2024-25 Organizational Grant Program Application Workshop

Download program guidelines, sample application and instructions at: https://www.lacountyarts.org/how-to-apply-to-OGP

Online application: https://www.apply-lacdac.smapply.io

@LACountyArts
#OGPArtsFunding
LA County Land Acknowledgment

The County of Los Angeles recognizes that we occupy land originally and still inhabited and cared for by the Tongva, Tataviam, Serrano, Kizh, and Chumash Peoples. We honor and pay respect to their elders and descendants past, present, and emerging as they continue their stewardship of these lands and waters. We acknowledge that settler colonization resulted in land seizure, disease, subjugation, slavery, relocation, broken promises, genocide, and multigenerational trauma. This acknowledgment demonstrates our responsibility and commitment to truth, healing, and reconciliation and to elevating the stories, culture, and community of the original inhabitants of Los Angeles County. We are grateful to have the opportunity to live and work on these ancestral lands. We are dedicated to growing and sustaining relationships with Native peoples and local tribal governments, including (in no particular order) the

- Fernandeño Tataviam Band of Mission Indians
- Gabrielino Tongva Indians of California Tribal Council
- Gabrieleno/Tongva San Gabriel Band of Mission Indians
- Gabrieleño Band of Mission Indians - Kizh Nation
- San Manuel Band of Mission Indians
- San Fernando Band of Mission Indians

To learn more about the First Peoples of Los Angeles County, please visit the Los Angeles City/County Native American Indian Commission website at lanaic.lacounty.gov.
OGP provides financial support to assist and strengthen nonprofit arts organizations who provide quality arts programs and enrich the lives of Los Angeles County residents.

- Two-year grants
- Project based funding
- Reimbursement
- Cash match required
OGP Eligibility Requirements

• Tax exempt status 501(c)(3) OR fiscally-sponsored with a comprehensive (Model A) agreement, sponsor located in CA.
• Principal offices in LA County
• Primary mission to provide arts programming
• 50%+ of organization’s budget is dedicated to arts programming and activities.
• Functioning Board of Directors
• At least two years of programming during 2021-23 (virtual is ok).
Not eligible to apply

• Primary mission to raise funds
• Educational institutions (such as universities, schools, etc.)
• Individual artists
• City or County Departments, Agencies & their 501(c)(3) partners.
• Using fiscal sponsors (if agreement is not Model A, i.e. Model C or other)
• Social service, religious or welfare
• Not open to the public
• Deficit of 20% for two years*

*Temporarily suspended until FY2025-26)
What’s New in the OGP Guidelines?

Guidelines have been updated for further clarity and to address the needs of the field at this time

1. **General updates for all applicants:**
   - Orgs providing virtual programming are eligible. Programming must have occurred over the last two (2) most recent consecutive years from 2021-23.

   - Organizations are eligible even if they have experienced an accumulated deficit over the last two (2) consecutive years of 20% or more. This is a temporary change until the FY 2025-26 application cycle due to the COVID-19 pandemic.

   - Financial paperwork must align with the submitted OGP Funder Report. There should be no more than a 10% variance between the revenue line on the submitted Federal tax Form 990 and the “OGP Budget Size” on the OGP Funder Report in the application.

2. **Updates specific to Fiscal Sponsors:**
   - Fiscal sponsors must be located in and show main address or headquarters is located in California on the submitted 990 tax form.
Preparing to Apply - Checklist

1- SMU DataArts Profiles + Financials

- Completed Cultural Data Profiles for the last three recently completed fiscal years
- Downloaded DataArts OGP Funder Report
- Copy of Federal Form 990, 990-EZ (or –N) for the organization’s most recently completed fiscal year (fiscally sponsored also need internal financials)
- Completed financial audit (only for organizations of budgets $2M + up)

2- CEII Statement, Policy or Plan

- Board-adopted statement, policy or plan regarding the cultural equity and inclusion initiative
- Proof of board adoption

3- Artistic Documentation

- Video, PowerPoint, Audio, Published Materials and/or Images of Work
Preparing to Apply - Checklist

4 - Other Supplemental Documentation (if applicable)

- Arts Education Curriculum Sample*
- Letters of Recommendation
- Reviews
- Optional: Marketing Materials

