

WELCOME

On behalf of the Department of Arts and Culture's Grants and Professional Development division, congratulations on receiving a grant award for the 2021-22 Community Impact Arts Grant cycle. We are appreciative of your commitment and service of Los Angeles County especially during this time.



First established in 2015, the CIAG program continues to serve a wide variety of populations and communities. CIAG supports the work of community-based organizations and municipalities to ensure that residents have access to arts and culture as a resource for their overall wellbeing. The Department of Arts and Culture has found that as social service and social justice organizations, CIAG grantees serve very diverse communities in terms of race and ethnicity, and also serve communities where more than a quarter of the population earns less than the federal poverty level. We are proud that this program supports the meaningful role of arts and culture in social service and social justice organizations in our most underserved areas.

These General Terms and Instructions contain important information you will need to manage your grant, meet requirements, and receive payment. Please read the entire document thoroughly and visit our website at <http://lacountyarts.org/CIAG> to access up-to-date resources and information about managing your CIAG award. If you have any questions about your grant, please contact grants staff at (213) 202-5858 or ciag@arts.lacounty.gov.



In light of the public health emergency posed by COVID-19 and in accordance with state and county public health orders, additional guidance may be issued to support grantees in following safety precautions, procedures or processes as information becomes available. Additionally, this guidance may be updated as the situation evolves.

The Department of Arts and Culture is committed to upholding the values of [cultural equity and inclusion](#) and racial equity in our grant programs. On July 21, 2020, the Board of Supervisors [declared an anti-racist policy agenda](#) recognizing, affirming, and declaring that racism is a matter of public health in Los Angeles County. We are honored to work with you towards building an anti-racist society. Thank you for your dedication to community building and service through arts and culture!



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COMMUNITY IMPACT ARTS GRANT TEAM

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**Please note that most correspondence will come from ciag@arts.lacounty.gov*



COMMUNITY IMPACT ARTS GRANT PROGRAM GENERAL TERMS AND INSTRUCTIONS EXHIBIT B

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GRANT PORTAL

All 2021-22 CIAG grant requirements, including applications, reports and forms must be completed and submitted using the SurveyMonkey Apply platform:

<https://lacountyarts.org/SMApply>

REQUIREMENTS FOR GRANTEE

The following requirements must be met by your organization prior to contract signing:

California Secretary of State – Certificate of Good Standing

Los Angeles County verifies that each non-profit grantee organization is registered to do business in California and is in good standing with the California Secretary of State before the grant contract can be fully executed. Each grantee is responsible for maintaining its good standing with the California Secretary of State for the entire term of the grant, or the grant will be forfeited, and all money received from the County must be repaid.

Los Angeles County Vendor Number

Grantees must have a current vendor number registered with Los Angeles County. To obtain a vendor ID visit <http://camisvr.co.la.ca.us/webven/>. If you have questions relating to your vendor number, please contact vendor relations at 323-267-2725 Monday - Thursday (7:00 a.m. to 5:00 p.m. PST).

Once a vendor number is created, grantees should register for Vendor Self-Service (VSS) to support and ease account management.

After registration in VSS, grantees **are required to enroll in Direct Deposit**. Please complete the form and follow the "Direct Deposit" instructions listed on the County's website at http://file.lacounty.gov/auditor/portal/cms1_237279.pdf.

CONTRACT OVERVIEW

It is your responsibility as a grantee to meet all applicable award requirements. If you fail to comply with applicable requirements, your contract may be suspended or terminated, and you may forfeit some or the entirety of the grant award.

Grant Period

The period of this grant is from July 1, 2021 through June 30, 2022. All matching and grant funds must be expended within the grant period. Organizations will be required to report all related expenditures as part of final report, due June 1, 2022.

