




# Organizational Grant Program (OGP) Webinar

## Manage Your Grant: Year Two

## Grant Reporting and Requirements

 @LACountyArts  
#OGPArtsFunding

Los Angeles  
County  
**Arts &  
Culture**

# Welcome to the Organizational Grant Program Year Two – Grant Reporting and Invoicing Webinar

- **Presenter**

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

- **Agenda**

- Overview of the 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 2 Report Form:** <https://apply-lacdac.smapply.org>

# 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 2022

**Year-Two reports cover activities from:  
July 1, 2022 to June 30, 2024**



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

# New Changes to OGP Year Two Report Forms

OGP GRANT REPORT FORMS	NEW CHANGES
<b>1. Deadlines/Cycle</b>	Submitting invoices at the start of the grant year ( <i>Aug 2023</i> ) rather than at the end so that grantees have funds earlier on in the process. Report forms due at end of cycle ( <i>June 3, 2024</i> ).
<b>2. Report Narrative</b>	Reduced to 10 questions; modifications can be explained in the <i>Project Challenges</i> section; one new question regarding CEI activities and progress.
<b>3. Supplemental Materials</b>	Zip code list of all physical programming locations.
<b>4. Expense Budget</b>	No changes but modifications to line items are allowable with explanation in the narrative.

**A copy of the report questions is accessible on our website. Visit:**

**[https://www.lacountyarts.org/sites/default/files/ogp\\_year\\_2\\_sample\\_report\\_form.pdf](https://www.lacountyarts.org/sites/default/files/ogp_year_2_sample_report_form.pdf)**

# Getting Started - Checklist

## ✓ 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 2022. You should have this handy before you begin.

## ✓ Copy of *Letter of Impact* to the Board of Supervisors\*

A copy of the *Letter of Impact* 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 changed use this link:  
<https://lavote.gov/apps/precinctsmaps>

## ✓ Proof of Recognition

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

## ✓ Artistic Documentation

At minimum 1, at most 2 HIGH QUALITY images (300dpi) of activities or events that happened during the fiscal years you are reporting on.

**IMPORTANT NOTE: Do not submit photos you have already submitted with your application or for a prior report. Images should highlight artistic work, not images of staff, space, etc.**

# Getting Started – Checklist Continued

## ✓ **Programming Zip Code List**

Grantees are required to submit a list of zip codes for every PHYSICAL LOCATION in which programming took place within the last two years (2022-2024). If you were not able to provide onsite programming at all due to the pandemic-related closures, you may skip the question.

# OGP Reporting + Invoicing

- **Invoice Payments**

- *Invoices were due in August 2023.*
- *If you have not submitted invoice yet, submit it with your report.*

- **Reporting**

- Final reports for OGP focus on aspects of grant project implementation for both years of the two-year cycle.
- **DEADLINE FOR FINAL REPORT IS JUNE 3, 2024.**

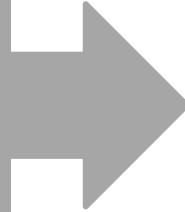
- **Terms & Instructions (Exhibit B):**

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



# 2022-23 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.



CONTRACT #: 21-2200  
Organizational Grant Program Agreement



This Agreement made this \_\_\_\_\_, by and between the County of Los Angeles ("County"), a body corporate and politic of the State of California, and:

Organization ("Grantee"): XYZ, Inc.  
Address: 111 N. Hill St.  
City, State, Zip: Los Angeles, CA 90012  
Primary Contact: Jen Jane  
Email Address: jen@xyz.org  
DUNS #: 000000000  
Los Angeles County Vendor #: 010101

#### ORGANIZATIONAL GRANT PROGRAM

The County, through the Los Angeles County Department of Arts and Culture ("Arts Department"), 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 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.

A. 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**.

**Section 3. AGREEMENT TERM.** The term of this Agreement shall commence when executed by all parties hereto, no earlier than July 1, 2020, and shall expire on: June 30, 2022

**Section 4. MAXIMUM GRANT AMOUNT.** The maximum grant amount payable by the County to the Grantee under this Agreement shall not exceed: **\$1000.00**

**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).

# 2022-23 Adjusted Grant Budget

**REFER BACK TO THE  
ADJUSTED BUDGET**



In some cases, the project expenses may have been modified. That is OKAY.

If the project expenses are completely different, contact grants staff before submitting your report.

Let us know if you need to amend the project! Your budget may no longer look like this!

## Identify Matching Expenditures

	YEAR 1: APPLICATION REQUEST+MATCH	YEAR 1: GRANT AWARD+MATCH	YEAR 2: APPLICATION REQUEST+MATCH	YEAR 2: GRANT AWARD+MATCH
Request/Match Amount	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## A. Administrative & Artistic Salaries, Professional Fees & Fringe Subtotal

	YEAR 1: APPLICATION REQUEST+MATCH	YEAR 1: GRANT AWARD+MATCH	YEAR 2: APPLICATION REQUEST+MATCH	YEAR 2: GRANT AWARD+MATCH
A. Administrative & Artistic Salaries, Fees & Fringe Subtotal	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## B. Marketing

	YEAR 1: APPLICATION REQUEST+MATCH	YEAR 1: GRANT AWARD+MATCH	YEAR 2: APPLICATION REQUEST+MATCH	YEAR 2: GRANT AWARD+MATCH
B. Marketing	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## C. Operations (Rent, utilities, equipment and facilities, etc.)

