

# 2024-25 Organizational Grant Program Application Workshop

Download program guidelines, sample application and instructions at: <a href="https://www.lacountyarts.org/how-to-apply-to-OGP">https://www.lacountyarts.org/how-to-apply-to-OGP</a>

Online application: <a href="https://www.apply-lacdac.smapply.io">https://www.apply-lacdac.smapply.io</a>







#### **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 <u>arts</u> 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\*

<sup>\*</sup>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

www.culturaldata.org

- □ 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.



#### **Preparing to Apply – Financial Forms**

Grant Budget Category	Budget Size	Financial Requirements
OGP 1	Up to \$199,999	4. OOD Euradan Danart
OGP 2	\$200,000 - \$999,999	<ol> <li>OGP Funder Report,</li> <li>Federal Form 990</li> </ol>
OGP 3 (<\$2M)	\$1,000,000 - \$1,999,999	(both required)
OGP 3 (>\$2M)	\$2,000,000 - \$14,999,999	1. OGP Funder Report,
OGP 4	\$15,000,000+	<ol> <li>Federal Form 990,</li> <li>Financial Audit</li> <li>(all three required)</li> </ol>

- 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**

Budget Category	Budget Size
OGP 1	Up to \$199,999
OGP 2	\$200,000 - \$999,999
OGP 3	\$1,000,000 - \$14,999,999
OGP 4	\$15,000,000+

- 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

STEP 1: CALCULATE YOUR REQUEST
Your maximum allowable grant request is a proportion of your annual budget size. In order
grant request, you must know what your annual budget size is according to the DataArts C
number can be accessed by logging into the DataArts website, downloading your LA Coun
Funder Report and locating the budget size in the header of page 1 at the top of the page
CDP must be completed before you are able to download this report. See STEP 2 for more
and the CDP.
Once you have located the number, input this number in the top budget box and click cale
request will be populate the bottom box. That is your maximum allowable grant request, n
112300 CALCULATE
YOUR MAXIMUM GRANT REQUEST IS: \$40,462



# Getting Started: What is my budget size?



Los Angeles County Department of Arts and Culture



**OGP Funder Report** 

#### **Organization Information**

Organization name: Example Theater Collectif

City: Palm Springs

State: CA

County: Anchorage, Municipality of

Federal ID #: 454555535

DUNS #: 652535427

Fiscal year end date: 06-30

Applicant is audited or reviewed by an independent accounting firm.

Year organization founded: 2012

Organization type: 501(c)3 nonprofit organization

OGP budget size: \$616,593

Board Members: 21

**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.



# SMU DataArts and the Cultural Data Profile www.culturaldata.org



#### 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





#### **Checklist for DataArts Requirements**

# Online orientation and help desk: <a href="http://culturaldata.nonprofitsoapbox.com/calendar">http://culturaldata.nonprofitsoapbox.com/calendar</a>



**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:

① Upload a file

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)?

① 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.

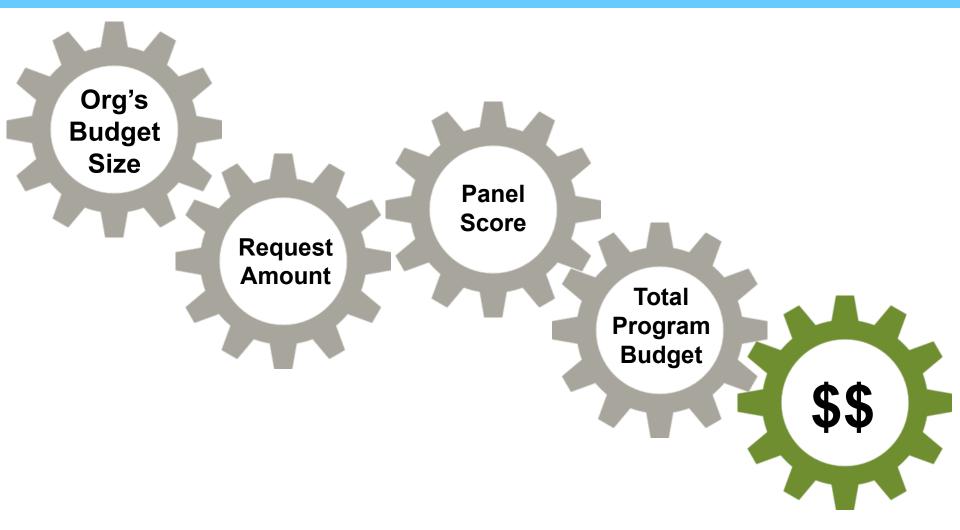
[CRITERION 2,3]

#### REMEMBER:

Make sure that the "END" year and <u>Budget</u> of your OGP Funder Report, matches the "END" year and <u>Total</u>
Revenue of your 990-tax form when submitting.



