




# Organizational Grant Program (OGP) Webinar

## Manage Your Grant: Year One

## Grant Reporting and Requirements

 @LACountyArts  
#OGPArtsFunding

Los Angeles  
County  
**Arts &  
Culture**

# Welcome to the Organizational Grant Program Year One – Grant Reporting Webinar

- **Presenters**

- Rosalyn Escobar, Grants Programs Manager
- Ann Jensen, Grants Specialist

- **Agenda**

- Overview of the OGP grant cycle and requirements
- Discussion of new changes to the grant reporting forms
- Review of contract terms and grant project budget
- Instructions for filling out the report forms
- Overview of post-report audit
- Q & A (General Questions)

# Before we begin...

Visit the *Manage Your Grant* section of our website to download and review:

- **Reporting requirements:**

<https://www.lacountyarts.org/funding/organizational-grant-program/manage-your-grant/ogp-manage-your-grant-final-requirements>

- **OGP Terms and Instructions (Exhibit B):**

<https://www.lacountyarts.org/funding/organizational-grant-program/ogp-grantseekers/ogp-manage-your-grant-terms-instructions>

- **Online Year 1 Report Form:** [www.apply-lacdac.smapply.io](http://www.apply-lacdac.smapply.io)

# OGP Contract Overview +Timeline

- OGP contracts follow the County fiscal year calendar:  
**July 1 to June 30**
- This is a two-year grant awarded in July 2023
- **Year One reports cover activities from:**  
July 1, 2023 to June 30, 2024



*Featured grantees (from left to right): ArtworxLA, Center Theatre Group, Alliance for California Traditional Arts*

# New Changes to OGP Year One Report Forms

<b>OGP GRANT REPORT FORMS</b>	<b>NEW CHANGES</b>
<b>1. Deadlines/Cycle</b>	Submitting invoices at the start of the grant year ( <i>July-Aug 2023</i> ) rather than at the end so that grantees have funds earlier in the cycle. Report forms due at end of Year 1 ( <i>June 3, 2024</i> ).
<b>2. Adjusted Budget</b>	Grantees are no longer required to submit an adjusted budget with their contracts so refer to your original application for budget details.
<b>3. Report Narrative</b>	Reduced to eight questions; modifications can be explained in the <i>Project Challenges</i> section
<b>4. Year 1 Budget/Expenses</b>	No longer required.
<b>5. Supplemental Materials</b>	Now only one required attachment

**Grant management system link:**

[www.apply-lacdac.smapply.io](http://www.apply-lacdac.smapply.io)

**A copy of the report questions is accessible on our website, visit:**

[https://www.lacountyarts.org/sites/default/files/ogp\\_year\\_1\\_sample\\_report\\_form.pdf](https://www.lacountyarts.org/sites/default/files/ogp_year_1_sample_report_form.pdf)

# Getting Started - Checklist

## 1. Copy of your OGP Contract + Adjusted Grant Budget

A copy of your organization's contract packet was sent to the primary contact in Fall of 2023. You should have this handy before you begin.

## 2. Thank You Letter to the Board of Supervisors

A copy of the *Thank You* letter your organization sent to your LA County Supervisor. More information about this requirement can be found in the *Terms & Instructions (Exhibit B)* document of your contract packet.

To check if your organization's supervisorial district has been affected by redistricting use this link:

<https://lavote.gov/apps/precinctsmaps>

# OGP Reporting + Invoicing

- **Invoice Payments**

- All project expenses, including matching fund expenses, must be **incurred (not expended)** by June 30, 2024.
- Invoices were due in August. Submit NOW if not already submitted.

- **Reporting**

- OGP grantee reports are an annual requirement.
- Each year of OGP reporting focuses on aspects of grant project implementation for the year you are reporting about.
- **DEADLINE FOR YEAR ONE REPORT IS JUNE 3, 2024.**

- **Terms & Instructions (Exhibit B):**

- All details about the reporting and invoice process are in this document.

# 2023-24 OGP Contract Overview

**TIP:**  
Check your address and vendor number; If it changed, you'll need to take an additional step to ensure all records match.