	YEAR 1: APPLICATION REQUEST+MATCH	YEAR 1: GRANT AWARD+MATCH	YEAR 2: APPLICATION REQUEST+MATCH	YEAR 2: GRANT AWARD+MATCH
C. Operations	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## D. Fundraising

	YEAR 1: APPLICATION REQUEST+MATCH	YEAR 1: GRANT AWARD+MATCH	YEAR 2: APPLICATION REQUEST+MATCH	YEAR 2: GRANT AWARD+MATCH
D. Fundraising	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## E. Professional Development

	YEAR 1: APPLICATION REQUEST+MATCH	YEAR 1: GRANT AWARD+MATCH	YEAR 2: APPLICATION REQUEST+MATCH	YEAR 2: GRANT AWARD+MATCH
E. Professional Development	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## F. Programming

# 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

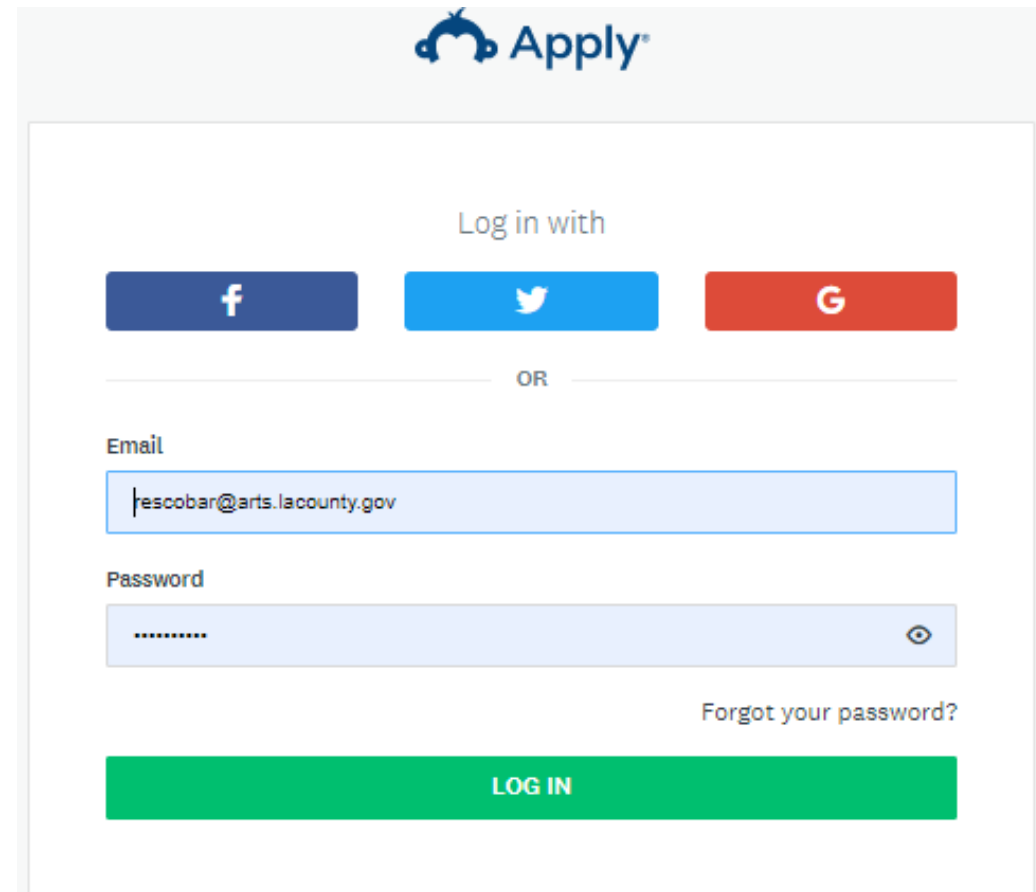
Online Invoice + Report  
[www.apply-lacdac.smapply.io](http://www.apply-lacdac.smapply.io)

## 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

**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 2* stage.
3. Fill out the three\* tasks in the list that are not labeled “optional”.

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

Organizational Grant Program (OGP)  
OGP2023-0000000896 

Deadline: Jun 3 2024 11:59 PM (PDT)

STATUS: Manage Your Grant Round 2 ...

