

PANEL HANDBOOK



Organizational Grant Program 2024-25



LA COUNTY DEPARTMENT OF ARTS AND CULTURE ORGANIZATIONAL GRANT PROGRAM 2024-25 PANEL HANDBOOK

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ABOUT THE LOS ANGELES COUNTY DEPARTMENT OF ARTS AND CULTURE

The mission of the Los Angeles County Department of Arts and Culture is to advance arts, culture, and creativity throughout LA County. We provide leadership, services, and support in areas including grants and technical assistance for nonprofit organizations, countywide arts education initiatives, commissioning and care for civic art collections, research and evaluation, access to creative pathways, professional development, free community programs, and cross sector creative strategies that address civic issues. All of this work is framed by our longstanding commitment to fostering access to the arts, and the County's Cultural Equity and Inclusion Initiative.

ABOUT THE ORGANIZATIONAL GRANT PROGRAM

The Organizational Grant Program (OGP) provides financial support to assist and strengthen nonprofit arts organizations who provide quality arts services that enrich the lives of Los Angeles County residents. The funding provided is through the support of the LA County Board of Supervisors who approve this funding annually. In FY 23/24, the Department of Arts and Culture distributed \$4.5 million in grants to 236 nonprofit arts organizations through this program. Currently, 461 nonprofit arts organizations in over 42 cities receive general operating support through this fund.

The OGP supports organizations who work in a variety of disciplines including dance, literature, media, music, theatre, traditional and folk art, and visual art. The OGP also supports arts education, arts service and presenting organizations. Applications are accepted on an annual basis. See [OGP Guidelines](#) for more information.

PANEL MEETING AND ORIENTATION INFORMATION

All panel meetings and panelist orientation and trainings will take place virtually via the private Zoom link below. It is highly **recommended that you participate in a panelist orientation if it is your first time** participating as a panelist. In addition to the panelist orientation, which is an overview of the panel review process, grants staff will also be providing specialized trainings focused on promoting racial equity in the grant panel process, these orientations and trainings are optional and meant to support the panelists in their work as a grant reviewer with the Department of Arts and Culture.

Link to Join Online OGP Panelist Orientation and Trainings

<https://zoom.us/j/4237712461?pwd=YThOV01DdWg0KzhZdkxiQmdMZFVoUT09>

Meeting ID: 423 771 2461

Passcode: grants

One tap mobile +16699006833,,4237712461#,,,,*492820# US (San Jose)

ORIENTATION/TRAININGS SCHEDULE:

Instructions for joining the orientation for OGP panelists and the specialized *Promoting Racial Equity in the Grant Panel Process* trainings are below. Note that the racial equity training is about two and a half hours long and will be cohosted by the Los Angeles County Human Relations Commission.

To attend one of the general orientations, simply select the best date and time for you below and use the Zoom link above to join the meeting. The orientation dates are scheduled for every other Monday from **1:00-2:00PM PST** starting on Monday, January 29, 2024. The orientation will be recorded and available upon request for any panelists who are not able to join any of the scheduled orientations.

- Monday, January 29, 2024
- Monday, February 12, 2024
- Monday, February 26, 2024
- Monday, March 11, 2024

To learn more and attend one of the specialized racial equity trainings, select the best date/time below and RSVP using the Eventbrite link.

- February 2, 2024 1:00 – 3:30PM, [link to RSVP](#)
- March 8, 2024 1:00PM – 3:30PM, [link to RSVP](#)

PANELIST MATERIALS FOR REVIEW AND COMPLETION

Prior to the panel meeting, please read and evaluate each of the applications that you have been assigned. Panelists must review each application (OGP application forms, artistic documentation, attachments such as Letters of Recommendation and OGP Funder Reports) in advance of the meeting to ensure enough time to score and comment on the components of the application appropriately based on the review criteria. **All scores will be shared at the beginning of the panel review. In order to ensure we are able to complete the panel review efficiently; we require that panelists complete scoring in the grant portal by one week prior to the day of the panel meeting.**

No time will be provided for reading applications on the day of the panel meeting.

Note that each application will include links to artistic (work) samples and supplemental materials like audio, video and images submitted by the applicant for review. In most cases, artistic samples will not be reviewed on the day of the panel. Thus, it is encouraged that panelists review the artistic samples during their initial review.

