

# 2022-23 OGP Final Report - Narrative Questions

Please note – in response to the challenges many organizations face and will face as a result of the COVID-19 pandemic, we are allowing modifications for reporting on project progress. The Project Challenges section can be used to describe any challenges you have faced during this year including challenges that rose out of the mandatory closing of facilities, rescheduling or cancellation of events, etc.

## Program Goals

1. BRIEFLY describe your OGP funded project. \_\_\_\_\_ ({{ submission.var\_\_720737\_\_90BqSzfaZn }})

## Project Progress and Success

2. What short term and/or long term goals are you working on with this project? \_\_\_\_\_



3. What progress did you make toward these goals? Demonstrate using qualitative and/or quantitative information. \_\_\_\_\_



4. What was the greatest success during this project in impacting your organization and/or community? \_\_\_\_\_

## Project Challenges

5. What challenges did you encounter in implementing this project, if any? What helped/would have helped you meet those challenges? \_\_\_\_\_

## Cultural Equity and Inclusion Statement/Policy/Plan

6. How has the process of creating your organization's Statement, Policy and/or Plan impacted your organization's work? This could include programs and activities, staffing, planning, or any other internal processes or changes. Provide one or more specific examples. \_\_\_\_\_

7. For organizations with annual budgets of \$1M + (required to submit a CEI plan), describe the progress you have made toward achieving the goals of your CEI Plan. SKIP THIS QUESTION IF YOU DID NOT SUBMIT A CEI PLAN. \_\_\_\_\_

## Participation/ Project Reach

8. How many people participated in this project in particular? \*Only report the number of people who participated in this OGP grant funded project, not the overall numbers for your organization. If a category count is not applicable, please enter ■N/A■ for that category.

a. Total paid attendance (including public and private performances, events, programs, workshops, classes, lectures, or residencies). \_\_\_\_\_  
\_\_\_\_\_

b. Total free attendance (including public and private performances, events, programs, workshops, classes, lectures, or residencies). \_\_\_\_\_  
\_\_\_\_\_

c. Total attendance in classes/workshops, both paid and unpaid. This should include only classes, workshops, lectures, residencies or other educational events, not performances. (This may be all or part of the numbers you reported in a and b above). \_\_\_\_\_  
\_\_\_\_\_

d. Number of paid staff members who worked on this project. \_\_\_\_\_  
\_\_\_\_\_

e. Number of Paid Artist Partners. \_\_\_\_\_  
\_\_\_\_\_

f. Number of volunteers who worked on this project (including board members, unpaid artists, etc). \_\_\_\_\_  
\_\_\_\_\_



9. Did your organization partner with any arts or non-arts organization(s)? \_\_\_\_\_



10. Please check all applicable descriptions of the specific communities targeted for service in this project. CHECK ALL THAT APPLY


- Foster youth or former foster youth
- Homeless individuals
- Incarcerated or previously incarcerated individuals
- Individual artists
- Individuals of a particular faith (describe below)
- Individuals with disabilities (describe below)
- Individuals in residential facilities or institutions
- Individuals with low income
- LGBTQ individuals
- Military veterans/active personnel
- Recent immigrants
- General audience/constituency - no group specified
- Other distinct group (describe below)

Describe as necessary:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



b. Specific Age Groups. CHECK ALL THAT APPLY

- Pre-Kindergarten (0-5 years)
- K-12 (6-17 years)
- Young Adults (18-24 years)
- Adults (25-64 years)
- Older Adults (65 plus years)
- General Audience - no group specified

 Describe as necessary:

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c. Specific Gender. CHECK ALL THAT APPLY

- Female
- Male
- Other (please describe)
- General Audience - no group specified

 Describe as necessary:

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d. Racial/ethnic groups. CHECK ALL THAT APPLY

- American Indian/Alaskan Native
- Arab/Arab American
- Asian/Asian American
- Black/African/African American
- Hispanic/Latino/a
- Native Hawaiian/other Pacific Islander
- White (non-Hispanic only)
- General Audience - no group specified

 Describe as necessary:

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# Final Report Matching Expenses

**Please note – in response to the challenges many organizations face and will face as a result of the COVID-19 pandemic, we are allowing modifications for reporting on project progress and expenses.**

**INSTRUCTIONS FOR FILLING OUT BUDGET TABLE** Enter project expenses for the SECOND YEAR of the grant period. Do not enter your organization's annual budget; only show expenses specific to the grant project. Show how expended were matched in the MATCHING FUNDS column.