Midpoint Check-In

Grantees can schedule a one-on-one phone appointment with the Grants Manager to discuss progress of the funded project by January 31, 2022 – the midpoint of the grant period. Appointment scheduling takes place here: https://calendly.com/ciag-pd_office-hours/30minutes

Matching Funds

Grantees must demonstrate and report matching funds that ensure Los Angeles County grant funds do not exceed fifty percent (50%) of the total cost of the supported project. Please note that the contract provides that you may forfeit some or your entire grant award if you do not comply with this requirement.

Signing the Contract

Contract signatures are due by September 15, 2021. Per State of California requirements for nonprofit organizations, the grant contract may be executed in one of two ways.

1. **Two signatures – the official legal requirement:**

A contract must be signed by two distinct members of the organization's board of directors. Reference the table below to identify which positions are allowed to sign.

Signature 1: Executive level board positions	President, Vice-President, or Chair
Signature 2: Supporting level board positions	Secretary, Assistant Secretary, Chief Financial Officer, or Treasurer

Examples:

Correct Signatures: A contract signed by the President and the Secretary would be acceptable.

Incorrect Signatures: A contract signed by the President and the Vice-President, or by the Secretary and the Chief Financial Officer would NOT be acceptable.

– OR –

2. **One signature – delegated authority:**

The board of directors may delegate the authority to sign a contract on behalf of the organization to a single person or position within the organization (e.g., the Executive Director). In such case, you must provide evidence of the person's authority to sign the contract. Such evidence typically takes the form of a resolution adopted by the organization's board of directors, or the articles of incorporation.

Note:

A person may hold more than one position within your organization. For example, an Executive Director may also sit on the board, and may sign contracts using their board title and not their title of Executive Director.

Adjusted Grant Budget

Grantees must provide the Department of Arts and Culture with an updated budget demonstrating all projected income and expenses related to the project scope and reflective of the grant award amount. The *Adjusted Grant Budget* form must be submitted online via www.lacountyarts.org/SMApply and will be available for completion on August 1, 2021 and due by September 15, 2021. **Note: Forms must be submitted prior to final execution of the contract; any delays in submission of this form may delay final execution of the grant contract.**

In most cases, CIAG awards are *less than* the original grant request amount. As a result, please scale down the project budget using the Adjusted Grant Budget form or show that you are supplementing the project budget with other funding. This must be submitted as part of the contract agreement. If the CIAG award amount seriously impacts the scope of work or project budget, please refer to the Project Amendment section of this document for instructions.

LA COUNTY CREDIT AND RECOGNITION OF SUPPORT

Letter of Acknowledgement and Impact to the LA County Board of Supervisors

Grantees are required to send **two letters** from your Executive Director, Board Chair or both, thanking the Board of Supervisors for the grant, providing details regarding your CIAG project and its impact in your community.

The initial letter of acknowledgement must be sent to the Board of Supervisors at the beginning of the grant period and no later than December 31, 2021. A second letter detailing the impact of the grant on your organization as well as the communities served should be sent prior to the end of the grant period and uploaded with the final invoice package no later than June 1, 2022.

Letters should be sent directly to your Los Angeles County District ("District") Supervisor ("Supervisor") at the email address(es) listed below. To confirm your organization's District and Supervisor, please visit <https://appcenter.gis.lacounty.gov/districtlocator/>. If your organization serves more than one District, please send letters to each applicable Supervisor.

Copies of the Letter of Acknowledgement and Impact

Copies of letters must also be emailed to the Department of Arts and Culture. Send letters to the attention of the Arts Commissioners at the email address listed below. Staff will track all sent letters for completion and compliance. *We also invite you to share the news of your grant and thank the Board of Supervisors on social media.*

Email and Social Media Contact information for the LA County Board of Supervisors

