areas of the CEII initiative including board, staff, programs/operations, artists and audiences.

**IMPORANT NOTE:** Panelists reviewing and scoring applications will not review the applicant’s statements, policies or

plans; Department of Arts and Culture grants staff will review for compliance purposes as part of the staff audit of the application to ensure application completeness.

## REVIEW CRITERIA + POINTS

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OGP Panel Review Criteria Guidelines can be found in the OGP Guidelines beginning on page 15.

OGP REVIEW CRITERIA	Point Distribution
Artistic Quality of Organization	35
Organizational Readiness/Management Capacity	15
Quality of Project Plan	20
Quality of Project Evaluation	5
Community Need/Audience	25

## APPLICATION DISQUALIFICATION

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OGP application workshop attendance is required for new applicants or organizations not funded in a prior grant application. **IMPORTANT NOTE:** Failure to review webinar materials, and/or attend an in-person or online OGP application workshop will automatically disqualify an applicant. Sign up to attend an [application workshop](#) today.

## INCOMPLETE APPLICATIONS

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Failure to complete required sections of the OGP Application may also be cause for disqualification. Specific examples of grounds for disqualification include but are not limited to:

- Completing the application using the wrong budget size.
- Omitting required financial documents, including submitting a Federal Form 990 with an end year prior to December 31, 2021.
- Omitting the OGP Funder Report or submission of an OGP Funder Report with an end year prior to 2021
- Incorrect artistic sample formats, as defined by self-designated artistic discipline of the applicant.
- Organizations that have not met previous OGP grant contract conditions are disqualified from reapplying for three years.
- Submitting the wrong documents in the Cultural Equity and Inclusion Statement, Policy or Plan section of the application or failing to show proof of board adoption.

## REQUIRED MATERIALS CHECKLIST

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Below is a list of supplemental materials that must be submitted with the online application form for your application to be considered **COMPLETE**.

- ONE or TWO artistic samples submitted via file upload or hyperlinks. (Two samples are recommended). *Do not submit hyperlinks in a separate document.*
- ONE board adopted cultural equity and inclusion statement, policy and/or plan **AND** ONE board resolution detailing the date when the statement, policy and/or plan was adopted. Board resolution, board minutes or other official document showing full board approval are also allowed.
- ONE 2021, 2022 or 2023 LA County Department of Arts and Culture OGP Funder Report from [SMU DataArts](#)

**Note: The OGP Funder Report (FR) and 990 will be compared. They must be for the same most recent fiscal year and demonstrate approximately (within 10%) the same total revenue for that year, e.g. 2022 990 (total revenue line) should match the OGP Funder Report FY 2021 end-year – “OGP Budget Size”. If you find the numbers do not match, you must edit and update your cultural data profile for that year.**

- ONE Federal Form 990, 990-EZ or 990-N for a tax year ending on or after December 31, 2021.
- ONE Financial Audit (Required for applicants with a budget of \$2,000,000 or more in OGP Funder Report.)
- ONE Arts Education Curriculum Sample (Required for Arts Education organizations and Arts Ed related projects.)

**For organizations with accumulated deficits greater than 20% in one or more years of the OGP Funder Report:**

- ONE copy of internal financial statements for the past **two years**.
- ONE copy of the Federal Form 990 for the year **preceding** the **most recent fiscal year**.
- ONE copy of the financial audit for the year **preceding** the **most recent fiscal year** (Required for applicants with a budget of \$2,000,000 or more in OGP Funder Report.)

**Optional supplemental items:**

- Promotional Materials. [Maximum of three (3)]
- Reviews/Letters of Recommendation [Maximum of three (3)]

## ACCESSING THE ONLINE GRANT APPLICATION

The OGP Application can only be accessed online at <https://apply-lacdac.smapply>. All organizations seeking OGP support must submit both an online OGP Application and all required supplemental materials in the [SurveyMonkey Apply](#) online grant portal.

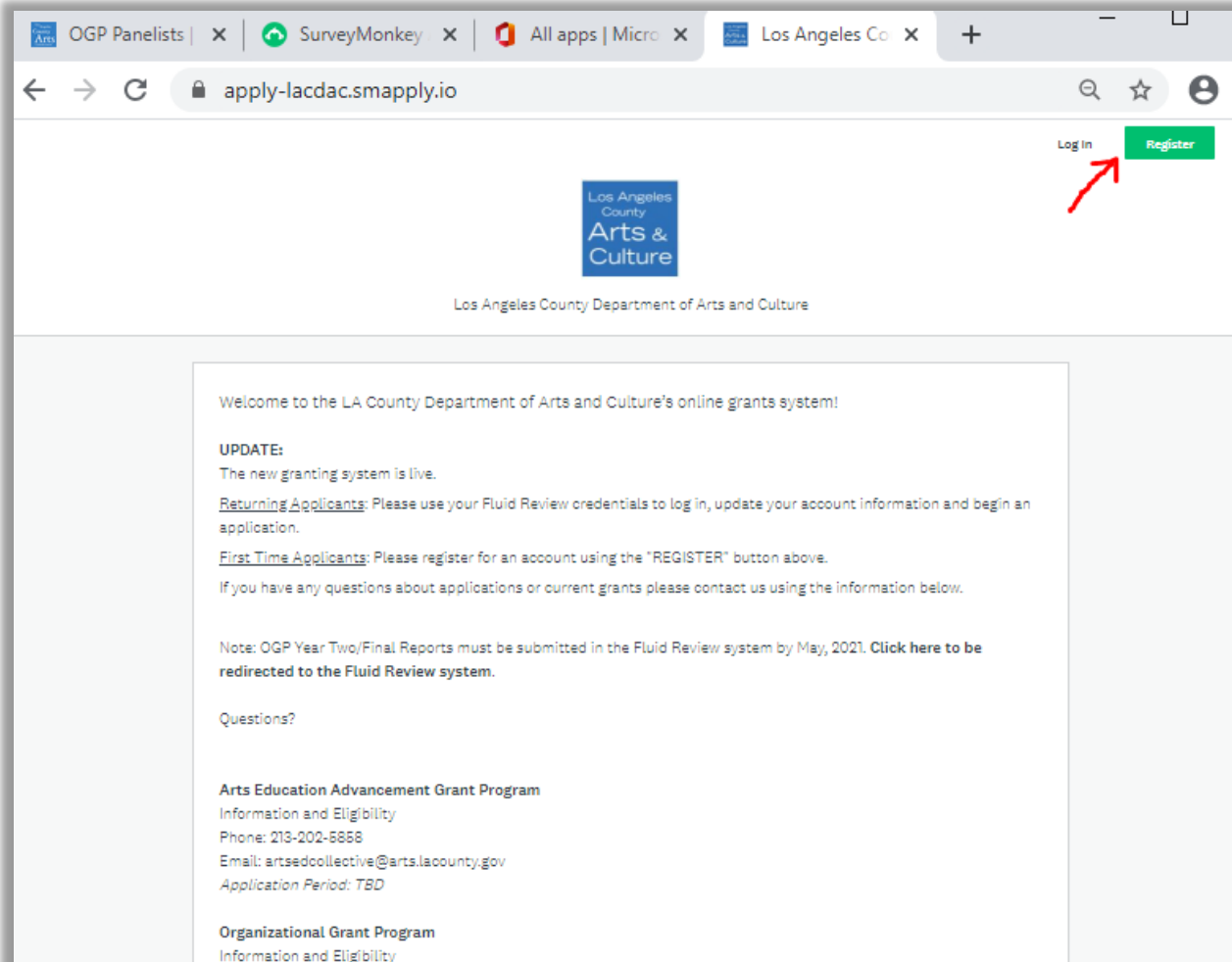
**REMINDERS:**

- The Department of Arts and Culture strongly recommends submitting the application **at least 5 days prior** to the deadline to allow ample time to troubleshoot and resolve any technical or system errors.
- Note: in *SurveyMonkey Apply* the term for a form or section of an application is “task.”