Reminder: OGP funds cannot be used for catering & hospitality, fundraising, lodging, meals or travel expenses.

All OGP grants must be matched at least dollar for dollar with earned or contributed cash support. In-kind matching support is not accepted. For example, if an organization receives a \$10,000 grant, the total project costs must be at least \$20,000 and the organization must provide at least \$10,000 of the project funds from sources other than the Arts Commission

 Click "Next" to Start.

## Identify Matching Expenditures

	OGP YEAR 2 FUNDS	YEAR 2 MATCH
Request/Match Amount	_____	_____


## MATCHING EXPENSES

Please note that commas, decimals and dollar signs will cause an error in the totals and for validation at the bottom. Do not use symbols.


	OGP EXPENDITURES	MATCHING EXPENSES
A. Administrative & Artistic Salaries, Fees & Fringe Subtotal	_____	_____
B. Marketing	_____	_____
C. Operations	_____	_____
D. Fundraising	_____	_____
E. Professional Development	_____	_____
F. Programming	_____	_____
G. Other Expenses	_____	_____



TOTAL	_____	_____
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	MUST BE = TO OGP YEAR 2 FUNDS	MUST BE = OR > TO YEAR 2 MATCH
Meets or Exceed Expectations?	_____	_____

 Please provide your source(s) of Matching Funds

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 \*\*Provide a detailed list of "Other" expenses in the "Budget Notes" section. All additional notes are optional. \*\*

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I certify that the County Grant was matched 1:1 with earned or other contributed income.

Yes

## OGP Year 2 Report-Supplemental Materials

### 1. IMAGES:

1-2 high quality images illustrating the funded project to possibly be used for L.A. County Department of Arts and Culture's marketing and promotion of OGP and your work. Images must be at least 300 dpi (dots/pixels per inch) and saved in JPEG format. Title each image with the name of your organization followed by a number (Example: OrgName1, OrgName2, OrgName3).

If available please also add the photographer credit under the image description as well as the name(s) of any artists whose work is included in the photograph.

Upload

### 2. AUTHORIZATION FOR USE OF IMAGES

I certify that I have permission from the photographer and the people in the attached photograph(s) to use the photograph(s) for the purposes of publicizing my organization and its County-funded project and to promote programs of the Department of Arts and Culture on the Department's websites, marketing materials (including Department's website, digital newsletters, and social media) and through distribution to press outlets. I hold harmless the Los Angeles County Department of Arts and Culture and by extension LA County from any litigation or other claims arising from the use of these photographs.

I certify

I prefer the images not be used for publicity or promotion of County grant programs.

### 3. PROOF OF RECOGNITION

Include one example verifying recognition of Department of Arts and Culture support. Grantees are required to recognize support from Los Angeles County by placing the Department of Arts and Culture's logo and credit line on the organization's printed materials and Web site, and listing the Department of Arts and Culture among the organization's donors or supporters. Department of Arts and Culture logos can be downloaded here.

Upload

### 4. LETTER OF IMPACT to BOARD OF SUPERVISORS:

Grantees are required to send at least one letter to their Board Supervisors. (In Year 1) a letter of acknowledgement, thanking the Board of Supervisors for the grant and/or (In Year 2) a letter providing details about the OGP project and its impact in your community.

Letters should be sent on behalf of the executive director, board chair, or both. They should be sent directly to your County Supervisor by email or US mail. Note that your organization's district may have changed after the 2021 redistricting process. Use the link below to look up your district using your address: <https://lavote.gov/apps/precinctsmaps>

Upload copy of the sent email

### 5. PROGRAM LOCATIONS ZIP CODE LIST:

Please provide the zip code of every location where you provided programming or services that were funded by your OGP grant.

Note: The list should only include physical locations of programming not individual participant/audience addresses.

Upload