## Los Angeles County Department of Arts and Culture Organizational Grant Program Agreement #OG-23 6187

This Agreement ("Agreement") is entered into and effective as of this day \_\_\_\_\_ ("Effective Date"), by and between the County of Los Angeles ("County"), a body corporate and politic of the State of California, by and through its Los Angeles County Department of Arts and Culture ("Arts and Culture"), on the one hand, and:

Organization ("Grantee"): **XYZ Inc.**  
Address: **111 N. Hill St.**  
City, State, ZIP: **Los Angeles, CA 90012**  
Primary Contact: **Jan Jimenez**  
Email Address: **Jan@XYZ.org**  
Los Angeles County Vendor #: **9999999999**

### ORGANIZATIONAL GRANT PROGRAM

The County, Arts and Culture, provides grants to nonprofit arts organizations in the County to support regional arts organizations and deliver a wide variety of cultural services to County residents.

Grantee is a nonprofit 501(c)(3) organization, or a fiscally sponsored organizations with a Model A comprehensive fiscal sponsorship agreement, with a mission to provide arts services for the benefit of the public. Grantee delivers services to the residents of the County through the development and presentation of arts and/or arts education programs and services, such as exhibitions, festivals, performances, classes and theatrical and musical productions, and by engaging the public to build appreciation and visibility for the arts.

### Section 1. AGREEMENT DOCUMENTS

This Agreement is comprised of this three-page document, the Standard Terms and Conditions attached here as Exhibit A, and the General Terms and Instructions attached here as Exhibit B. Grantee affirms it has reviewed the entire Agreement, including the attached exhibits, and understands and will comply with the terms and instructions as described.

### Section 2. PURPOSE AND SCOPE OF GRANT

The County desires to provide a grant to support Grantee's arts-oriented operations and programming efforts in the County. Specifically, this grant award will be used for the following purposes only ("Project"): **General operating support.**

**REMINDER:** The adjusted grant budget section of the contract was submitted in the online grants system. If you did not download it from the system yet or need help locating it, contact [grants@arts.lacounty.gov](mailto:grants@arts.lacounty.gov).



# OGP Contract – Cash Match

Grantees must demonstrate and report matching dollars that ensure Los Angeles County grant funding did not exceed fifty percent (50%) of the cost of the supported project for that fiscal year.



*Featured grantees (from left to right): Craft and Folk Art Museum, Film Independent, Amazing Grace Conservatory*

# Accessing the OGP Reporting Forms

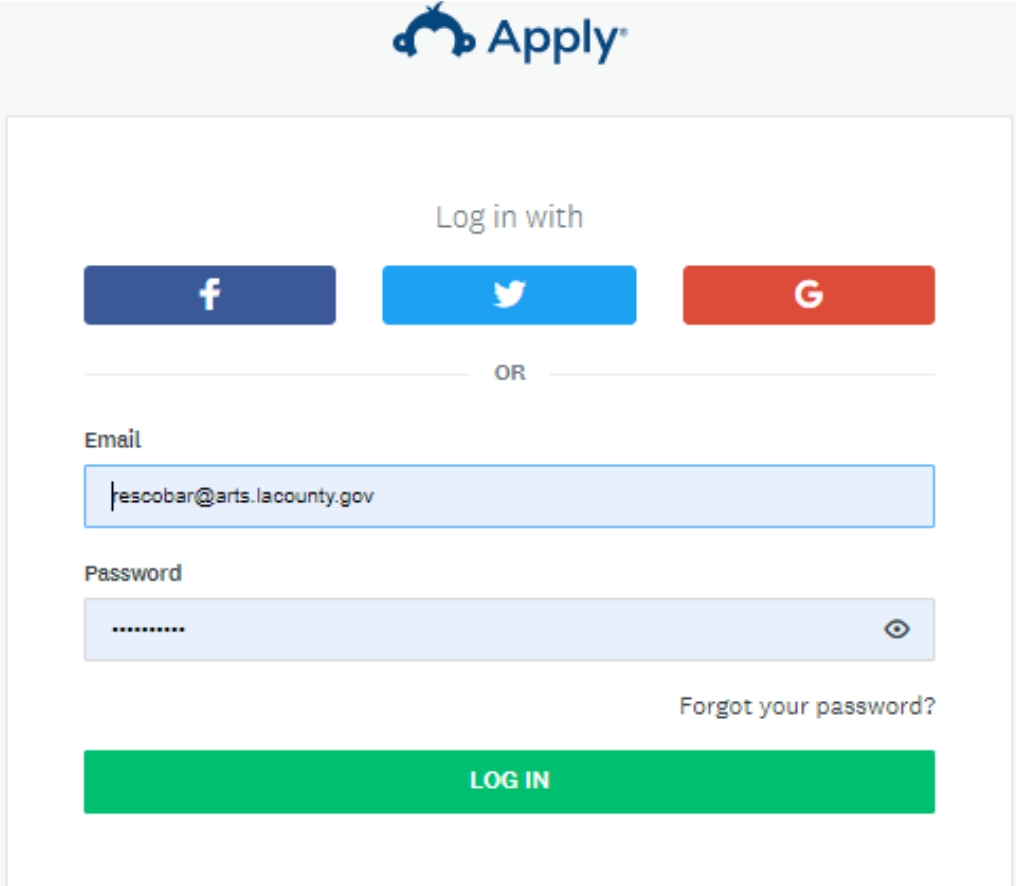
Online Invoice + Report  
[www.apply-lacdac.smapply.io](http://www.apply-lacdac.smapply.io)