# **How Grant Awards are Calculated**





#### **How Grant Awards are Calculated**

Total Budget Size:

\$200,000



# 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



# Sustainability

... support for <u>existing</u> artistic and/or administrative projects that help **sustain**the mission and goals of arts

organizations





Featured grantees (from left to right): Cornerstone Theatre, Fulcrum Arts



# Organizational Capacity

... support for <u>new</u> projects that increase the organizational **capacity** and **infrastructure** of arts organizations





Featured grantees (from left to right): Echo Park Film Center, Casa 0101



#### Artistic Capacity

# ... support for <u>new</u> projects that increase the **artistic capacity** of arts organizations.





Featured grantees (from left to right): Harmony Project, Clockshop



## Accessibility

... support <u>new</u> or <u>existing</u>
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

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

https://www.lacountyarts.org/ogp-ceii-workshop-frequently-asked-questions



#### **Cultural Equity and Inclusion Requirement**

**Statement** - brief explanation of why he 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 <u>how</u> 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



#### **Checklist for the CEI-OGP Requirement**



- 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.



#### **Cultural Equity and Inclusion Workshops**

Upcoming Free Workshops to Begin (or Refresh) your Cultural Equity and Inclusion Statement, Policy or Plan



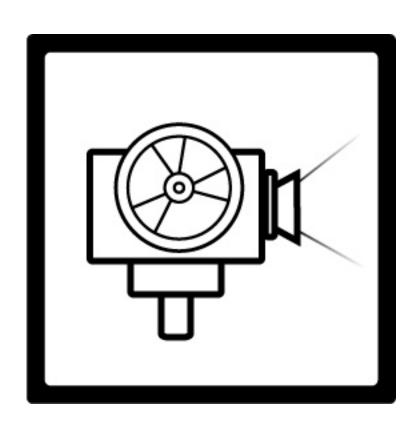
Tuesday, September 5, 2023

Tuesday, September 12, 2023

https://www.lacountyarts.org/CEIIOrganizationStatements



#### **Artistic Documentation**



**HYPERLINKS ARE ALLOWED!** 

#### **Disciplines:**

**Arts Education** 

Arts Service

Dance

Literary

Media Arts

Multidisciplinary

Music-Choral/Opera

Music Instrumental

Presenting

Theatre

Traditional & Folk Art

Visual Art



#### **Artistic Documentation**

**Example: Las Fotos Project** 

(OGP 2, Arts Education) Video - Artistic Sample

**LINK TO SAMPLE** 



#### **Artistic Documentation**

**Example: Los Angeles Poverty Department** 

(OGP 1, Multidisciplinary) Video - Artistic Sample

LINK TO SAMPLE



## **Arts Education Projects**

# 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



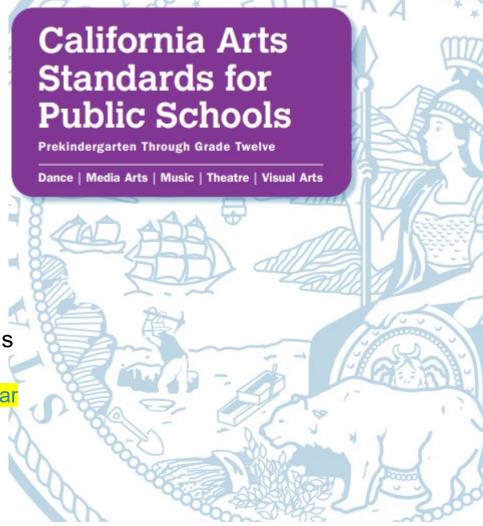
#### **Arts Education Projects with Schools**

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/caar tsstandards.pdf



\*Community-based programs/projects do not need to submit a curriculum.