### LOGGING IN – NEW APPLICANTS

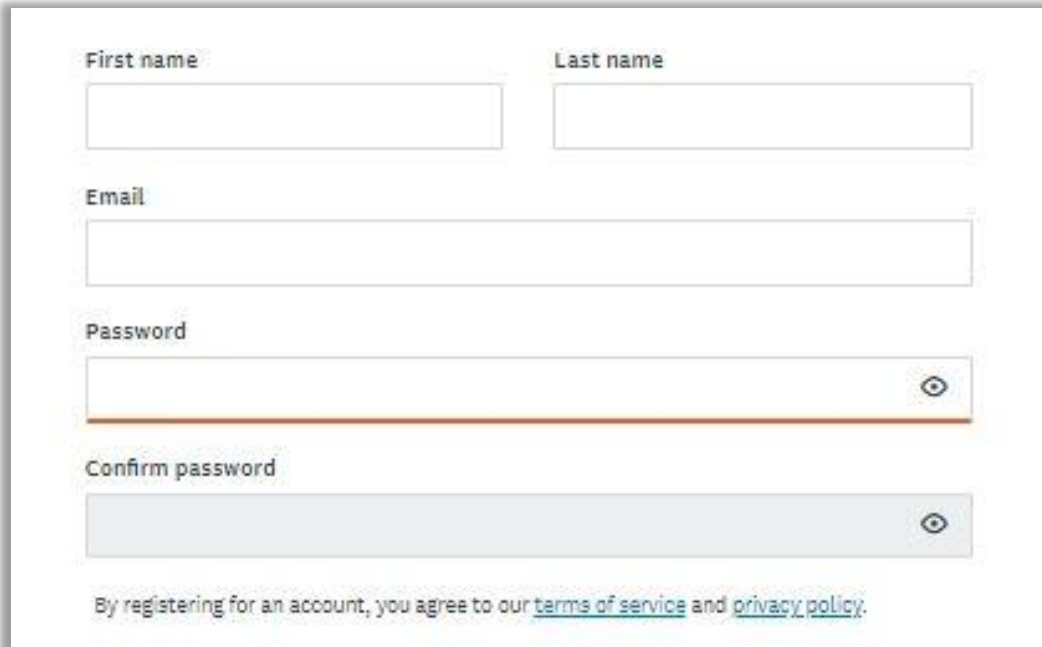
**REGISTRATION STEPS:**

1. [Register](#) for a **new** user account. After registering, log in to [SurveyMonkey Apply](#)



**TIP:** Only one email/user profile may be used per individual account. Make sure to record the username and password for future use (i.e. – grant reporting, if awarded).

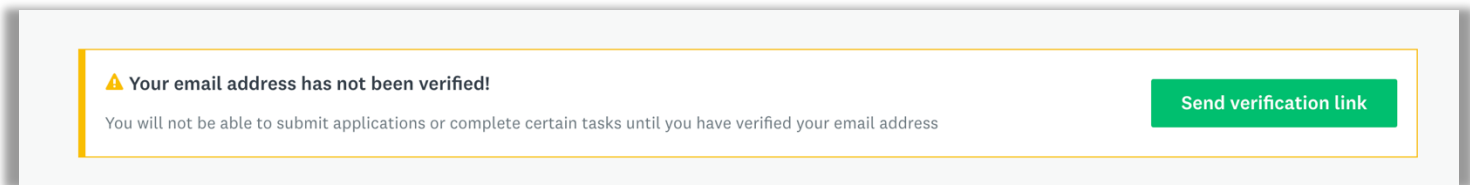
2. Complete the Name, Email and Password fields. Once finished, click [Create Account](#).



The registration form contains the following fields and elements:

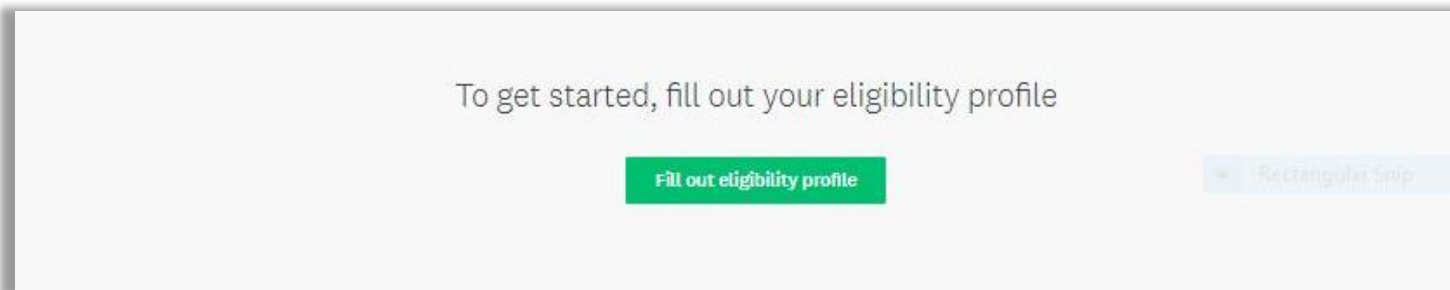
- First name**: Text input field.
- Last name**: Text input field.
- Email**: Text input field.
- Password**: Text input field with a visibility toggle icon (eye).
- Confirm password**: Text input field with a visibility toggle icon (eye).
- At the bottom, a line of text: "By registering for an account, you agree to our [terms of service](#) and [privacy policy](#)."

3. You'll receive an email titled "Welcome to Los Angeles County Department of Arts & Culture" from **noreply@mail.smapply.net**. The email includes a link to your applicant portal.
4. You will also receive an email asking you to verify your account. Please verify your account before you move forward. If you need another verification email, you can request another by clicking [Send verification link](#) (see below). Once you verify your account, that box will disappear.



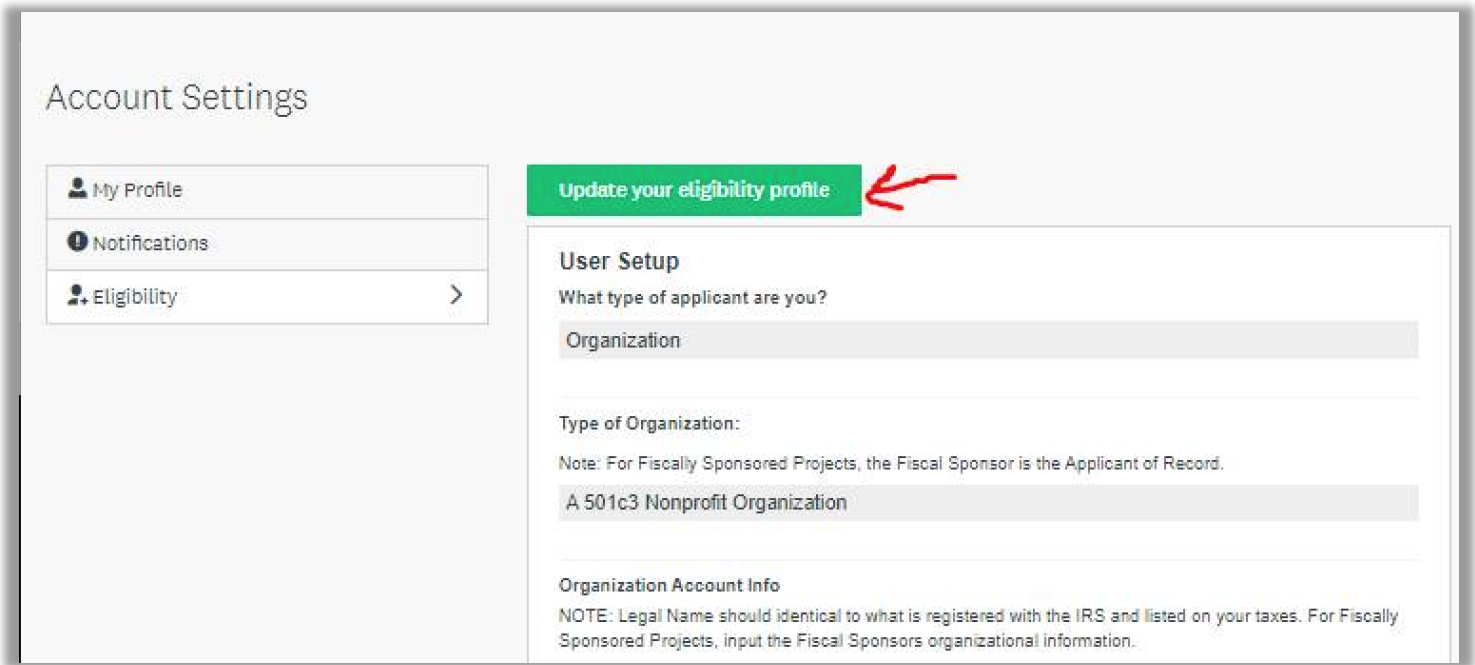
This block shows a warning message in a light gray box with a yellow border. On the left, there is a yellow triangle icon followed by the text "Your email address has not been verified!". Below this, a smaller line of text reads "You will not be able to submit applications or complete certain tasks until you have verified your email address". On the right side of the box, there is a green button with the text "Send verification link".