Supervisorial District	Supervisor	Email Address	Social Media Handle
District 1	Hilda Solis	firstdistrict@bos.lacounty.gov	@HildaSolis
District 2	Holly J. Mitchell	seconddistrict@bos.lacounty.gov	@HollyJMitchell
District 3	Sheila Kuehl	sheila@bos.lacounty.gov	@SheilaKuehl
District 4	Janice Hahn	fourthdistrict@bos.lacounty.gov	@SupJaniceHahn
District 5	Kathryn Barger	kathryn@lacbos.org	@KathrynBarger
Board of Supervisors			@LACountyBOS
Department of Arts and Culture		ciag@arts.lacounty.gov	@LACountyArts; #LACountyArts #CIAGArtsFunding

Credit/Recognition

Grantees should recognize grant support from Los Angeles County by placing the Department of Arts and Culture logo and credit line on the organization's printed materials and website, and by listing the Department of Arts and Culture among the organization's donors or supporters. The Department of Arts and Culture logos can be downloaded at <https://www.lacountyarts.org/funding/organizational-grant-program/manage-your-grant/ogp-manage-your-grant-credit-recognition>.

The following line shall be used for crediting purposes:

"This [ORGANIZATION/PROJECT/PROGRAM/PERFORMANCE/EXHIBITION] is supported, in part, by the Los Angeles County Board of Supervisors through the Department of Arts and Culture."

GRANT PANEL COMMENTS

Knowledgeable members of the arts community and social services community, including artists, arts administrators and social service providers have assessed your organization's programs and management as part of the CIAG peer review panel process.

To set up a brief phone appointment to discuss panel feedback, call or email the grants staff at (213) 202-5858 or ciag@arts.lacounty.gov. To find out more about panel service or to apply to serve as a grants panelist, please visit <https://www.surveymonkey.com/r/LACACpanelists>.

INVOICING AND REPORTING

CIAG grants are paid on a reimbursement basis each year. Please note:

- **Payment requests and required reporting documentation are due no later than June 1, 2022.** CIAG contracts run through June 30, 2022 and must be expended or incurred by then so that invoicing and reporting can be completed in a timely manner. Failure to expend or incur project expenses by June 30, 2022 will delay the reimbursement.
- All project funds, including matching funds, must be expended or incurred prior to invoicing.
- Payment requests must be submitted through the online grants system (<https://lacountyarts.org/SMApply>) and include the following items:
 1. Invoice form
 2. Final report form (Project expense report, statistics for project participation and reach, demographic and zip code data, and details about project outcomes and impact.)
 3. Proof of Department of Arts and Culture recognition
 4. Two (2) high resolution images (300 dpi, at least 1,000 pixels across) documenting the CIAG funded project and not submitted in prior applications or reports.
 5. Letter of Impact to the Board of Supervisors and Arts Commissioners
- *Important Note:* The second letter of impact must be included as part of the final report detailing the impact of the grant on your organization as well as the communities served. This requirement must be met in order to process your invoice. Refer to page 5 for additional information about where to mail your letter of impact.

PROJECT AMENDMENTS

Grant activities and expenses must be consistent with those approved for funding. If changes in the project are necessary, you must:

1. Contact the Department of Arts and Culture's Grants and Professional Development staff and set up a project amendment phone appointment;
2. Complete a project amendment form to be provided by Grants and Professional Development staff following the phone appointment.

No project amendment is effective until grantee receives written approval from the Department of Arts and Culture, in the form of a signed project amendment form. Until such time as grantee receives such written approval, grantee must carry out its project and incur costs in a manner consistent with the terms and conditions of the original contract.

CONTACT INFORMATION + UPDATES

The designated contact on the grant contract is the primary contact for the grantee organization for all communications with the Department of Arts and Culture. Grantees are required to update contact records with full list of contacts, if desired additional contacts can be aggregated.

Grantees must notify the Department of Arts and Culture of changes to their organization's contact information. Grantee must also notify [LA County Vendor Services](#) separately to maintain current information in the vendor system. Please send any changes in contact information to ciag@arts.lacounty.gov.

BENEFITS AND OPPORTUNITIES FOR CIAG GRANTEES

What is the Professional Development Program?