* Required for certain Arts Education proposals.
1. Fill out DataArts Cultural Data Profile (CDP) at culturaldata.org
2. Download and attach the **OGP Funder Report** from DataArts
3. Attach the 990 for *most recently completed* fiscal year
4. Fiscally-sponsored provide internal financials.
5. Obtain the most recent financial audit **ONLY** for organizations of budgets $2 million+
OGP Categories by Budget Size

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Budget Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>OGP 1</td>
<td>Up to $199,999</td>
</tr>
<tr>
<td>OGP 2</td>
<td>$200,000 - $999,999</td>
</tr>
<tr>
<td>OGP 3</td>
<td>$1,000,000 - $14,999,999</td>
</tr>
<tr>
<td>OGP 4</td>
<td>$15,000,000+</td>
</tr>
</tbody>
</table>

• All applicants fall under one of four budget categories.

• Request amount is a percentage of the most recent annual budget based on your OGP Funder Report.

• Essentially, the larger the budget the larger the request amount with the maximum request being $250,000 (budgets of $40M+).

• As of FY2020-21 the request amount formula has been updated to better align with our OGP vision and values.
What should my funding request be?

https://www.lacountyarts.org/OGPGrantRequestCalculator

• Requesting the maximum amount is recommended.

• Grantees will not receive 100% of the amount requested.

• In FY 23/24 awardees received 42% of allowable request
Getting Started: What is my budget size?

OGP Budget Size is the number in red font on page 1 of your OGP Funder Report. THIS is the answer to the question -- “Budget Size for the Most Recent Fiscal Year” in the Application. Don’t use your 990 to answer this question.
The Cultural Data Profile

The Cultural Data Profile (CDP) is our flagship service that has become an indispensable national resource for data collection, analysis, learning, and insight.

The CDP is an online survey that collects financial and programmatic data from nonprofit arts, culture, and humanities organizations—large and small, and across all disciplines—so they can share this information with funders in a standardized format, all in one safe, secure place. Over 16,000 organizations have contributed Profiles to our database.

In 2015, we unveiled a new, more tailored CDP. A short form is now available for organizations with budgets of less than $50,000, making the data entry process faster and more equitable for small nonprofits.

Reports and Metrics To Help You Run Your Organization

All participating organizations are provided with five designed reports. These reports are available to view online and are also downloadable to PDF format. These reports can help improve your organization’s paperwork and data collection and help you answer important questions such as:

1. How is the financial health of your organization?
2. How is the organization doing across time?
3. How is your organization performing compared to other organizations?
4. How are you performing relative to your peers?
5. How are you performing in the region?

The CDP data is also helpful in answering these questions:

1. How do you collect and report required data?
2. How do you measure the impact of your organization?
3. How do you determine whether your organization is healthy?

For more information, visit our website at www.culturaldata.org.
Checkout for DataArts Requirements

Online orientation and help desk:
http://culturaldata.nonprofitsoapbox.com/calendar

1. **SUBMIT**
   Data from past 3 years in CDP profile.

2. **COMPLETE**
   CDP Balance Sheet

3. **DOWNLOAD**
   OGP Funder Report PDF (Data Arts does not send to us).

**TIP:** Give yourself ample time to complete each year’s profile!!
SMU DataArts x LA County Arts and Culture

Review our SMU DataArts Series of Workshops to get insight and tips on ways to use your data!

Visit our SMU DataArts webpage:
https://www.lacountyarts.org/learning/professional-development/smu-dataarts
Submitting the OGP Funder Report

SUBMIT THE OGP FUNDER REPORT WITH YOUR APPLICATION:

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

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

OGP FUNDER REPORT EXPLANATIONS

Significant variances financial or otherwise MUST BE EXPLAINED IN THIS SECTION, including deficits or surpluses of 10% or more.

Unexplained budget or attendance variances may result in a decrease in points and/or scores. Please make sure to describe plans to retire any fiscal deficit or plans for using a surplus.