5. When you log in, you will see a prompt saying "View Programs." If you click on "View Programs" you will be taken to a new page where you will be prompted to "Fill out eligibility profile" (see below). You will not be able to see any of our program applications until you fill out this eligibility profile. Click "fill out your eligibility profile" to be taken to user set up. Note that the eligibility profile is a link to our User Setup form where you will provide details that will allow you to have access to the applications you are eligible for based on your answers.



The prompt consists of a light gray box with the text "To get started, fill out your eligibility profile" centered at the top. Below the text, there are two buttons: a prominent green button labeled "Fill out eligibility profile" and a smaller, light blue button labeled "Rectangular Soup" with a right-pointing arrow.

6. If you are a returning user beginning to use the SurveyMonkey Apply for the first time, you'll need to complete this eligibility profile/user setup by "updating" your eligibility profile.





### USER SETUP/ELIGIBILITY PROFILE – NEW APPLICANTS ONLY

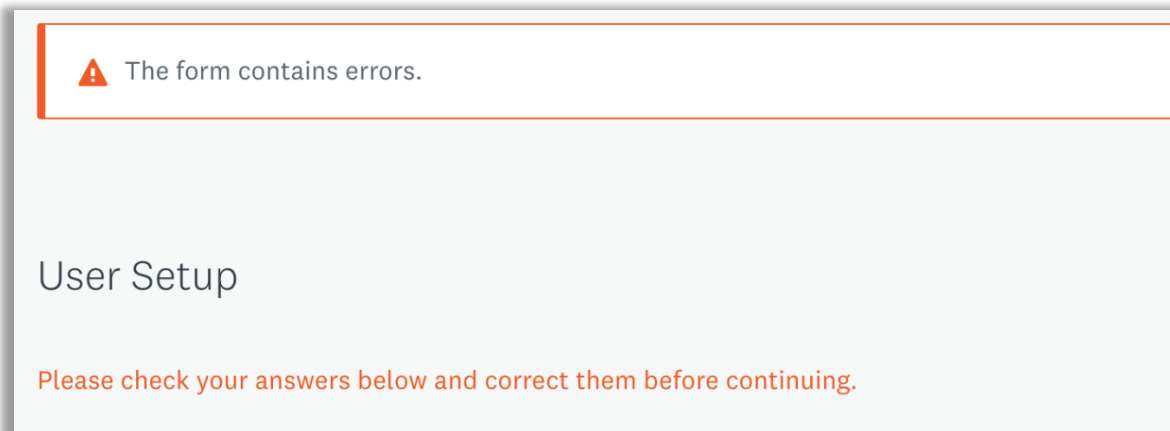
1. The first task once you have created your account as an individual, is to complete the user setup.  
**NOTE:** You must APPLY as an organization to be eligible for the Organizational Grant Program so provide details about your organization in the user setup to access the application.
2. Enter your FEIN number. Once submitted, you will be directed to a page with your organization FEIN, name, city, state, and country. Verify that the information is correct.
3. New applicants will not have data filled in the following County Vendor fields. Should you receive the award, you will be required to create an account with LA County Vendor Services [here](#). That information will be used to populate these fields at a later date.

County Vendor Name\*:  
County Vendor Number\*:  
LACAC CRM Name (internal use):

\*If your County vendor information has changed please contact the Arts and Culture staff.

To save and submit your information at a different time, click . This will save your progress. If there are any errors or information missing, you will see an error describing what is missing or pending in orange font.

4. If you prefer to leave this task, click . If you need to edit or change your FEIN number, click  in the dashboard next to this task.



5. After completing the Eligibility Profile, save by clicking [Save my profile](#). You will be redirected to the Programs list.

### LOGGING IN – RETURNING APPLICANTS

- Enter the username and password

**NOTE:** Passwords can be reset by clicking the *Forgot your password?* button. Contact grants staff if you have trouble or need to update the account and associate it with someone else.

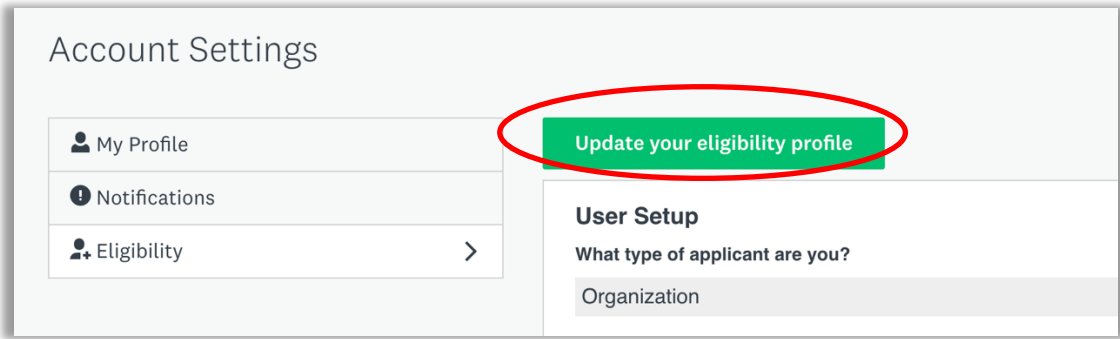
### EDITING USER SETUP/ELIGIBILITY PROFILE

Information entered into **USER SETUP** is auto-populated into identically named fields of the application.

**TIP:** Update the information in **USER SETUP IN THE ELIGIBILITY PROFILE** *before* beginning an OGP application.

### EDITING STEPS:

1. Find your name next to “Programs” and “My applications” in the black bar at the top of your dashboard. Click on your name and from the drop down click my account to be taken to “account settings.”
2. Click [Eligibility](#) and then [Update your eligibility profile](#) to update the user account and profile.



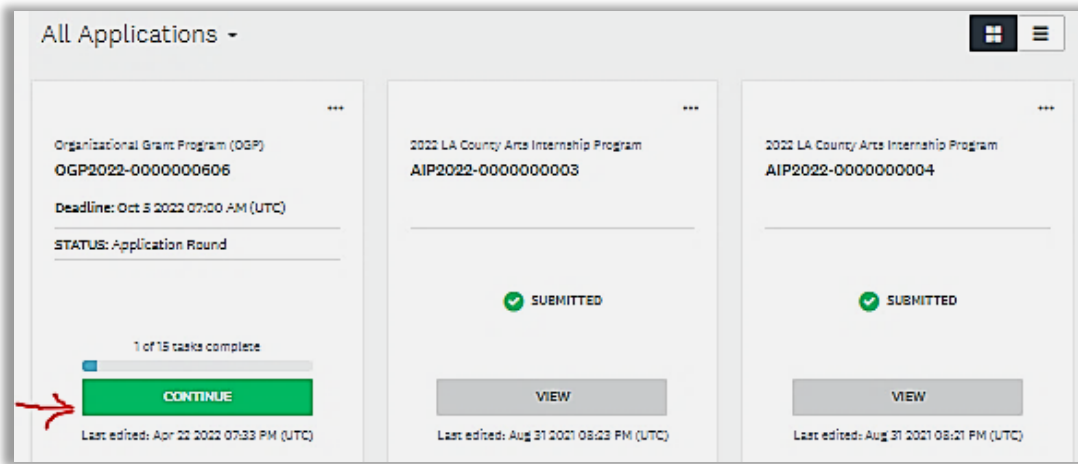
3. Review all fields in the **USER SETUP** and make updates to any fields that do not have current information.