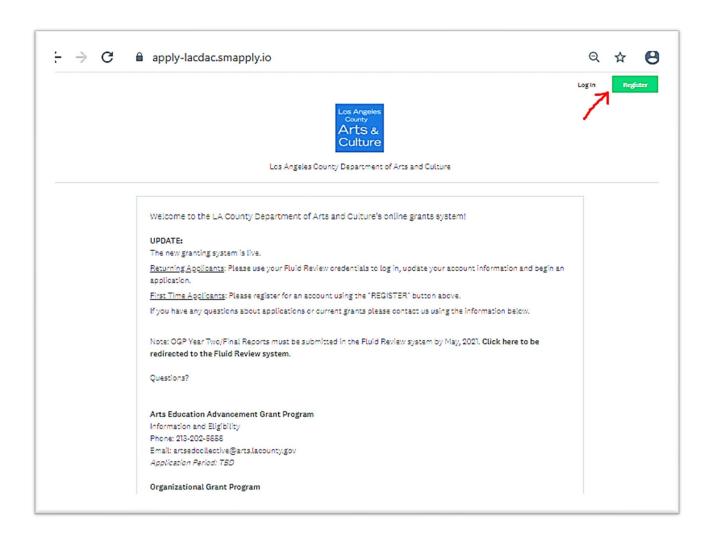
# Breathe...





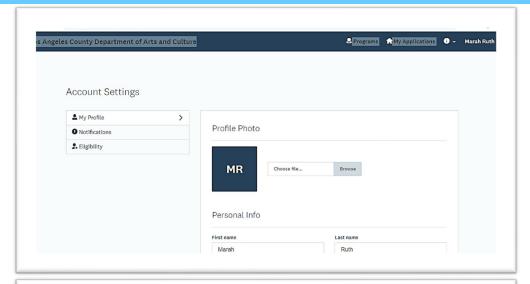
# **Grant Portal for Applying to OGP**

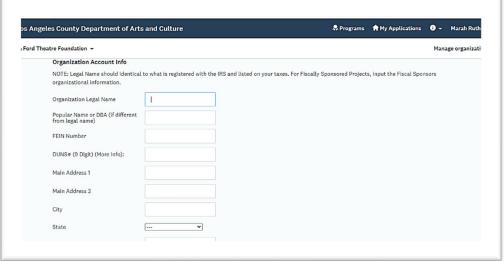
#### URL: https://www.apply-lacdac.smapply.io





#### Registration and Account Profile



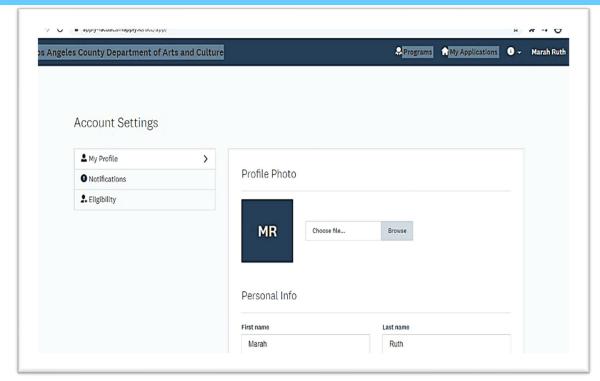


#### TIPS:

- 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**



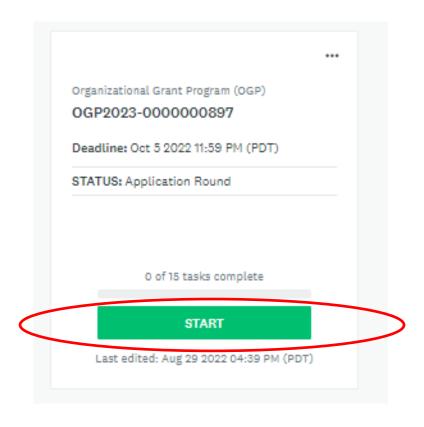
#### TIPS:

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- 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