Read through the OGP Review Criteria included in this panelist packet to facilitate scoring and initial assessment. All application and attached supplemental materials assigned to your panel are viewable in the list of OGP applications in your panelist dashboard on the SurveyMonkey Apply (SMA) system at (<https://www.apply-lacdac.smapply.io>). Simply click on each application to view the full application packet.

Read, review and make preliminary scoring decisions for each application based on the initial review **prior to your panel meeting on the panel scoresheet in the grant portal**. Following your assessment of all the applications assigned to your panel, it is **recommended that you download each application and your scores/rankings from the system** in order to easily access the application materials, notes and initial scores during the Zoom discussion. Panelists may download materials to their computer so that it is easily accessible, log into SMA during the panel opt to print up materials – however it is easiest for them to engage in online discussion about applications. Panelists should have all materials available at the meeting either as printed or PDF copies or online via the grant portal while using their personal laptop or other electronic device during the meeting.

An overview of the review process, panel preparation instructions, and panel meeting logistics is included in this document. Please take a few minutes to read through this *Panelist Handbook* and [Reviewer Guide](#) and contact staff if you have any questions. Important links and information for accessing the applications will be sent to you via email. Below is a list of the items you will need to access before beginning the review. *Please note that items 1-8 are links for documents available on our OGP panelist webpage at: <https://www.lacountyarts.org/ogp-panelists>. Item 9 is an attachment included in the confirmation email that was sent by grants staff with instructions for review and logging in to the online grant portal.*

1, 2, 3. [Guidelines/Review Criteria \(pg. 18\)](#) and [Sample Application](#) – These are the official application guidelines and criteria that were provided to applicants in order to complete the application along with a sample online application.

4. [Implicit Bias, Cultural Competency, Cultural Equity and Inclusion Resources and Articles](#) – A list of helpful resources including links to articles that address grantmaking through the lens of cultural equity and inclusion.

5. [County Vendor Registration Instructions for Payment](#) – If you would like to receive an honorarium of \$500, please register for an L.A. County Vendor number before the day of the panel. You will need the vendor number in order to fill out the invoice form.

6. [Conflict of Interest Form](#) – Please submit the form using this Adobe Sign link prior to the panel. If you determine that there is a conflict with more than two applications, please contact me as soon as possible and I will try to switch you to a different panel.

7, 8. [Memorandum of Understanding and Panelist Invoice Form](#)

Please review, e-sign and return the forms via the Adobe Sign program or by scanning and emailing the document to grants staff at grants@arts.lacounty.gov.

9. **Applicant Roster** – Includes the names of all the organizations in your panel pool, in the order in which they will be discussed on the day of panel. *This list was sent via email as an attachment.*

PANEL PREPARATION AND OVERVIEW OF THE PROCESS OF REVIEW

We require that you enter scores and comments in order of review criteria for each application directly on the scoresheets in the [SurveyMonkey Apply](#) grant portal.

IMPORTANT REMINDER

Prior to the day of the panel, please be sure to:

- Complete the Conflict-of-Interest Form.
- Complete the OGP Payment Invoice and MOU – OGP Panelist Participation Form
- Submit these forms and your comments and scores one week before the panel discussion.

On the day of the panel, please be sure to be ready with:

- A laptop, tablet or iPad to access each application and OGP Funder Report and
- Access to your submitted scores and comments in the grant review portal
- It is recommended that you download the PDF copies of scores and comments in case of any issues with internet connectivity during the meeting.

As you review applications please keep in mind:

- Awards are made on the basis of **merit**, not need.
- Grants must be matched at least dollar-for-dollar by the applicant organization.
- Reimbursable activities must take place between July 1, 2024 and June 30, 2026.

The initial review, scores and comments must be completed one week prior to the meeting.

Please read, evaluate and score *all* of the applications you have been assigned. Panelists are expected to be familiar with the contents of each application, including the SMU DataArts *OGP Funder Report* and any supplemental attachments like arts education materials, reviews and letters of recommendation.

It is required that panelists review the applicants' artistic documentation in advance of the meeting. In most cases these materials will not be reviewed during the panel meeting. You should plan to allocate approximately **30-40 minutes for reading each application** and making initial assessments. This includes review of the materials submitted with the application.