0 of 4 required tasks complete

**START**

Last edited: Apr 25 2024 08:22 AM (PDT)

0 of 4 required tasks complete


Last edited: Apr 25 2024 08:22 AM (PDT)

**REVIEW** **SUBMIT**



Deadline: Jun 3 2024 11:59 PM (PDT)

**RE** Rosalyn Escobar (Owner)  
esco1205@yahoo.com

**Collaborators** **Add**

**JC** Julie Chavez  
JChavez@arts.lacounty.... 

[View & edit](#)







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

**OGP2023-0000000896**



Status: Manage Your Grant Round 2 (OGP)

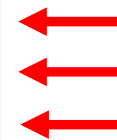
**APPLICATION** ACTIVITY

Your tasks [Instructions](#)

- ~~OGP Final Invoice (Complete this by August 2023)~~ 
- Final Report - Narrative Questions (Complete this by June 2024) 
- Final Report Matching Expenses (Complete this by June 2024) 
- Supplemental Materials (Complete this by June 2024) 
- Change of Information Form - OPTIONAL (optional) 
- OGP Project Amendment Request Form - Year 2- OPTIONAL (optional) 

Previous tasks

-  501c3 Verification 



# OGP Final Report – Matching Expenses

**Note:** Maximum OGP grant amount and minimum matching funds amount are automatically entered by the new online grants system.

## MATCHING EXPENSES BUDGET

**Column 1:** These are the line items to choose from.

**Column 2 – OGP Year Two Grant:** Enter the amount you spent in each of these line items for the second half of your grant award (ie.- what has been spent towards OGP project using OGP funds in year two?).

**Column 3 – Year Two Match:** List project matching funds (ie.-what has been spent towards OGP project using matching funds in year two?).

**TOTAL:** The total under **Column 2** should be equal to or less than the total in **Column 3**.

### Identify Matching Expenditures

	OGP YEAR 2 FUNDS	YEAR 2 MATCH
Request/Match Amount	0.0	0.0

### MATCHING EXPENSES

	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	\$ 0	\$ 0
-------	------	------

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

Please provide your source(s) of Matching Funds

Back

Save & Continue Editing

Save & Exit

# Year Two Narrative Questions

## Program Goals

1. BRIEFLY describe your OGP funded project. *\*Max 200 characters*

## Project Progress and Success

2. What short term and/or long-term goals are you working on with this project? *\*Max 750 characters*

3. What progress did you make toward these goals? Demonstrate using qualitative and/or quantitative information. *\*Max 750 characters*

4. What was the greatest success during this project in impacting your organization and/or community? *\*Max 750 characters*

## Project Challenges

5. What challenges did you encounter in implementing this project, if any? What helped/would have helped you meet those challenges? *\*Max 750 characters*

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. *\*Max 750 characters*

## Cultural Equity and Inclusion Statement/Policy/Plan

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. *\*Max 750 characters*

# Year Two Narrative Questions

## Participation and Project Reach – *New Questions*

8. How many people participated in this project in particular?

\*Only report participant numbers for your OGP grant funded project, not the overall numbers for your organization. If a category count is not applicable, enter N/A

- a. Total *paid* attendance
- b. Total *free* attendance
- c. Total attendance in classes/workshops, both paid and unpaid.  
*Note: This may be all or part of the numbers you reported in a and b.*
- 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 (board members, unpaid artists, etc).

**Once you've completed the first 8 questions, click **Next** to begin the Demographic questionnaire.**



# Year Two Narrative Questions

## Participation and Project Reach – *Demographic Questions*

9 a. Please check all applicable descriptions of the **specific communities targeted** for service *for this project*.

- 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)

### **Specific Gender:**

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

### **Specific Age Groups:**

- 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

### **Specific racial/ethnic groups:**

- 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

*For all selections that request additional information, use the text box to provide more details.*

# Supplemental Materials - Checklist

## ✓ **Copy of Letter of Impact to the Board of Supervisors\***

A copy of the *Letter of Impact* 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 changed use this link:  
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## ✓ **Proof of Recognition**

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## ✓ **Programming Zip Code List**

Grantees are required to submit a list of zip codes for every PHYSICAL LOCATION in which programming took place within the last two years (2021-2023). If you did not have onsite programming, you can skip this question.

# Invoice Form (only if not submitted prior)

Make sure to fill out the invoice form in it's entirety. **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 **Save and Exit**. 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

[Save & Continue Editing](#)

[Save & Exit](#)

# 2022-23 OGP Final Report – Submission

Once all reporting tasks are complete, click on the “Submit” button in the dashboard!

The screenshot displays a dashboard with three task items, each marked with a green checkmark and a document icon:

- Final Report - Narrative Questions
- Final Report Matching Expenses
- Supplemental Materials

Below the list, a progress bar shows "4 of 4 required tasks complete". The last edited timestamp is "Apr 22 2022 07:33 PM (UTC)". At the bottom, there are two buttons: a grey "REVIEW" button and a green "SUBMIT" button, which 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 you 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 Department of Arts and Culture Grants staff:

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

Download instructions at:

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

## **Presenter:**

Rosalyn Escobar, Grants Programs Manager

Ann Jensen, Grants Specialist

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