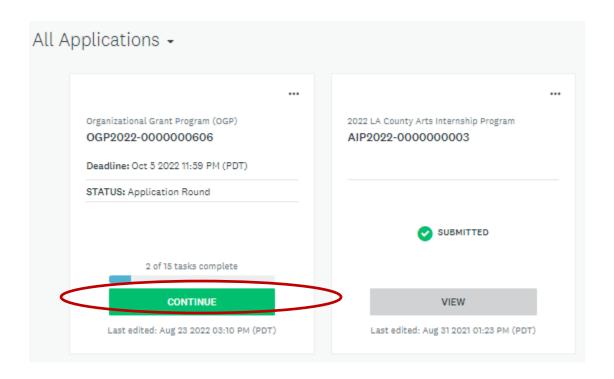




### Return to the Grant Application

#### To return to the grant application later:

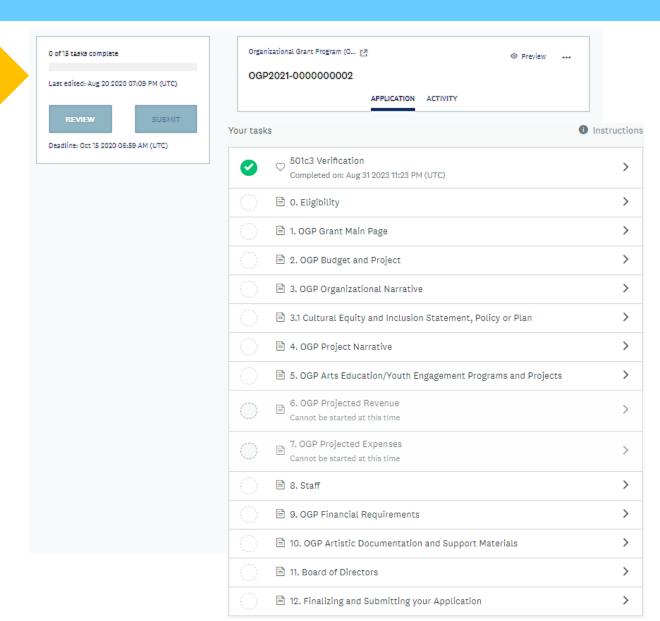
- Log in and find the application in your list of applications,
  - Then click the "CONTINUE" button in green





#### **Application – Tasks / Forms**

Keep track of your progress





#### **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**

Review the application sample to see the questions under each of these sections.

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



#### **Application Tips – Organizational Narrative**

#### 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**

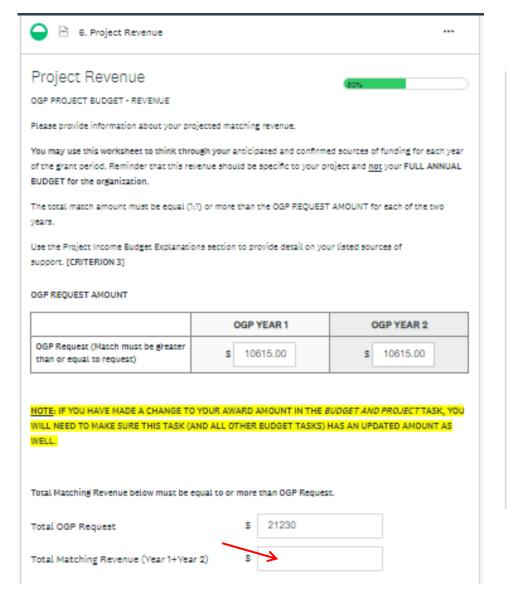
- ✓ Enter project income and expenses for proposed project during the grant period.
- ✓ Show only the income and expenses specific to the proposal.
- ✓ Do not enter organization's annual budget.
- ✓ Provide CONTEXT for your project income and expenses at the bottom of each budget table!

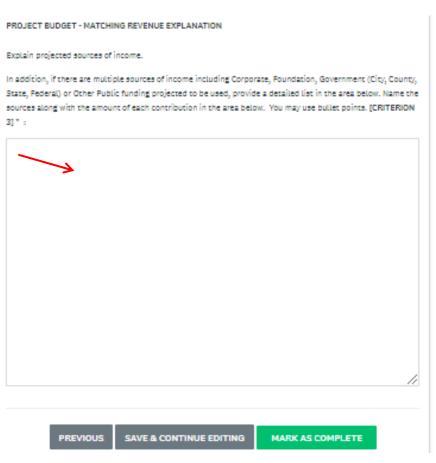




### Projected Matching Income - Sample

#### Showing your projected matching revenue







### **Projected Expenses - Sample**

#### Tips:

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

	% of Expenditure for Year 1	% of Expenditure for Year 2	Notes
Administrative Salaries, Fees/Fringe			1.
Artistic Salaries/Fees/Fringe			
Artist Commission Fees			
Artists/Performers-Non Salaried			
Professional Fees	22		
Advertising/Marketing/PR			
Operational Costs (rent, supplies, utilities, insurance, accounting, etc)			
Fundraising Professionals			
Fundraising Other Expenses	22		
Professional Development			
PD - Conferences/Meetings			
Production/Exhibition Costs			
Programs-Other			
Touring	22		

Short notes in the right column.