Be sure to download and have these scores and notes with you on the day of the panel. Please note that the 100-point scoring system assigns a greater maximum point value to artistic quality than to the other criteria as the Department of Arts and Culture believes artistic quality to be a fundamental consideration. If you have questions about an application, please request clarification from grants staff rather than contacting the applicant organization directly.

RECOMMENDED STEPS FOR GETTING STARTED WITH THE REVIEW

1. Read the full application
2. Review artistic samples
3. Review supplemental materials (*OGP Funder Report*, critical reviews, and/or letters of recommendation)
4. Assess the merit of each application based on the information in the application, the OGP review criteria and your knowledge of the discipline and/or nonprofit arts sector
5. Provide comments, notes, or questions and a score for each review criterion

PANEL MEETING COMMENTS

It is part of the Department of Arts and Culture's mandate to advance excellence in the arts in the County of Los Angeles. Therefore, the Department views the peer panel process as not only a means to allocate grant funds but also to collaborate on the administrative and artistic growth of the organizations through helpful feedback about their management and programs. **Comments and feedback given by a panel of peers carries tremendous weight with the applicants.**

Panelists read, assess, and score grant applications. Panelists' assessments and scores become the basis for applicant rankings and recommendations to the Arts Commissioners. Panelists **do not** recommend funding amounts or set the cut-off scores to determine funding decisions.

The Department of Arts and Culture encourages panel comments that are balanced, acknowledge strengths, and identify weaknesses of the application, offer constructive suggestions for improvement, and always convey respect. Panelists should consider each application on its own merits and in context of the social impact made in the field as well as with and in the communities where the programs are happening.

Below, we have provided a link to the 2023/24 Commission Panel Binder which demonstrates comments and scores from last year's panelists as an example of the type of constructive critique we seek from reviewers.

[LINK HERE](#)

Department of Arts and Culture staff will confirm scores and take notes during the panel meeting. The panel note-taker will create a summary which is a combination of comments in the grant management system and the final meeting discussion to share with applicants. Applicants may request a high-level summary of these comments which will be provided via phone call with grants staff after the award decision has been sent. Comments are not attributed to specific panelists.

OVERVIEW OF THE STRUCTURE OF THE OGP APPLICATION AND MATERIALS

The OGP application consists of 12 parts that include general information such as location of the organization, staff bios, board of directors and financial information. Additionally, the applicants are required to submit information about their organizational history, leadership, and programming as well as information about their proposed projects and their commitment to cultural equity and inclusion.

THE OGP FUNDER REPORT

Applicants to the Organizational Grant Program are required to submit an *OGP Funder Report* as an essential part of their grant application. This report which is downloaded from [SMU DataArts](#) provides details on the organization's quantifiable financial and programmatic data, from audience attendance numbers to the organization's most recent budget to board giving, to name a few examples.

Panelists will find each organization's *OGP Funder Report* attached with the applications they will review in the "Financials" portion of the application. Applicants have been instructed to explain variances of 10% or more in the application to ensure clarity and consistency.

To supplement the *OGP Funder Report*, all applicants have also submitted federal 990 tax forms. Those with budget sizes of \$2,000,000 or more have additionally submitted their most recent financial audits. All financial documentation must be consistent and reflect information for the same fiscal year.

BUDGET CATEGORIES & OGP REQUESTS

The Department of Arts and Culture defines budget size as total operating revenue less in-kind for the most recently completed fiscal year. This number can be found on Page 1 of the applicant's OGP Funder Report (in red font). Budget size does not include any revenue dedicated to a cash reserve, endowment and/or capital project. See [OGP Guidelines](#) for more information.

Grant 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+

PROJECT CATEGORIES

OGP 1, OGP 2 and OGP 3 applicants may request support for any one of the project categories described below. Organizations whose project request fits into more than one project category should select the one category that best describes the request, as demonstrated by the project budget. OGP 4 applicants must request funds for accessibility projects.

SUSTAINABILITY

Sustainability requests support existing artistic and/or administrative projects that advance the goals of the organization. Competitive applicants should clearly define the organization's mission and goals and articulate how the requested project will sustain these goals.

ORGANIZATIONAL CAPACITY

Organizational Capacity requests support new projects that increase the organizational capacity and infrastructure of arts organizations. Competitive applicants should assess the challenges facing their organization and determine a sustainable plan of action to address one or more of these challenges.