[CRITERION 2,3]

REMEMBER:

Make sure that the “END” year and Budget of your OGP Funder Report, matches the “END” year and Total Revenue of your 990-tax form when submitting.
How Grant Awards are Calculated

Org's Budget Size

Request Amount

Panel Score

Total Program Budget

$$
How Grant Awards are Calculated

Total Budget Size: $200,000

Request: $43,750
Score: 98%

Fundable request: $42,875

Two-year Award Amount: ~$20,000

Request is reduced by available funds for program: $4.5 million/237 Grantees
Project Categories

• OGP 1, OGP 2 and OGP 3 applicants must select one project category:
  ➢ Sustainability
  ➢ Organizational Capacity
  ➢ Artistic Capacity
  ➢ Accessibility

• OGP 4 applicants must request funds for accessibility projects
... support for existing artistic and/or administrative projects that help sustain the mission and goals of arts organizations
Organizational Capacity

... support for **new** projects that increase the organizational **capacity** and **infrastructure** of arts organizations.
Artistic Capacity

... support for **new** projects that increase the **artistic capacity** of arts organizations.

*Featured grantees (from left to right): Harmony Project, Clockshop*
… support **new or existing** projects that provide public access to arts activities and programs.

*Featured grantees (from left to right): The Industry, Level Ground*
Cultural Equity and Inclusion for LA County

Timeline:
2015 – Motion passed by BOS to construct a “countywide conversation”
2016 – 18-month public process including townhalls, focus groups, advisory committee and research.
2017 – Report released, recommendations approved by BOS.
2018 – New OGP requirement for all applicants.
2020-22 – A new Cultural Policy and Antiracism, Diversity and Inclusion Strategic Plan for the County.

Links to read more:
https://www.lacountyarts.org/ceii-report
https://www.lacountyarts.org/about/cultural-equity-inclusion-initiative
https://www.lacountyarts.org/CEIICulturalPolicy
https://www.lacountyarts.org/article/statement-antiracist-la-county-policy-agenda
https://ceo.lacounty.gov/antiracism/

“…improved educational outcomes, better physical and mental health care and outcomes, increased housing and housing stability, meaningful employment opportunities, and an equitable and fair criminal justice system.”
# Cultural Equity and Inclusion Requirement

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

[https://www.lacountyarts.org/ogp-ceii-workshop-frequently-asked-questions](https://www.lacountyarts.org/ogp-ceii-workshop-frequently-asked-questions)
Cultural Equity and Inclusion Requirement

**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/works toward complying fully with policy and evaluating progress on an annual basis.

We strongly encourage organizations that submit a plan to ensure they are providing strategies and methods for measuring success around all five key areas.

https://www.lacountyarts.org/ogp-ceii-workshop-frequently-asked-questions
1. **REVIEW CEII REPORT**
   - Begin by visiting the Cultural Equity and Inclusion Initiative (CEII) “about” page here: https://www.lacountyarts.org/about/cultural-equity-inclusion-initiative
   - Optionally, review the recommendations from the Board of Supervisors in the Cultural Equity and Inclusion Report released in April of 2017 for context and background:
     - https://www.lacountyarts.org/ceii-report

2. **DISCUSS WITH YOUR BOARD MEMBERS**
   - Review links to the online toolkit or attend a CEII workshop. Links to the toolkit and the workshop schedule and registration are on our website and can be found in the guidelines and below:
     - https://www.lacountyarts.org/ceiiworkshops (Toolkit, FAQ and CEII Workshops link)

3. **DOCUMENT AND APPROVE STATEMENT, POLICY OR PLAN**
   - All statements, policies and plans MUST be approved by the board and the proof of approval must be uploaded in the application along with the statement, policy or plan.
Upcoming Free Workshops to Begin (or Refresh) your Cultural Equity and Inclusion Statement, Policy or Plan

Tuesday, September 5, 2023

Tuesday, September 12, 2023

https://www.lacountyarts.org/CEIIOrganizationStatements
Artistic Documentation

Disciplines:

- Arts Education
- Arts Service
- Dance
- Literary
- Media Arts
- Multidisciplinary
- Music-Choral/Opera
- Music Instrumental
- Presenting
- Theatre
- Traditional & Folk Art
- Visual Art

**HYPERLINKS ARE ALLOWED!**
Example: Las Fotos Project
(OGP 2, Arts Education)
Video - Artistic Sample

LINK TO SAMPLE
Example: Los Angeles Poverty Department
(OGP 1, Multidisciplinary)
Video - Artistic Sample

LINK TO SAMPLE
Are you MAINLY serving 5-18 year olds through your program or project?