A form titled 'Organization Account Info' with a note: 'NOTE: For Fiscally Sponsored Projects, Input the Fiscal Sponsors organizational information.' The form contains the following fields: Organization Legal Name, Popular Name or DSA (if different from legal name), FEIN Number, DUNS# (9 Digit) (More Info), Main Address 1, Main Address 2, City, State (dropdown), Zip Code, District where Main (Administrative/Office) is located (dropdown), Main Phone, Main Email-Optional (i.e. Info@Artmazing.org), Website (include http://), Primary Organizational Contact Name, Title, Phone, and Primary Organizational Contact E-mail. At the bottom left, it says 'Characters entered: 0 Min: 9 Max: 9'.A form titled 'Based on County Vendor Services Records'. It contains the following fields: County Vendor Name\*, County Vendor Number\*, and LACAC CRM Name (internal use). Below these is a note: '\*If your County vendor information has changed please contact the Arts and Culture staff.' Under the heading 'Optional Executive Director Info', there are three fields: Executive Director Name, Executive Director Phone, and Executive Director E-Mail. At the bottom right, there is a link 'I'll do this later' and a green button labeled 'Save my profile'.

**NOTE:** Department of Arts and Culture staff manages Vendor Account information in the SurveyMonkey Apply system. If the County vendor information displayed (i.e. Name or Number) is incorrect, notify Grants Staff via email at [grants@arts.lacounty.gov](mailto:grants@arts.lacounty.gov). To update any information in your Vendor Account, contact Vendor Relations directly: <http://isd.lacounty.gov/vendor-assistance/>

## ACCESSING THE APPLICATION – ALL USERS (NEW and RETURNING APPLICANTS)


- To open a new application, select “Programs” in the upper toolbar.
- Click the **MORE >** button to the right of “Organizational Grant Program”; click **APPLY** to begin the application. This will take you to the application’s list of tasks (forms). **You may complete the tasks in any order.**
- Once an application has been started, it will appear under the “My Applications” tab. To open an application, click the Continue button.



## GUIDE TO TASKS, BUTTONS AND PROMPTS

- To start a task, click the task name.
  - To go back to the task list page, click the **< Back to application** button at the top right of your task. *Changes will not be saved, unless the **SAVE & CONTINUE EDITING** button has been chosen.*
  - To submit a task, click the **MARK AS COMPLETE** button. This will take you back to the application task list page.
  - To save your progress on a task, click the **SAVE & CONTINUE EDITING** button. This will save your progress. Note: This button will redirect you back to the same form and show red errors where information is invalid or incomplete. To leave a form incomplete, you must click **< Back to application** which will take you back to the application task list page. The status on that task will show as incomplete.
  - To view a task that has been submitted, click the task name.
  - To edit a form that has been submitted, click the task name, then click **...** in the top right corner. Select Edit from the dropdown list.
  - To download a task, click the task name, then click **...** in the top right corner. Select Download from the dropdown list.
  - To download the entire application, go to the application task list. Click **...** in the top right corner. Select Download from the dropdown list.
  - To withdraw a submitted application, go to the application task list. Below the progress bar, click **Withdraw Application**. Submitted applications cannot be edited. Unsubmitting an application will allow you to make edits, however this is only possible prior to the application deadline.
  - To submit a document when prompted, optional or mandatory, click **Upload a file**, select your file and upload it.
- NOTE: The item is uploaded when you hit “SAVE & CONTINUE EDITING”.**

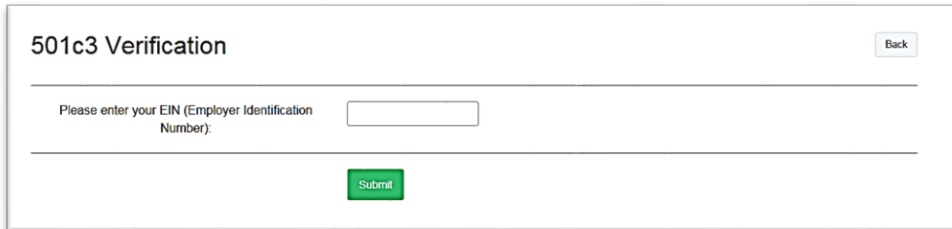



- If you would like to submit or change your file or item, click into the task, click  to the right of your original file or item. Select Delete from the dropdown list. Once the file has been deleted, repeat the steps to submit a document above.

## 0. 501(C)3 VERIFICATION

**NOTE:** Nonprofit 501(c)3 federal status is validated by the SurveyMonkey Apply system when applicants complete the task below. Applicants to the OGP program must complete this step to open an application.

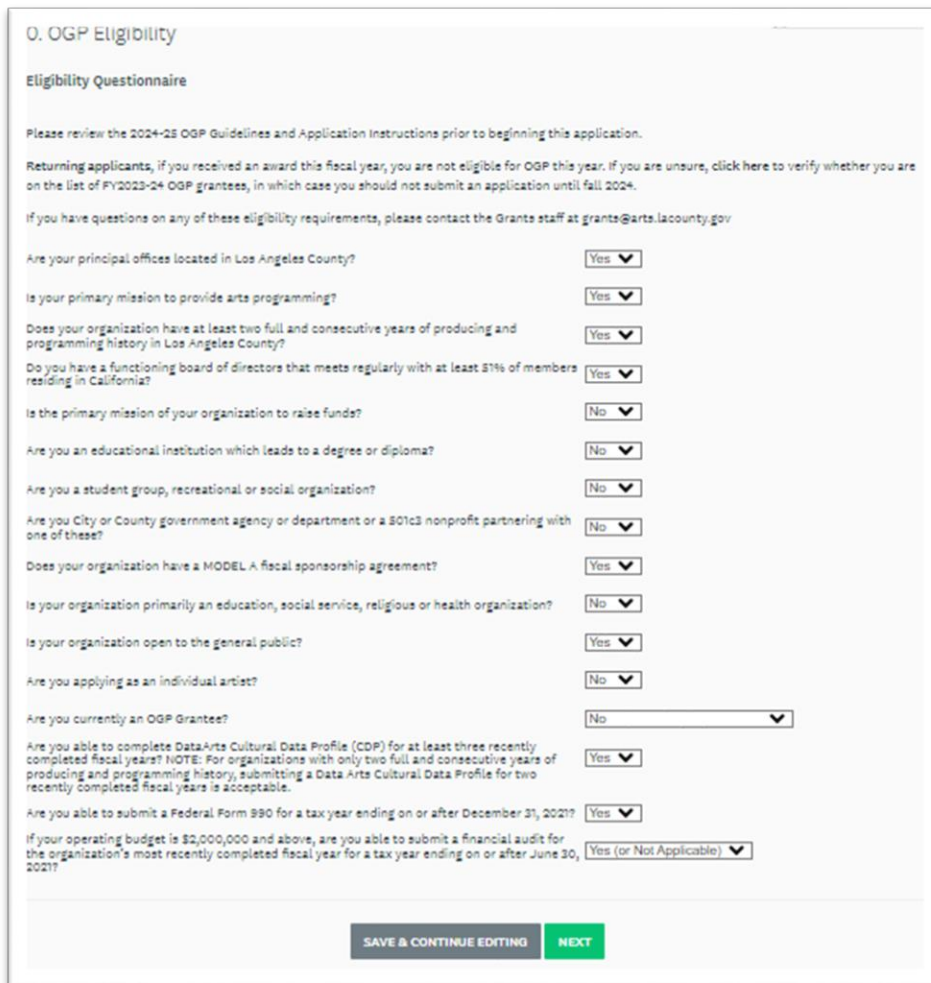
1. Once user setup has been completed, a new task will appear in the list of tasks on the dashboard:



Click  to begin the task called **501(c) 3 VERIFICATION** to begin.

## 1. ELIGIBILITY PAGE

- In this task, respond to each question with either “yes” or “no”, chosen from the dropdown menu next to each question. To do this, click the box and then click on your answer.



**0. OGP Eligibility**

**Eligibility Questionnaire**

Please review the 2024-25 OGP Guidelines and Application Instructions prior to beginning this application.

Returning applicants, if you received an award this fiscal year, you are not eligible for OGP this year. If you are unsure, click here to verify whether you are on the list of FY2023-24 OGP grantees, in which case you should not submit an application until fall 2024.

If you have questions on any of these eligibility requirements, please contact the Grants staff at [grants@arts.lacounty.gov](mailto:grants@arts.lacounty.gov)

Are your principal offices located in Los Angeles County?

Is your primary mission to provide arts programming?

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

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

Is the primary mission of your organization to raise funds?

Are you an educational institution which leads to a degree or diploma?

Are you a student group, recreational or social organization?

Are you City or County government agency or department or a 501c3 nonprofit partnering with one of these?

Does your organization have a MODEL A fiscal sponsorship agreement?

Is your organization primarily an education, social service, religious or health organization?

Is your organization open to the general public?