ARTISTIC CAPACITY

Artistic Capacity requests support new projects that increase the artistic capacity of arts organizations. Competitive applicants should assess the artistic needs of their organization and determine a sustainable plan of action for achieving the organization's aesthetic aspirations.

ACCESSIBILITY

Accessibility requests support new or existing projects that provide public access to arts activities and programs. This category enables organizations to make productions, exhibitions, workshops, performances, residencies and/or other arts activities easily accessible to the public.

ARTS EDUCATION ORGANIZATIONS & ARTS EDUCATION REQUESTS

An arts education peer review panel will assess all OGP applicants that designate themselves as an arts education organization or are requesting support for an arts education related program or project.

Arts education panelists will evaluate applications on the basis of the OGP review criteria attached with the panelist materials. The artistic quality [criterion 1 of the OGP review criteria] for arts education organizations or for arts education projects is defined in terms of the *quality of the instruction* provided to children and youth. Please note that depending on the type of arts education project, the applicant may or may not include a curriculum with their support materials.

To support the vision to ensure that every public-school student in Los Angeles County will receive a high-quality K-12 education of which the arts are an intrinsic part of the core curriculum, **the Department of Arts and Culture requires applicants to meet the following guidelines regarding arts education:**

1. All organizations that designate themselves as an arts education organization or are requesting support for an arts education-related program or project must demonstrate quality teaching and learning.
2. In addition, **if the arts education programming in the request is a school-based program**, the schools or districts must make a financial investment in the program. This investment may include the costs of artist fees, bussing, curriculum supplies, administrators or teachers' time for curriculum planning, professional development or exhibiting student work.
3. Lastly, **if the arts education programming in the request is a school-based program**, the applicant must provide a sample copy of a curriculum. Acceptable curriculum materials will reflect the full scope of the program and may include 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.

Though "community-based arts education" applications must still meet requirement number one above, they are not required to provide proof of financial investment from a school or district and they no longer are required to provide a sample curriculum. Curriculum samples are optional specifically for this type of arts education programming.

ARTS SERVICE ORGANIZATIONS

Arts service organizations provide specialized services to the arts and cultural community. These organizations can be discipline, geographical, or culture-based, or can serve the entire arts community. Services offered can include, but are not limited to, professional development and technical assistance such as marketing, legal and financial assistance, networking opportunities, educational forums and workshops, and printed/online materials including calendars, newsletters, and other resources.

Artistic quality [criterion 1] for arts service organizations is defined in terms of the *quality of service the applicant offers to each group of its stakeholders*, which may encompass one or more of the following:

- Arts organizations,
- Individual artists and/or

- Members of the public.

Arts service panelists will evaluate applications with a focus on the organization's mission in relation to its programming and **look for evidence that the organization effectively connects its members/stakeholders to resources and creates opportunities that demonstrably advance member organizations and individuals.**

WHAT'S NEW WITH THE OGP

There are three categories of changes in the 2022-23 Organizational Grant Program application, guidelines and requirements. We have provided a summary of these changes below for panelists to understand how these changes affect the application process.

General updates for all applicants:

- Organizations providing virtual programming that has been occurring online rather than in-person are eligible. The programming must have occurred over the last two (2) most recent consecutive years (2020-2022). Moreover, the organization is required to have produced or created at least four public programs, performances, exhibitions, or other activities such as arts education or literary arts each fiscal year.
- 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.

Updates specific to Fiscal Sponsors:

- Fiscal sponsors applying on behalf of an organization with a Model A agreement must be located in and provide documentation that their main address or headquarters is located in California .

THE CULTURAL EQUITY AND INCLUSION INITIATIVE (CEII) AND THE OGP

In 2015, a resolution directing the Los Angeles County Department of Arts and Culture to conduct "a constructive County-wide conversation about ways to improve diversity in cultural organizations" for all LA County residents was unanimously passed by the Board of Supervisors with a focus on five key target areas: Boards of Directors, Staffing, Audience/Participants, Programming, and Artists/Creators.

Thirteen actionable recommendations to improve cultural equity and inclusion in the arts emerged. These recommendations open the doors to resources and promote tools that can break down barriers of exclusion in a way that fosters and promotes arts and culture – as well as the benefits they provide – for all residents of LA County. [Click here](#) to read more about this 18-month public process and the 13 recommendations approved by the Board of Supervisors.