• In-school programming?

• Out-of-school, extended learning?

• Community-based programming?

Featured grantees:
Zimmer Children’s Museum
Arts Education Projects with Schools

Additional Requirements for Arts Education Programs/Projects*

✓ Provide details about your program objectives, youth served and how your team will fulfill these objectives.

✓ Describe your team’s qualifications.

✓ Provide copy of curriculum. The sample should demonstrate that you meet Visual and Performing Arts Content (VAPA) standards.

✓ The California State Curriculum Standards are available at: https://www.cde.ca.gov/be/st/ss/documents/caartsstandards.pdf

*Community-based programs/projects do not need to submit a curriculum.
Breathe...
Grant Portal for Applying to OGP

URL: https://www.apply-lacdac.smapply.io

Welcome to the LA County Department of Arts and Culture's online grants system!

UPDATE:
The new granting system is live.
Returning Applicants: Please use your Fluid Review credentials to log in, update your account information and begin an application.
First Time Applicants: Please register for an account using the "REGISTER" button above.
If you have any questions about applications or current grants please contact us using the Information below.

Note: OGP Year Two/Final Reports must be submitted in the Fluid Review system by May 2021. Click here to be redirected to the Fluid Review system.

Questions:

Arts Education Advancement Grant Program
Information and Eligibility
Phone: 213-202-8888
Email: artseducationcollective@artslacounty.gov
Application Period: TBD

Organizational Grant Program
TIPS:

- Start with the SMU DataArts OGP Report
- Copy + Paste from a Word document.
- Recommend submitting at least 5 days prior to deadline.
- Make sure to save your username and password.
- Grants staff can help you with any issues with online system.
**Correcting the Time Zone**

**TIPS:**
- Start with the SMU DataArts OGP Report
- Copy + Paste from a Word document.
- **Recommend submitting at least 5 days prior to deadline.**
- Make sure to save your username and password.
- Grants staff can help you with any issues with online system.
Beginning an Online Grant Application

All grants you may be eligible for will appear after completing the eligibility profile and user setup.
Return to the Grant Application

To return to the grant application later:

• Log in and find the application in your list of applications,
• Then click the “CONTINUE” button in green
Application – Tasks / Forms

Keep track of your progress

Your tasks

- 0. Eligibility
- 1. OGP Grant Main Page
- 2. OGP Budget and Project
- 3. OGP Organizational Narrative
- 3.1 Cultural Equity and Inclusion Statement, Policy or Plan
- 4. OGP Project Narrative
- 5. OGP Arts Education/Youth Engagement Programs and Projects
- 6. OGP Projected Revenue
- 7. OGP Projected Expenses
- 8. Staff
- 9. OGP Financial Requirements
- 10. OGP Artistic Documentation and Support Materials
- 11. Board of Directors
- 12. Finalizing and Submitting your Application

Completed 501c3 Verification
Completed on Aug 31 2023 11:23 PM (UTC)

Deadline: Oct 3 2020 08:59 AM (UTC)
Application Tips – Narrative Questions

- Copy + Paste from a Word document.
- START EARLY!
- TELL THE STORY OF YOUR ORGANIZATION.
- Detail in specific terms the goals of the project AND why they are important for the organization LONG TERM.
- Avoid hyperbole.
- Don’t use marketing info for the project narrative.
- Connect the dots.
- Be clear and concise, there are character limits.
Application Tips – Organizational Narrative

Mission

History & Programming

Planning and Leadership

Community/Core Audience

Artistic Engagement and Quality

NEW: OGP 1
Orgs may now use this as their Project Proposal

Review the application sample to see the questions under each of these sections.
How do you describe your community/audience?

- Geography
- Demographics
- Economic Characteristics
- Cultural Characteristics
- Other

- Be SPECIFIC.
- Help the panelists get to know your organization!

Cultural Equity and Inclusion:
Describe how the applicant addresses and is taking steps to integrate and reflect the values of cultural equity and inclusion in external activities, such as programming, audience, and community engagement or other strategies. Provide specific details highlighting progress or efforts made in the last two or more years.
Application Tips for Completing Budgets

- Enter project income and expenses for proposed project during the grant period.

