



July 8, 2024

Congratulations on your 2024-26 Organizational Grant Program (OGP) award!

We are thrilled to share that for the first time in over 17 years, the OGP allocation has been increased by \$1.15M (or \$5,668,000 annually)! The Los Angeles County Department of Arts and Culture has awarded over \$5.6 million dollars in grants to 238 local arts organizations this year and your organization is one of them. A full list of grantees is available on our [website](#).

Below are instructions for accepting and managing your OGP grant during the next two years. Be sure to download your official award letter which is part of this grant agreement package and states your grant award amount and panel score. Additionally, make sure to **download and review the *OGP Grant Terms and Instructions* for recipients of this 2024-26 award, included in your grant agreement package and additionally linked [here](#).**

IMPORTANT DATES

- **Grant agreement must be signed by August 1, 2024.**
- The **grant period is for two years:**
 - Year One runs July 1, 2024, through June 30, 2025
 - Year Two runs July 1, 2025, through June 30, 2026
- **Year one payments will be processed in November provided the following:**
 - **Full execution of the OGP agreement by all authorized signers (via Adobe Sign).**
 - **Submission of Year One and Year Two Payment Requests are complete (via Adobe Sign).**
 - **Any delay in signature will cause a delay in processing of contract and first payment.**
- **Year One and Year Two reports are due on June 2, 2025 and June 1, 2026, respectively. Please mark these dates in your organization's calendar.**

INSTRUCTIONS FOR ACCEPTING YOUR AWARD

1. **Download and Review** the full OGP Grant Agreement Package (INCLUDING EXHIBITS A and B – Grant [Terms & Instructions](#)) and invoices. **Verify Information** in your OGP Agreement:

If you find any errors in the grant agreement in the information listed below—please **email grants@arts.lacounty.gov** with the corrections so that we can send a revised agreement:

- Organization name
- Organization address
- Primary and/or secondary contact information
- Vendor Number

2. **Sign your OGP Grant Agreement –**

The **requirements for grant agreement signatures** may be found [here](#) and on page 3 of your Exhibit B-General Terms and Instructions. Unless authorized under a delegated authority by the Board of Directors, the ***Executive and/or Artistic Directors may not sign the grant agreement***. If the organization's board has not approved delegated authority to sign grant agreements to an individual staff member, please delegate the document to authorized board members to sign.

For organizations who have not sent signer information, the primary contact must delegate (not forward) the grant agreement for signature to the board members by following the prompts in the Adobe Sign email to

obtain signatures. If you are unsure how to delegate the grant agreement out for signatures, **please contact us at your earliest convenience**, by phone 213-202-5858 or email grants@arts.lacounty.gov. Once electronically signed, all parties will receive an automatic message to review and download the documents.

3. **Keep a copy** of the signed grant agreement for your records.

Failure to return the grant agreement by August 1, 2024 (not a postmark deadline) may result in forfeiture of the grant award.

If you have any questions, please refer to your [OGP Terms and Instructions](#). Grants staff are always happy to answer any questions you might have about your grant and project and can be reached by email at grants@arts.lacounty.gov.

We look forward to hearing more about the work your organization is doing in the community and how we can support and strengthen our partnership. Thank you for your service to Los Angeles County!

Kindly,



Anji Gaspar-Milanović
Director of Grants and Professional Development
Los Angeles County Department of Arts and Culture
Kenneth Hahn Hall of Administration
500 West Temple Street, B-79-2
Los Angeles, CA 90012
Email: AMilanovic@arts.lacounty.gov



Rosalyn Escobar
Grants Programs Manager
Los Angeles County Department of Arts and Culture
Kenneth Hahn Hall of Administration
500 West Temple Street, B-79-2
Los Angeles, CA 90012
Email: rescobar@arts.lacounty.gov