The Los Angeles County Cultural Equity and Inclusion Initiative three-part vision statement is as follows:

Inclusion and access: Every resident of Los Angeles County shall have opportunities and access to encounter, appreciate, participate in, learn and be informed about the arts and culture.

Equity: Arts and cultural organizations and artists from all disciplines and cultural traditions shall be valued equally and supported equitably.

Diversity: Arts and cultural organizations shall reflect and embrace the diversity of the County in staffing, board leadership, programming, including artists, and audiences/participants.

Guiding principles are outlined below:

- Every individual participates in creative thinking and expression.
- Every individual has the right to engage in arts and culture that celebrate their highest potential.
- Our community's diversity is an asset to our arts and cultural environment and our economy.
- Including communities through the arts and culture achieves our highest potential, by promoting mutual respect and understanding.

BOARD APPROVED CEI STATEMENT, POLICY OR PLAN REQUIREMENT

As of 2018, all applicants to the OGP Program are required to submit board-adopted cultural equity and inclusion statements, policies or plans that outline their commitment to diversity, equity, inclusion and access as part of their applications.

To assist applicants with preparing for this new requirement, the Department of Arts and Culture offers free workshops designed to help applicants either clarify and begin outlining applicant organization's relationship to cultural equity and inclusion, or to deepen the policies already in place. [Click here](#) to learn more about this requirement.

Panelists will not review these materials, however. **They have been reviewed by staff for completion and compliance purposes.** Additional and updated questions in the application will allow applicants to provide information about how the organization is currently addressing and taking steps to integrate and reflect the values of cultural equity and inclusion in their work.

OGP PANEL REVIEW POINT DISTRIBUTION

In light of the CEI recommendations a redistribution of points assigned to review criteria was implemented in 2018. The maximum point total for the Awareness of/Response to Community Need – Criterion 5 changed from 20 to 25 and point distribution for artistic quality changed from 40 to 35.

Criterion	Prior Point Distribution	Current Point Distribution
Artistic Quality of Organization	40	35
Organizational Readiness/Management Capacity	15	15
Quality of Project Plan	20	20
Quality of Project Evaluation	5	5
Community Need/Audience	20	25

UPDATED APPLICATION QUESTIONS

The application now includes additional questions to allow applicants to address how the values of cultural equity and inclusion are integrated and reflected. To review a sample of the application, [click here](#).

CONFLICT OF INTEREST POLICY

It is presumed that panelists will have knowledge of, and connections to, applicant organizations and their representatives. Your qualification to advise the Department of Arts and Culture rests, in part, on your familiarity with the local arts community.

The Department of Arts and Culture defines conflict of interest as a current or recent affiliation with an applicant from which you have derived or will derive material benefit. A panelist must not score or otherwise vote on a grant application if he or she stands to gain personally from a positive or negative review of a given applicant. For example:

- An immediate family member or “significant other” is currently employed by the organization or is a board member.
- You have served on the organization’s board of directors within the past year.
- You have received fees for services from an organization within the past year.
- You have a contractual disagreement with an organization or its management.
- You are an unpaid volunteer who serves as or holds a formal position with the organization.

In advance of the panel session, please complete the Conflict-of-Interest Form through the link above; forms will be collected at the beginning of the meeting. **Please contact the Department of Arts and Culture in advance of your panel meeting to disclose conflicts of interest with applicants or if you have questions about this policy.**

HONORARIUM

In appreciation of the time and energy panelists dedicate to the panel review process, panelists receive an honorarium of \$500. Forms will be collected at the beginning of the panel meeting. The honorarium check will be mailed to the address specified on the form within 4-6 weeks of submission of the invoice. Please note that the invoice form requires an L.A. County vendor number, ***panelists must register as a vendor prior to submitting the invoice.*** Instructions for registering as a vendor can be found on our website. [Click here to review the instructions.](#)

OGP TIMELINE

September - October

The Department of Arts and Culture conducts Organizational Grant Program workshops throughout Los Angeles County. New, recently disqualified or declined applicants are required to attend a virtual or on-site workshop or alternatively, review the online application webinar.

October 4

Application deadline

November - December

Department of Arts and Culture staff review applications for completeness and contacts applicants for missing materials.

February - March

Peer panels meet and score applications by discipline.

April 22

Department of Arts and Culture staff summarizes panelists’ comments for each application. Applicants are ranked by OGP category in order of their score.