Are you applying as an individual artist?

Are you currently an OGP Grantee?


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.

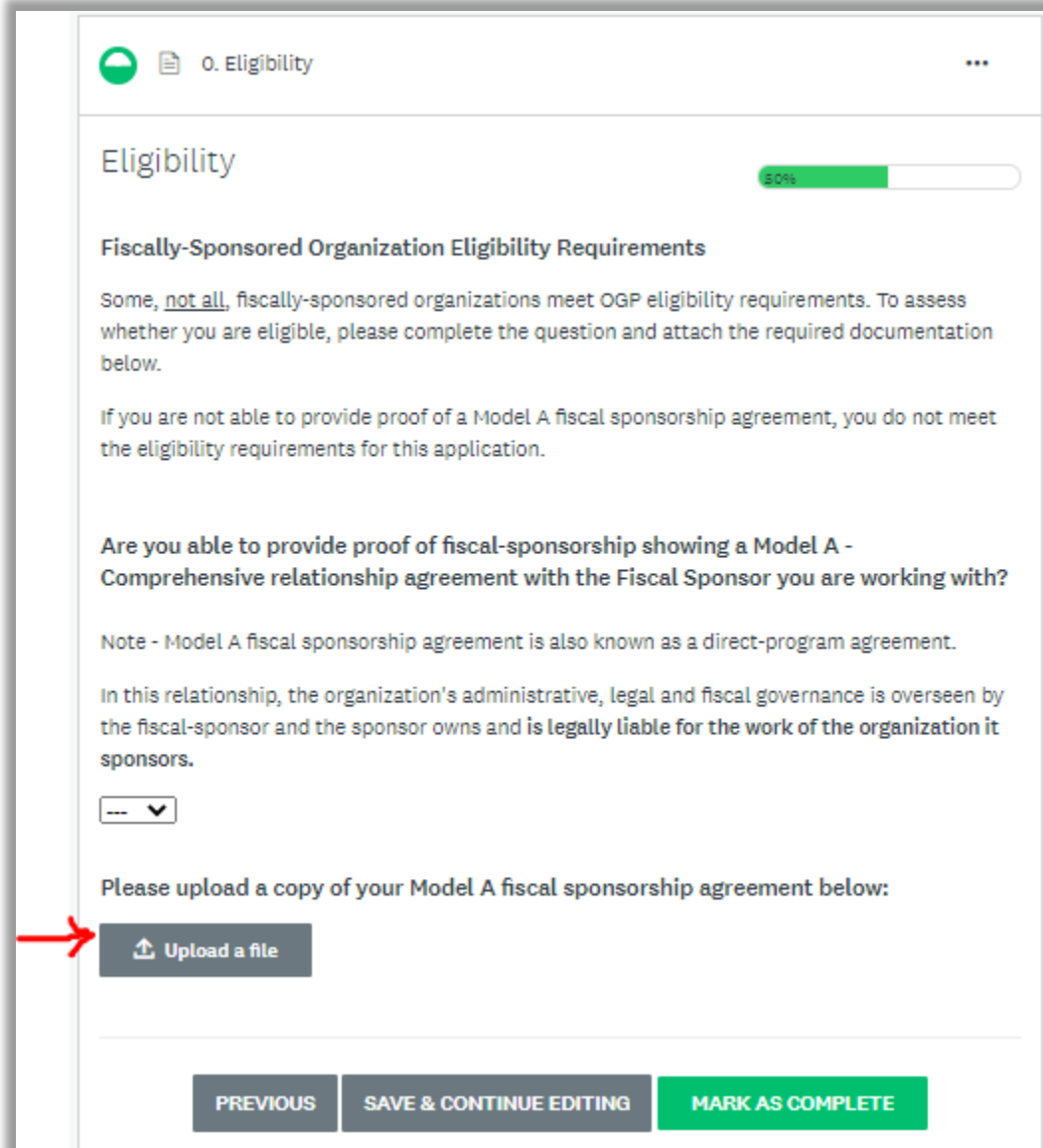
Are you able to submit a Federal Form 990 for a tax year ending on or after December 31, 2021?

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, 2021?

- Fiscally Sponsored Eligibility



- a. Respond to the question with either “yes” or “no”, chosen from the dropdown menu.  To do this, click the box and then click on your answer.
- b. Upload proof of Model A fiscal sponsorship by clicking the Upload a File button indicated below.



0. Eligibility

## Eligibility 50%

### 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?**


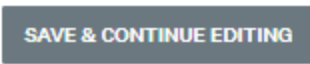

Note - Model A fiscal sponsorship agreement is also known as a direct-program agreement.

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:

## 2. OGP GRANT MAIN PAGE



- In this task, please fill out the appropriate information. You will notice that some fields have been prepopulated based on your **User Setup** details.
- Do not provide general phone numbers or e-mail addresses (i.e. info@...). Please provide direct contact information and phone numbers for applicable staff members.
- Please make sure phone numbers are typed in 10 digits with dashes and no parentheses. If there are extensions, put a dash in front of the extension as the prompt requests.

## 3. BUDGET AND PROJECT

**NOTE: THIS TASK IS NOT EDITABLE AFTER SAVING! TO EDIT YOU MUST DELETE THE TASK FROM THE DASHBOARD AND START AGAIN.**

**NOTE: IF YOU MAKE A CORRECTION TO YOUR BUDGET SIZE AFTER SAVING THIS FORM, YOU MUST MAKE SURE TO UPDATE PAGE 1 OF YOUR BUDGET TABLE FORMS AND RESAVE TO ENSURE YOUR BUDGETS ARE SHOWING THE UPDATED AMOUNT.**

### 1. Organizational Budget Size.

- a. Type in your budget size. This can be found in header, top left of page 1 of your LA County Department of Arts and Culture OGP Funder Report.
    - i. This number must be the same or close (within 10%) to the organization's budget size in the **most recently submitted Federal Form 990 (see "total revenue" line item)**.
    - ii. Organizations with budgets over \$2M should reference the most recently completed audit.
    - iii. See [OGP Guidelines](#): *Budget Size and Required Financial Forms* section for more information.
  - b. Once this is done, click .
  - c. If for some reason you need change this amount later, open "2. Budget and Project" for editing and click the  button at the BOTTOM of the page.
2. Maximum Grant Amount.
- a. Enter the request amount as it pertains to your grant project.
    - i. Note that the maximum request amount is calculated and listed above this field. This calculation is completed using the [Grants Calculator](#), also accessible on the Department of Arts and Culture website.
  - b. Choose the appropriate discipline and project category. Select the discipline that best reflects your organization's mission and programming.
    - i. Be advised: Discipline selection informs the peer panel in which an application is reviewed. In some cases, Department of Arts and Culture staff may transfer an application to a disciplinary panel other than the one selected to ensure appropriate panel review.
  - c. Give a brief project description. Complete the sentence, "The applicant requests funding from the Los Angeles County Department of Arts and Culture to support..." ensuring that the description **clearly** and **concisely** summarizes the specific purpose of the project. *Character limit 200*.
    - i. Examples of this statement are:
      1. ... to support cultural programming that is responsive to community needs.
      2. ... to support the continuation of a Free Friday admission program.
      3. ... to support teaching artist fees and rental costs for an ADA accessible space.
      4. ... to support artists and artistic director compensation

### 3. ORGANIZATIONAL NARRATIVE

**NOTE: \* The asterisk denotes LA County Municipal Arts Funders Common Questions.** To help organizations save time in the grant application process, common questions have been developed by the Arts Council for 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, Pasadena Cultural Affairs and Santa Monica Cultural Affairs Division. Applicants may paste the answers to these common questions on the application forms of any of these funders.

- In this task, you will be asked to describe your organization's mission, history and programming, planning and leadership, community/core audience and artistic engagement and quality.

This section of the application includes the following questions as a compliment to the Cultural Equity and Inclusion statement, policy or plan requirement. For additional details, please review the [OGP Guidelines](#).

**CULTURAL EQUITY AND INCLUSION INTERNAL EFFORTS:** Describe how the applicant addresses and is taking 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.

**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.

**CULTURAL EQUITY AND INCLUSION EXTERNAL EFFORTS:** Describe how the applicant addresses and is taking steps to integrate and reflect the values of cultural equity and inclusion externally via marketing, program partnerships, outreach, audience engagement or other strategies. Provide specific details highlighting progress or efforts made in the last two or more years.