The Department of Arts and Culture provides an array of professional development opportunities to organizations that receive grants. They are designed to bolster organizational capacity by providing learning and networking opportunities for the individuals who lead and staff your CIAG funded projects. Information about the Professional Development Program can be found on the [Professional Development](#) webpage.

Sessions, workshops and networking convenings designed specifically for the local arts and culture community by the Department of Arts and Culture are advertised in the Professional Development Newsletter. Grantees primary grant contact will receive this newsletter on behalf of the organization. It is the responsibility of this individual to share with all CIAG supported staff and cultural workers.

The CIAG Professional Development Program provides two distinct benefits:

- 1) Subsidized workshops, courses, and certificate programs addressing nonprofit management issues and topics by professional development training and technical assistance providers contracted by the Department of Arts and Culture.
- 2) A scholarship program that allows grantees to identify other professional development opportunities and attend at a reduced rate. Advance application is required. Refer to the [professional development webpage](#) for details about this program.

Who Can Attend?

All current CIAG grantee staff, board members or artists working directly on the CIAG funded arts and culture project are eligible to participate in Department of Arts and Culture workshops. Workshops provided by outside professional development and technical assistance providers and subsidized by professional development scholarships are open to CIAG grantee organizations with some restrictions. The following provisions apply:

1. Organizations with budgets less than \$5,000,000 may request subsidized classes and scholarships for any members of their staff or board working on the grant funded arts project.

2. Organizations with budgets between \$5,000,000 and \$15,000,000 should reserve subsidized classes and scholarship opportunities for mid-career and emerging leaders on their staff or artistic ranks working on the grant funded arts project.
3. Organizations with budgets over \$15,000,000 should reserve subsidized classes and scholarship opportunities for emerging level staff working on the grant funded arts project.

Professional Development Scholarships

1. Eligible organizations may use the scholarship program for up to 5 half or full day courses per grant year. Note: sending multiple people to the same class or conference counts as multiple uses of the scholarship. Be tactical in how you use these opportunities, and who attends them!
2. All scholarship requests require advance application and are subject to approval by the Department of Arts and Culture.

How Does the Department of Arts and Culture Decide on Topics for Convenings?

Topics are determined by current strategic priorities (such as the Cultural Equity and Inclusion Initiative), review of grantee reports and aggregated survey responses from workshops and convenings across all Department of Arts and Culture programs. Sample topics include promising practices in nonprofit management, human resources, artistic documentation, and arts advocacy rules and tools.

CONTACTING GRANTS STAFF

For questions, amendments, etc. please contact Grants and Professional Development staff at (213) 202-5858, ciag@arts.lacounty.gov or Los Angeles County Department of Arts and Culture Attn. Laura Guerrero Nieto 1055 Wilshire Blvd., Suite 800, Los Angeles, CA 90017. Schedule a phone appointment here: https://calendly.com/ciag-pd_office-hours/30minutes

OPPORTUNITIES AND ANNOUNCEMENTS

Stay informed by following us on Instagram, Facebook and Twitter @lacountyarts and receive updates about events and opportunities by signing up for the [ArtWise](#) and Professional Development newsletters! We will share scholarship information in the monthly PD Newsletter email blasts, which also share workshop opportunities and information on local conferences. Additional information and instructions on how to sign up for workshops is always available at lacountyarts.org. You should also follow us on Facebook and Twitter @lacountyarts.

LA Culture Net

Opportunities are also posted on the LA Culture Net listserv. One CIAG contact is required to subscribe and receive these mailings by using this link: <https://groups.io/g/laculturenet/join>.

LA VS HATE

LA vs Hate is a community-centered creative campaign to encourage and support all residents of Los Angeles County to unite against, report and resist hate. We encourage you to visit <https://www.lavshate.org/> where you will find resources and free artwork intended to be used across social media to unite your community in the effort to recognize, report and resist hate in our county. If you are the victim or witness of a hate incident or hate crime you can [report the incident/crime with 211 LA](#). Your report is confidential and 211 is not affiliated with law enforcement.