# **Projected Expenses - Sample**

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.			
[CRITERION 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.			
PREVIOUS SAVE & CONTINUE EDITING MARK AS COMPLETE			



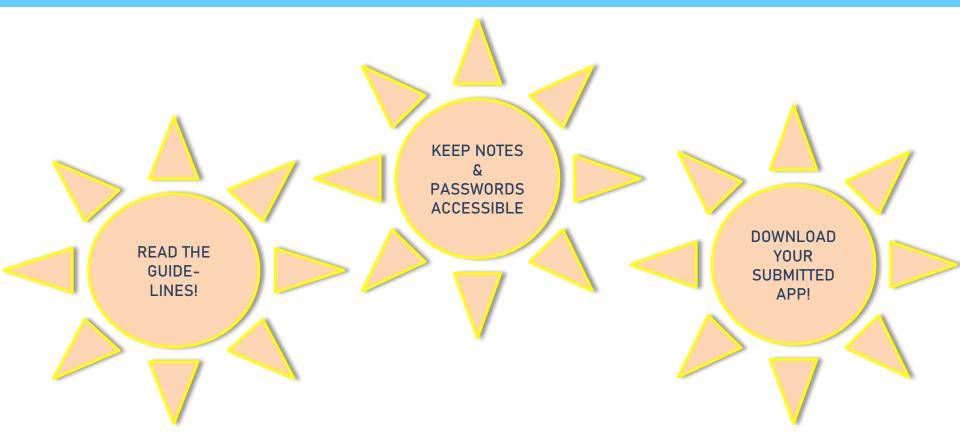
### **Review Criteria**

Review Criteria	Maximum Points
[Criterion 1] Artistic Quality	35
[Criterion 2] Organizational Readiness (OGP 1) Management Capacity (OGP 2) Managerial Excellence (OGP 3 + 4)	15
[Criterion 3] Quality of Project Plan	20
[Criterion 4] Quality of Project Evaluation	5
[Criterion 5] Response to Community Need (OGP 1) Relationship with Community (OGP 2) Defined/Addressed Community Need (OGP 3 + 4)	25

TOTAL 100



### **How to Apply – PRO TIPS!**

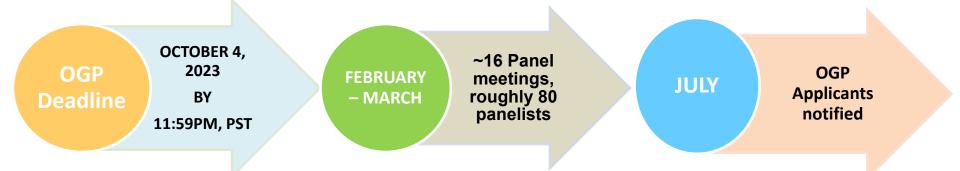


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## **OGP Timeline**



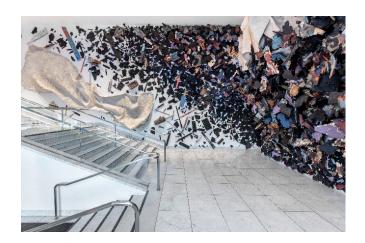
### NO EXTENSIONS



### **Grant Review Panels**















#### Contact Department of Arts and Culture grants staff:

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

Download program guidelines, sample application and instructions at: <a href="https://www.lacountyarts.org/how-to-apply-to-OGP">https://www.lacountyarts.org/how-to-apply-to-OGP</a>

Online application: <a href="https://www.apply-lacdac.smapply.io">https://www.apply-lacdac.smapply.io</a>

Presenter:

Rosalyn Escobar, Grants Manager

Ann Jensen, Grants Program Associate