**ARTISTIC ENGAGEMENT AND QUALITY:** This section focuses on how artistic decisions are made within your organization, how you define your artistic and cultural standards, and the types of artistic programming you have planned.

**ARTISTIC LEADERSHIP:** Briefly describe the background and experience of the artistic leader(s) within your organization.

### 3.1 CULTURAL EQUITY AND INCLUSION STATEMENT, POLICY, OR PLAN

**NOTE:** Panelists **will not** review the applicant's statements, policies or plans. Department of Arts and Culture grants staff will review to ensure that the documents have been submitted for compliance purposes as part of the staff audit of the application. **REMINDER:** The OGP budget category dictates whether a statement or policy and plan are required.

1. Indicate which document is submitted in the drop-down menu provided.
2. Upload a board adopted cultural equity and inclusion statement, policy and/or plan. NOTE: Combine documents into ONE file for upload and name the file accordingly:
  - ORGANIZATION NAME – CEI Statement
  - ORGANIZATION NAME – CEI Policy and Plan
3. Upload a dated board resolution, minutes, etc. demonstrating proof of the unanimous adoption of the statement, policy and/or plan.

**1** 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.

**2** Please upload the statement and/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

3

#### PROOF OF ADOPTION BY THE BOARD

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

## 4. PROJECT NARRATIVE

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**NOTE:** Organizations with an OGP budget size of under \$200,000 (OGP 1), *may opt to skip all but the evaluation question in this task and use the organizational narrative as the "proposed" project proposal if the application is for a sustainability purpose.* For example, sustaining a salary or continuing to support an ongoing series of programs, workshops, exhibits or events. Organizations who do not have an OGP 1 budget category and who are not submitting an application for a sustainability project, are **REQUIRED** to answer all questions in the *Project Narrative*.

- In this task, you will be asked to describe the project at depth and in detail.
- If Organizational Narrative has been completed, the brief project description will show in this section. Do not be alarmed if it is not, this just means that you have yet to fill out this question in the Organizational Narrative.

**TIP:** Responses should provide *Who, What, Where, Why, When* and *How* details. If your request is salary support for a current position, the project period must coincide with the grant period in **Year One (July 1, 2024 to June 30, 2025) and Year Two (July 1, 2025 to June 30, 2026).**

**TIP:** If requesting support to expand programming, include benchmarks or concrete outcomes to help measure program expansion (i.e. ticket sales, frequency of visitation, tools that collect audience zip codes and demographics, feedback on the quality of the performance, suggestions for future programming, etc.).

## 5. ARTS EDUCATION

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- In this task, you will be asked questions regarding arts education.

#### ARTS EDUCATION DEFINITIONS:

**Arts Education Organization** – An organization with a mission centered on providing opportunities for youth between the ages of 5-18 to increase their knowledge and skills in one or more arts disciplines. Examples include children’s theatres, youth choruses and dance schools.

**Arts Education Program/Activity** – The presentation of a sequence of activities or single activity that furthers children’s knowledge and skills in one or more arts disciplines. Examples include museum tours, an after-school theatre program, summer enrichment programs, weekend arts programming and workshops for youth.

**Arts Education Request** – Any OGP request that includes support for an arts education program or activity, including staff that supports arts education organizations or programs that takes place as part of children’s regular school day, in or out of the school campus. Examples include partial or full requests for teaching artists, transportation for students, teacher training, director of education (for any type of organization) or director of development for an arts education program.

**In-school programming** - Services delivered during part of children’s regular school day, in or out of the school campus. This could include services provided in classrooms, presentations dedicated to exposing students to an art form or discipline like theatre or visual art and/or field trips or museum tours, visiting artist experiences or artist residencies that occur during the school day. **A sample curriculum is required.**

**Out-of-school, extended learning or after-school programming** - This may include services provided in partnership with a school(s), intended for enrollees of respective school(s) but not provided during regular classroom hours. **A sample curriculum is not required for this type of programming.**

**Community-based programming** - Services provided to children/youth and/or their families outside of school property, and not in partnership with any particular educational institution. **A sample curriculum is not required for this type of programming.**

**Culturally Relevant, Responsive, and Sustaining Instruction**

Asset-based teaching practices that view diversity in thought, culture, and traits as strengths. Instruction is designed to accept and affirm the backgrounds of students of color (Culturally Relevant); connect to students’ cultural knowledge, prior experiences, and frames of reference (Culturally Responsive); and sustain cultural ways of being in communities of color while supporting students to critique dominant power structures in society (Culturally Sustaining). This definition is from [Los Angeles County’s New Regional Blueprint for Arts Education](#), released in 2020.

➤ Check yes or no for the first two questions.

- **Does the applicant serve children or youth (ages 5-18) through its MAIN PROGRAM/GENERAL ACTIVITIES?**
  - "General activities" includes performances, exhibitions, and or festivals intended for a general audience.
- **Does the applicant serve children or youth (ages 5-18) through its EDUCATIONAL ACTIVITIES?**
  - "Educational activities" includes those specifically intended for youth *in and out of school time*.

➤ Fill out the table indicating the number of youth served by your organization.

- Enter the number of children served in the most recent two years; indicate whether figure is “Actual” or “Estimated.” IF your organization **DOES NOT** serve youth, leave all fields blank.

	Number of Children/Youth Served	Actual/Estimate
2022		
2023		

➤ Answer yes or no to the following three questions in this task:


- Is the applicant an Arts Education organization?
- Is the applicant requesting funds for an arts education-related project?
- Is the applicant requesting funds for a school-based/school-sponsored arts education program or project?

➤ If you answer **YES** to any of the three questions above, responses to the following questions are required **regardless of your chosen discipline.**

- Which of the following best describes the type of arts education programming, which you are requesting support for? (Check all that apply):
  - In-school programming
  - Out-of-school, extended learning or after-school programming
  - Community-based programming
- 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?
- 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.
- Briefly describe the financial investment you are receiving from the school(s) or district to produce the program/project.

**ARTS EDUCATION CURRICULUM SAMPLE**

**IMPORTANT NOTE:** Required for Arts Education Organizations and Arts Education-Related Projects Defined as In-School.

- 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.
- Click  to upload.
- Briefly describe your approach to developing curriculum and content for youth to ensure its quality. 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.


## 6. PROJECT REVENUE

**Grant Period – Year One: July 1, 2024 to June 30, 2025 and Year Two: July 1, 2025 to June 30, 2026**

➤ In this task, you will be asked to describe the income/revenue sources specific to the Project.

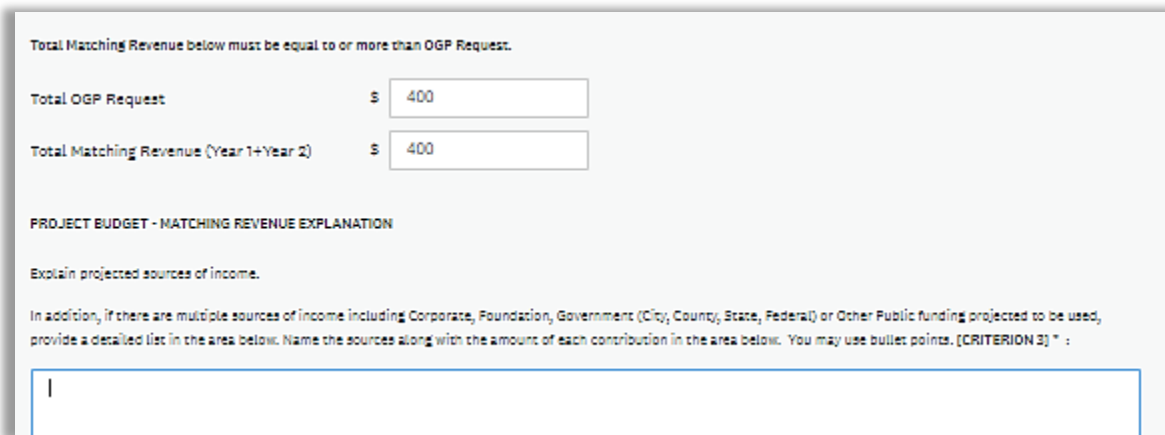
**NOTE:** Grant years are combined into one on this page of the application.