A representative from each grant panel appears before the Arts Commissioners to present a panel report communicating their perceptions of the panel and answers Commissioners’ questions. Arts Commissioners review scores and comment summaries.

May

Arts Commissioners approve OGP scores and establish cut off levels.

June

Grant award recommendations are presented to the Board of Supervisors for approval.

July

The Department of Arts and Culture sends award notification letters and contracts to grantees.

PANEL REVIEW DISCUSSION

Grants and Professional Development staff will facilitate the panel meeting beginning with a short orientation, introductions and a quick icebreaker. The order of the discussion will go as follows:

- Panelists will receive the preliminary panel comments and scores and an overview of the applications requiring additional discussion on the morning of the panel meeting.
- All applications with a wide range of scores will be discussed as a group for a maximum of 15 minutes per application.
- Panelists may request discussion of an application that may not have a wide range of scores, those applications will be discussed as well.
- Following the application discussion, panelists may change the score for any review criterion in the grant portal.
- Panelists will be asked to provide a final score for the applications discussed.
- At the conclusion of discussion, after the panelists have given all updated/submitted scores, staff calculates the final average score for each applicant and provides a summary to panelists with scores ranked from highest to lowest.
- Panelists review their final scores for each applicant for accuracy and personal consistency.
- The panel as a body may choose to increase or decrease the score of an applicant.
- Once final scores are approved by the panel, staff will record the scores and comments and submit the information for final approval by the Arts Commission in April.

FREQUENTLY ASKED QUESTIONS

APPLICATION REVIEW

Q: The applicant does not plan to use the funds to conduct any on-site or in-person programming during the grant cycle, does that pose a problem?

A: No, OGP funds are meant to support capacity through general operating support. The organization is not required to use the funds to implement a new or ongoing program, project or activity. In light of closures due to the pandemic, many organizations may be using the funds for virtual programming or rather using the funds to pay staff salaries, both are acceptable uses for the funding.

Q: This arts organization spends much of its time performing/exhibiting outside Los Angeles County. Shouldn't County funds be focused on organizations that perform exclusively within the County?

A: No. Engagements outside of Los Angeles County provide crucial earned income for arts organizations and also contribute to the County's reputation as a culturally vibrant region.

Q: Based on the narrative, I really feel that the organization has asked for the wrong project. They really should be working on this other area. Is it okay to score them lower?

A: Yes. If you feel that the proposed project will not address the priority needs identified by the organization, you may reduce its score.

Q: This applicant really needs/doesn't need this money. May I factor this into my score?

A: No, you may not. Assess applications according to merit, not perceived need. All nonprofit arts organizations need funds.

Q: Can I deduct a standard number of points for applications with misspellings, poor grammar, etc.?

A: While a poorly presented application does impact scoring insofar as it fails to convey vital information, do not make any point deductions based on “looks” alone.

Q: Can I deduct a standard number of points for applications with missing or incomplete information like budgets, board and staff bios, etc?

A: If the applicant fails to convey vital information for the project, you may use the review criteria to address whether or not this missing information makes an impact on the overall application, however, do not make any point deductions on the basis of “looks” alone.

CONFLICTS OF INTEREST

Q: I know the executive director and a few of the board members. Is there a conflict of interest?

A: If you feel capable of objectively assessing the organization and you have not materially benefited from your association with the executive director/board members for the past 12 months, there is no conflict of interest.

Q: I’ve been in discussions with the organization’s staff members about a joint project a few months from now. Do I need to excuse myself from the discussion?

A: Yes. If it is possible that you may derive future material benefit from an upcoming collaboration, you may not vote on the organization’s application.

EMERGENCIES

Q: It is the morning of the panel. I or my child or another family member is severely ill. What do I do?

A: Please make every effort to honor your commitment to serve on the grants panel. While it is important to have all panelists present at the session, if you can’t attend, you can’t. Please email grants@arts.lacounty.gov and/or leave a voicemail message for the Grants Manager, Rosalyn Escobar at (323) 447-4749 in advance of the session if you will not be able to attend because of an emergency or illness or due to the COVID-19 pandemic. If you submitted your scores and notes at least seven days prior to the panel date, the scores will be shared with the panel and you will still be eligible to receive the honorarium.

Thank you for your service – feel free to email us with any questions, concerns or suggestions as you are going through this process! We are here to support you!