## TO BEGIN:

- Log in to your SurveyMonkey Apply account.
- All OGP forms are available in this system, including grant applications, invoices and report forms.

## REMINDERS:

- Cut + Paste from a Word Document.
- Submit 5 days prior to deadline to avoid last minute stress!
- Contact [grants@arts.lacounty.gov](mailto:grants@arts.lacounty.gov) if you forgot and/or don't have the username of the account.
- If you simply forgot the password, click: **“Forgot your password?”**



The screenshot shows the login interface for the 'Apply' system. At the top, the 'Apply' logo is displayed. Below it, the text 'Log in with' is centered above three social media login buttons: Facebook (blue), Twitter (light blue), and Google (red). A horizontal line with the word 'OR' in the center separates these from the standard login fields. The 'Email' field contains the text 'rescobar@arts.lacounty.gov'. The 'Password' field is masked with dots and has a visibility toggle icon on the right. A link for 'Forgot your password?' is located to the right of the password field. At the bottom, a large green button labeled 'LOG IN' is centered.

# Accessing the OGP Reporting Forms

All Applications ▾

Organizational Grant Program (OGP)  
OGP2023-0000000898

Deadline: Jun 1 2024 11:59 PM (PDT)

STATUS: Manage Your Grant Round 1 ...

0 of 2 required tasks complete

**START**

Submitted on: Oct 1 2022 05:47 PM (PDT)

## Once you've logged in...

1. Click START on the OGP grant in the "All Applications" list.
2. Once in, you'll be prompted to complete the three required tasks in the *Manage Your Grant Round 1* stage.
3. Fill out the two\* tasks in the list that are not labeled "optional".

*\* If you have not filled out your invoice, you will see that form in this list as well.*

0 of 2 required tasks complete

Last edited: Mar 22 2024 06:47 PM (PDT)

**REVIEW** **SUBMIT**

Deadline: Jun 1 2024 11:59 PM (PDT)

**Add collaborator**

Organizational Grant Program (O... [🔗](#) Preview ...

**OGP2023-0000000898**

Status: Manage Your Grant Round 1 (OGP)

APPLICATION **ACTIVITY**

Your tasks Instructions

<input type="checkbox"/>	Year One - Report - Narrative Questions	>
<input type="checkbox"/>	Year One - Supplemental Materials	>
<input type="checkbox"/>	Change of Information Form - OPTIONAL (optional)	>
<input type="checkbox"/>	OGP Project Amendment Request Form -Year 1- OPTIONAL (optional)	>

Previous tasks

<input checked="" type="checkbox"/>	501c3 Verification	>
	Completed on: Oct 1 2022 05:44 PM (PDT)	
<input checked="" type="checkbox"/>	0. Eligibility	>
	Completed on: Aug 31 2022 08:10 PM (PDT)	



# 2023-24 Year One Narrative Questions

## **Program Goals**

1. BRIEFLY describe your OGP funded project. *\*Max 200 characters*
2. What short term or long term goals are you working on with this project? *\*Max 200 characters*

## **Project Progress and Success**

3. What are the outcomes you are seeking to measure progress on your project goals? *\*Max 750 characters*
4. In your OGP application, you were asked about internal and external steps taken toward integrating and reflecting the values of CEII. Briefly outline any achievements and/or challenges on these steps thus far. *\*Max 750 characters*
5. *Optional* - What was the greatest success during this project so far in impacting your organization and/or community? *\*Max 750 characters*

## **Project Challenges**

6. What challenges are you facing in implementing this project, if any? *\*Max 750 characters*
7. Do you need to modify your project and/or budget for Year 2? Yes/No

# Supplemental Materials - Checklist

## ✓ **Thank You Letter to the Board of Supervisors**

A copy of the *Thank You* letter your organization sent to your LA County Supervisor\*. More information about this requirement can be found in the *Terms & Instructions (Exhibit B)* document of your contract packet.