- Show only the income and expenses specific to the proposal.

- Do not enter organization’s annual budget.

- Provide **CONTEXT** for your project income and expenses at the bottom of each budget table!
### Project Revenue

**OGP PROJECT BUDGET - REVENUE**

Please provide information about your projected matching revenue.

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

The total match amount must be equal (1:1) or more than the OGP REQUEST AMOUNT for each of the two years.

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

**OGP REQUEST AMOUNT**

<table>
<thead>
<tr>
<th></th>
<th>OGP YEAR 1</th>
<th>OGP YEAR 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>OGP Request</td>
<td>$10615.00</td>
<td>$10615.00</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Total OGP Request</th>
<th>$21230</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Matching Revenue (Year 1+Year 2)</td>
<td>$</td>
</tr>
</tbody>
</table>
Tips:

- Use numbers
- No percent signs needed
- Totals should add up to 100

<table>
<thead>
<tr>
<th></th>
<th>% of Expenditure for Year 1</th>
<th>% of Expenditure for Year 2</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Salaries, Fees/Fringes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Artistic Salaries/Fees/Fringes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Artist Commission Fees</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Artists/Performers-Non Salaried</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional Fees</td>
<td>22</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advertising/Marketing/PR</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operational costs (rent, supplies, utilities, insurance, accounting, etc)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fundraising Professionals</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fundraising Other Expenses</td>
<td>22</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional Development</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PO - Conferences/Meetings</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Production/Exhibition Costs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Programs-Other</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Touring</td>
<td>22</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Short notes in the right column.
PROJECT BUDGET EXPENSE - EXPLANATIONS

Explain, clarify and detail the type, frequency and breakdown of expenses. In addition, provide a detailed list of expenses entered in the “other” category. Lastly, it may be helpful to explain any changes in the way funding will be used from Year 1 to Year 2.

[CITERION 3] *

Please note, if you have any trouble with fields not saving after you have filled them out, try again and click on the “mark as complete” button below rather than the “save and continue” button. If you need more help email: grants@arts.lacounty.gov.
## Review Criteria

<table>
<thead>
<tr>
<th>Review Criteria</th>
<th>Maximum Points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>[Criterion 1]</strong> Artistic Quality</td>
<td>35</td>
</tr>
<tr>
<td><strong>[Criterion 2]</strong> Organizational Readiness (OGP 1)</td>
<td>15</td>
</tr>
<tr>
<td>Management Capacity (OGP 2)</td>
<td></td>
</tr>
<tr>
<td>Managerial Excellence (OGP 3 + 4)</td>
<td></td>
</tr>
<tr>
<td><strong>[Criterion 3]</strong> Quality of Project Plan</td>
<td>20</td>
</tr>
<tr>
<td><strong>[Criterion 4]</strong> Quality of Project Evaluation</td>
<td>5</td>
</tr>
<tr>
<td><strong>[Criterion 5]</strong> Response to Community Need (OGP 1)</td>
<td>25</td>
</tr>
<tr>
<td>Relationship with Community (OGP 2)</td>
<td></td>
</tr>
<tr>
<td>Defined/Addressed Community Need (OGP 3 + 4)</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>
How to Apply – PRO TIPS!

Download program guidelines, sample application and instructions at:
https://www.lacountyarts.org/how-to-apply-to-OGP

Online application:
https://www.apply-lacdac.smaply.io
OGP Timeline

- **OGP Deadline**: OCTOBER 4, 2023 by 11:59PM, PST
- **February – March**: ~16 Panel meetings, roughly 80 panelists
- **July**: OGP Applicants notified

**NO EXTENSIONS**
Grant Review Panels

Featured grantees: East West Players, CONTRA-Tiempo, Hammer Museum, Women’s Center for Creative Work, TeAda Productions, World Stage Performance Gallery
Questions?

Contact Department of Arts and Culture grants staff:

- grants@arts.lacounty.gov
- 213-202-5858

Download program guidelines, sample application and instructions at:
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Online application:
https://www.apply-lacdac.smapply.io

Presenter:
Rosalyn Escobar, Grants Manager
Ann Jensen, Grants Program Associate