**FORMATTING:** Do not use dollar signs (\$) or commas (,) in the budget tables.

- Read the instructions on the first page. Once done, click .
- In the first box “Total OGP Request” populate based on the full Grant Request Amount from Task 2: *Budget and Project*.
- In the Revenue Sources section, enter *Total Matching Revenue* for both years. Include anticipated and confirmed sources of funding for the two-year grant period, i.e. earned revenue, sponsorships, contributions, etc.
  - Total match amount must be equal (1:1) or greater than the *Total OGP Request Amount*.

**NOTE:** Only list income that is specific to the proposal. Do not enter the Full Annual Budget for the organization. In-Kind income **cannot** be used as matching funds.

➤ The totals will be validated. If requirements are met, meaning that *Total Matching Revenue* is at least equal or greater than the *Total OGP Request*, the table should look like this:



The screenshot shows a form with the following content:

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

Total OGP Request	\$	<input type="text" value="400"/>
Total Matching Revenue (Year 1+Year 2)	\$	<input type="text" value="400"/>

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 the sources along with the amount of each contribution in the area below. You may use bullet points. [CRITERION 3] \* :

- Once totals are complete, provide a brief summary of the anticipated sources of revenue to be used to match each dollar of the grant award.

**NOTE:** Options for Matching Revenue sources are listed below.

**MATCHING REVENUE – EXPLANATION – Highly recommended to provide a breakdown of income sources.**

- Use the *Matching Revenue Explanation* section to provide details on your listed sources of financial support.
  - Explain, clarify and detail sources of income. In addition, if there are multiple sources of income in the Corporate, Foundation, Government (City, County, State, Federal) or Other Public income categories, name the sources along with the amount of each contribution. This is also an area to explain any oddities.

## PROJECT REVENUE SOURCES:



- 
- 1. Admissions:** How much income will the applicant earn as a result of visitation? This refers specifically to museums, galleries or any organization charging an entrance fee.
  - 2. Ticket Sales:** How much income will the applicant earn as a result of all ticket sales for performances, presentations, or special exhibitions, etc.? Do not include workshops or lectures. Subscription income should not be entered here, but on Line 12 of this section.
  - 3. Tuitions:** How much income will the applicant earn from payments for multi-session classes or semester-long courses offered by the applicant? Do not include one-time workshops, lectures, or lecture series.
  - 4. Workshop & Lecture Fees:** How much income will the applicant earn as a result of one-time events such as workshops, lectures, a lecture series, etc.?
  - 5. Touring Fees:** How much income will the applicant earn as a result of public or private performances, exhibitions or other presentations offered away from the applicant's usual presentation venue?
  - 6. Special Events - Other:** How much income will the applicant earn from events held for any purpose other than fundraising?
  - 7. Gift Shop/Merchandise Sales:** How much will the applicant earn as a result of gift shop sales? This includes sales at any location. If the applicant runs its own food or catering services, include any income from these services in this line. If the applicant receives a commission on food related sales operated at the applicant's venue by an outside vendor, record that income on Line 9.
  - 8. Gallery Sales:** How much income will the applicant earn from the sale of items in the applicant's gallery?
  - 9. Food Sales/Concession Income:** How much will the applicant earn in concession commission fees as a result of restaurant and/or catering or food sales?
  - 10. Parking Concessions:** How much will the applicant earn from parking fees generated by a lot or garage owned or leased by the applicant?
  - 11. Membership Dues/Fees:** How much income will the applicant earn from the collection of membership dues or fees? Include donations which will be made in return for benefits such as free admission, discounts and invitations to special events.
  - 12. Subscriptions:** How much income will the applicant earn from sales of tickets purchased via a subscription offering to a series of events during a performance season?
  - 13. Contracted Services/Performance Fees:** How much income will the applicant earn from any services it performs under contract to another? Do not include fees earned from touring exhibits, performances or presentations reported above in Line 5.
  - 14. Rental Income - Program Use:** How much income will the applicant receive for renting out space for on-site events for arts and culture activity? Do not include rental expenses such as interest and depreciation.
  - 15. Rental Income - Non-Program Use:** How much income will the applicant receive for renting out space for on-site events for use other than arts and culture activity? Do not include any rental expenses such as interest and depreciation.
  - 16. Advertising Income:** How much income will the applicant earn from the sale of advertising space in publications or other advertising opportunities offered by the applicant?
  - 17. Sponsorship Income:** How much income will the applicant receive from a corporation or other organization to be used in exchange for use of the corporation's name or logo on printed materials or other agreed upon exchanges or promotions? Do not include any amounts entered on Line 21, Corporate Contributions.
  - 18. Other Earned Income:** Will the applicant receive any additional earned income?
  - Subtotal Earned Income:** This will automatically calculate the total earned income, Section A.
  - 19. Trustee/Board Contributions:** How much will the applicant receive in donations from board members, trustees, or advisors? Include all board contributions whether required by the applicant's by-laws or not.
  - 20. Individual Contributions:** How much will the applicant receive in donations from individuals who are not board members, trustees, or advisors? Do not include any membership income reported in Line 11.
  - 21. Corporate Contributions\*\*:** How much will the applicant receive in donations from corporations, including grants and funds received from a friends group associated with the applicant or any matching gifts? Do not include any sponsorship income entered on Line 17 above.
  - 22. Foundation Contributions\*\*:** How much will the applicant receive in donations, whether temporarily restricted or unrestricted, from a charitable foundation? Include contributions from foundations associated with corporations in this line if they are accounted for this way in the applicant's audit or internal financial reports.
  - 23. Government - City\*\*:** If the applicant receives multiple sources of income please provide a detailed list.
  - 24. Government - County\*\*:** Enter other county sources of revenue outside of the OGP request. If the applicant receives multiple sources of income, please provide a detailed list.
  - 25. Government - State\*\*:** If the applicant receives multiple sources of income please provide a detailed list.
  - 26. Government - Federal\*\*:** If the applicant receives multiple sources of income please provide a detailed list.
  - 27. Special Events - Fundraising:** How much income will the applicant receive from events held specifically for fundraising purposes?
  - 28. Other Public Income:** What is the total amount in donations that will be received by the applicant that do not fall into the categories listed above?

**29. Parent Organization Income:** If the applicant, department, or ongoing program is a part of or subsidiary of a larger such as a university, enter any monetary income the applicant will receive from that parent on this line. This income may be in the form of a cash transfer or a budget line item.

**30. In-kind Contributions:** What is the monetary value of contributions given to the applicant in the form of goods, services, land, buildings or use of space? Examples of In-Kind income would be the value of a donated computer, the value of free brochure printing services, or the value of the rent on a donated space used by the applicant. To determine whether an item should be counted as in-kind income, consult with a financial person or auditor.

\*\*For Corporate, Foundation and Government, if there are multiple sources of income in each category, provide a detailed list of income sources and dollar amount of each contribution.

## 7. PROJECT EXPENSES

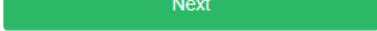
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**Grant Period – Year One: July 1, 2024 to June 30, 2025 and Year Two: July 1, 2025 to June 30, 2026**

➤ In this task, list the projected expenses specific to the project.

**NOTE:** There are two tables in this section of the application. Budget tables are separated by grant year in separate budget tables on two pages of the application.

**FORMATTING:** Do not use dollar signs (\$) or commas (,) or percent signs (%) in the budget tables.

- Read the instructions on the first page, once done click .
- On the second page, enter requested OGP amount in the first column, designating how funds are expected to be spent.
  - Next, enter how matching funds are expected to be spent during the proposed project. Only list expenses that are specific to the project.

**REMINDER:** OGP Funds cannot be used for Catering & Hospitality, Lodging & Meals or Travel expenses

**TIP:** Matching Funds **do not need to match OGP Request** column **line items category-by-category**. Final total matching fund amount must be equal (1:1) or greater than the OGP request amount, per year. For example, an organization may expend a request on artistic support and match this expenditure with administrative support for the same project.


➤ **Totals will be automatically calculated and validated. Keep the following in mind as you complete the tables:**

- Enter the projected expenses for your proposed project during the grant period. Only list expenses specific to the proposal and grant cycle (July 1, 2024-June 30, 2026).
- State how HALF the OGP request and the matching amount will be expended in each column.
- 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.