## **TEMPORARILY REMOVED: Proof of Recognition**

Copy of a program, brochure, website screen-shot or other marketing materials that show the Department of Arts and Culture logo.

## **TEMPORARILY REMOVED: Artistic Documentation**

At minimum 1, at most 3 HIGH QUALITY images (300dpi) of activities or events that happened during the fiscal year you are reporting on. *Do not submit photos you have already submitted with your application or for a prior report.*

\*To ensure the letter goes to the correct supervisor, we encourage all grantees visit: <https://lavote.gov/apps/precinctsmaps> to look up their supervisorial district.

# Invoice Form

Make sure to fill out the invoice form in its entirety. Remember the amount will be exactly HALF of the award

**If you don't know what your vendor number is, find it on your contract on the first page.**

**Once you've completed the invoice, click **Mark as Complete**. You'll be taken back to the dashboard.**

## Organization Account Info

Organization Legal Name	<input type="text"/>
Main Address 1	<input type="text"/>
Main Address 2	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip Code	<input type="text"/>
Main Email	<input type="text"/>
Website	<input type="text"/>

Vendor #:

## Primary Application Contact Information

Primary Application Contact Name:	<input type="text"/>
Primary Application Contact Phone:	<input type="text"/>
Primary Application Contact Email:	<input type="text"/>

Invoice Amount

\$

I certify that the County Grant was matched 1:1 with earned or other contributed income and that all grant guidelines have been followed.

Yes

Date Submitted

# 2023-24 OGP Report – Submission

Once all REQUIRED reporting tasks are complete,

- 1) Review your forms
- 2) Download the forms for future reference and
- 3) then click on the **“Submit”** button in the dashboard!

The screenshot displays the OGP dashboard interface. At the top left, it indicates '2 of 2 required tasks complete' with a progress bar. Below this, the 'Last edited' timestamp is 'Apr 25 2024 08:00 AM (PDT)'. There are two buttons: 'REVIEW' and 'SUBMIT', with the 'SUBMIT' button circled in red. The 'Deadline' is 'Jun 3 2024 11:59 PM (PDT)'. The owner is 'Rosalyn Escobar (Owner)' with email 'esco1205@yahoo.com'. A 'Collaborators' section shows 'Julie Chavez' with a 'View & edit' link. The right side of the dashboard shows the application ID 'OGP2023-0000000896' and status 'Manage Your Grant Round 1 (OGP)'. There are tabs for 'APPLICATION' and 'ACTIVITY'. Under 'Your tasks', there are four items: 'Year One - Report - Narrative Questions' (completed), 'Year One - Supplemental Materials' (completed), 'Change of Information Form - OPTIONAL (optional)', and 'OGP Project Amendment Request Form -Year 1- OPTIONAL (optional)'. A 'Previous tasks' section shows '501c3 Verification'.

This screenshot shows the application details page. At the top left, there is a 'Back to application' link. On the right, there is a 'SUBMIT YOUR APPLICATION' button. Below this, the application details are shown: 'Organizational Grant Program (OGP)', ID 'OGP2021-0000000002', and 'Last edited: Apr 21 2021 08:47 PM (UTC)'. A 'Download' button is circled in red.

# Auditing Post-Report Review

Grants Staff will be conducting **audits on late and incomplete** OGP reports for (Year 1 + Year 2) for ALL OGP BUDGET CATEGORIES.

Make a habit of keeping financial records associated with your OGP grant.

For your reference, here are the types of financials you may submit should we request additional information from you:

## Proof of Expenses

- QuickBooks or Quicken reports
- Copies of canceled checks
- Statements (bank or credit card) showing proof of payment
- Receipts
- Signed, dated contracts\*
- Signed, dated statements/invoice from the contracted individual

**NOTE:** It is your responsibility to clarify expenses that pertain to your grant funded project by **HIGHLIGHTING** them in financial receipts and documents.



# Questions?

Contact Arts and Culture Grants Staff:

- [grants@arts.lacounty.gov](mailto:grants@arts.lacounty.gov)
- 213-202-5858

**Download sample report forms at:**

*<https://www.lacountyarts.org/funding/organizational-grant-program/manage-your-grant/grant-requirements>*

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