	% of Expenditure for Year 1	% of Expenditure for Year 2	Notes
Administrative Salaries, Fees/Fringe	<input type="text"/>	<input type="text"/>	<input type="text"/>
Artistic Salaries/Fees/Fringe	<input type="text"/>	<input type="text"/>	<input type="text"/>
Artist Commission Fees	<input type="text"/>	<input type="text"/>	<input type="text"/>
Artists/Performers-Non Salaried	<input type="text"/>	<input type="text"/>	<input type="text"/>
Professional Fees	<input type="text"/>	<input type="text"/>	<input type="text"/>
Advertising/Marketing/PR	<input type="text"/>	<input type="text"/>	<input type="text"/>
Operational Costs (rent, supplies, utilities, insurance, accounting, etc)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fundraising Professionals	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fundraising Other Expenses	<input type="text"/>	<input type="text"/>	<input type="text"/>
Professional Development	<input type="text"/>	<input type="text"/>	<input type="text"/>
PD - Conferences/Meetings	<input type="text"/>	<input type="text"/>	<input type="text"/>
Production/Exhibition Costs	<input type="text"/>	<input type="text"/>	<input type="text"/>
Programs-Other	<input type="text"/>	<input type="text"/>	<input type="text"/>
Touring	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other Expenses**	<input type="text"/>	<input type="text"/>	<input type="text"/>
TOTAL % (should sum up to 100 in each column)	<input type="text"/>	<input type="text"/>	<input type="text"/>

## PROJECT BUDGET EXPENSES – EXPLANATION – *Highly recommended to provide a breakdown of income sources.*

**TIP:** Budget notes inform panelists about how applicants will implement a project. Therefore, the absence of notes is often negatively noted in panels. Use the budget notes to fully explain how project funds will be used. Reference the item name and number in the explanation. Expenses can be explained in a narrative format.

- Use the Project Budget Expense Explanations section to explain, clarify and detail the type, frequency and breakdown of expenses. Also provide details on how the expenses will change from Year 1 to Year 2 if applicable.
- Provide a detailed list of all expenses entered in Section G. “Other\*\*\*” category.
- Clarify any oddities or items that would benefit from additional clarity.
- Once done, click 

## 8. STAFF

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- In this task, provide short biographies of key organization staff and/or artists. Begin with the organization’s leadership (i.e. Artistic Director, Executive Director, Managing Director).

**TIP:** For key project staff and/or artists, emphasize experience in areas of direct relevance to the proposed project. 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.

## 9. FINANCIAL REQUIREMENTS

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- In this task, upload all required financial documents: the OGP Funder Report and Federal Tax forms (990/990-EZ/990-N). A financial audit is required for all organizations with budgets of \$2 million or more, as noted in the OGP Funder Report. Additional financial documents are required for organizations with an accumulated deficit of 20% or more in two or more years.

**IMPORTANT:** If the OGP Funder Report from the [SMU DataArts site](#) is not attached with the application, the application will be considered incomplete and will be disqualified.

### SMU DATA ARTS REQUIREMENTS

The OGP Funder Report must report on three sequential fiscal years, for example: “FY 2023, 2022, 2021” or “FY 2022, 2021, 2020” or “FY 2021, 2020, 2019. Submitting an OGP Funder Report for a fiscal year earlier than 2021 will not be accepted. Reference [OGP Guidelines](#) for additional details on how to complete a Data Arts Data Profile and download an LA County Department of Arts and Culture OGP Funder Report.

- **Balance Sheet - All applicants (except for organizations with a budget of \$50,000 or less or whom work under a parent organization) must complete/provide information in Section 8 of Data Arts Cultural Profile.** In past years, unaudited organizations were not required to complete this section; however, this is now a requirement of **all** OGP applicants. Please be sure to allow extra time to complete this section.

### OGP FUNDER REPORT EXPLANATIONS

- Describe any significant financial or other variances reflected in the OGP Funder Report.

**NOTE:** Applicants are **required to explain variances of 10% or more in both income and expense line items.**

**TIP:** Applicants are strongly encouraged to explain any other significant variances (*deficit or surplus*), plans to retire a deficit, or to use a surplus. Panelists utilize budget explanations to fully understand a project and organizational management history. For the purposes of this application, the OGP Funder Report explanations provide insight into an organization’s budget along in tandem with other financial information. Unexplained budget variances may result in poor reviews or scores.

### 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.

## 10. OGP ARTISTIC DOCUMENTATION + SUPPORT MATERIALS

- In this task, you will upload artistic samples and optional support materials.
- You may submit materials via hyperlink or as an attachment. *Do not place hyperlinks in a separate document and then upload.* Two samples are recommended.

For specific information about required artistic documentation and supplemental material, please open a new tab to review the [OGP Guidelines](#).

**NOTE:** Failure to provide required documentation will deem an application incomplete and therefore ineligible. Please allow ample time to upload all required materials.

### UPLOADING ARTISTIC DOCUMENTATION

1. Select the number of artistic uploads and the type of samples to be uploaded.
2. In the text box below each submission, briefly describe the artistic sample and explain the relationship of the artistic sample to the application. Descriptions of the 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). If applicable, include the passwords for uploaded artistic documentation in the Description text section for the corresponding sample.
3. If you selected to submit a hyperlink, a text box will appear to input the hyperlink. If you selected to upload an attachment, the upload box will allow you to browse your documents and select the file to be submitted.

How many artistic samples are you including?

1

- One
- Two

Clear

Sample A

2

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

Clear

Link - Sample A

format: <http://www.URL.com>

3

Upload Attachment - Sample A

 Upload a file

## NAMING CONVENTIONS

UPLOADED FILES should be named accordingly:	Organization Name.Video Organization Name.PPT Organization Name.OGP Funder Report
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**NOTE:** Please be sure the organization's name is clearly visible on documents included as Artistic Documentation/ Supplemental Material, i.e. in the header or footer.

## STANDARDS FOR ARTISTIC DOCUMENTATION

<b>FILE TYPES</b> - The system accepts the following file extensions:	jpg, jpeg, gif, bmp, png, tif, mov, mp4, wmv, doc, docx, txt, xls, xlsx, pps, ppt, pptx, pdf, aac, mp3, wav, wma. <b>NOTE: Each item should be less than 256MB.</b> <b>NOTE: HEIC files are not accepted for artistic samples!</b>
<b>VIDEO SAMPLES</b>	Provide links to a hosted video site i.e. YouTube or Vimeo Samples should be no longer than 5 minutes, you must edit the video content if the sample link does not meet this requirement.
<b>IMAGE SAMPLES</b> - Submit as a slideshow in a PowerPoint (PPT) or PDF file.	No more than 10 images in a sample No more than one image per slide Include a title, artist(s) name and date in the description

## OPTIONAL SUPPLEMENTAL MATERIALS

No more than three (3) pieces of promotional materials and reviews/letters of recommendation may be submitted via electronic upload as one PDF document.

## MAILING 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

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- In this task, provide a list of the applicant organization's board of directors beginning with board officers (President, Vice President, Secretary, and Treasurer) listed in first four rows. You may upload an additional attachment to accommodate more board members.

**TIP:** Complete ALL columns for each board member. Leaving sections blank reflects negatively on the application and organizational management of the organization. If necessary, you may upload an additional attachment to accommodate additional board members.

- Answer the following questions in this task:
  - Do board members have term limits? (Yes or No)
  - Please describe the ways your board members provide leadership and support to the organization in ways other than monetary
  - How often does the board meet on an annual basis? Number of times per year.
  - Does the board have a give or get policy? (Yes or No)
  - Please select all of the statements below that describe your organizational leadership (Executive Director/CEO/Managing Director) and Board of Directors (If applicable) (check box):
    - 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.

# 12. FINALIZING YOUR APPLICATION

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- In this task, finalize and certify application submission.
  - Provide the Name and Title of the authorized official of both the organization and if applicable the fiscal sponsor when submitting the application. 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, the authorized individual certifies that they have reviewed the content of the application and certifies that the information contained in the application is true and correct to the best of their knowledge.

- Check the “I Certify” box to certify.

## 13. SUBMITTING YOUR APPLICATION

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- Once You Have Completed all Tasks, you may click “**Submit**” in the dashboard.
- After submitting, review the full application including artistic samples, make sure the submission is truly complete including all attachments correctly uploaded and links all working.
- **The final step** is to save a copy for your records. You will need it to complete a grant contract and grant requirements.

If you have any questions, contact grants staff (213) 202-5858 or by email at [grants@arts.lacounty.gov](mailto:grants@arts.lacounty.gov).