



COMMUNITY IMPACT ARTS GRANT

**2022-23 GENERAL TERMS
AND INSTRUCTIONS**

EXHIBIT B

WELCOME

On behalf of the Department of Arts and Culture's (Arts and Culture) Grants and Professional Development division, congratulations on receiving a grant award for the 2022-23 Community Impact Arts Grant (CIAG) cycle! We are appreciative of your commitment and service to Los Angeles County.

First established in 2015, the CIAG program supports the work of community-based organizations and municipalities to ensure that residents have access to regional arts and culture programming. 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 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 and provides access to communities throughout the region.

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](#) 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.

Arts and Culture is committed to upholding the values of [cultural equity and inclusion](#) and racial equity in our grant programs. Thank you for your dedication to community service through arts and culture!



Anji Gaspar Milanović
Director
Grants and Professional Development



Marah Morris
Programs Manager
Grants and Professional Development

COMMUNITY IMPACT ARTS GRANT TEAM

Anji Gaspar Milanović, Director, Grants and Professional Development
amilanovic@arts.lacounty.gov

Marah Morris, Grants and Professional Development Programs Manager
mmorris@arts.lacounty.gov

Ann Jensen, Grants and Professional Development Assistant
ajensen@arts.lacounty.gov

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

TABLE OF CONTENTS

GRANT PORTAL4

REQUIREMENTS FOR GRANTEES4

California Secretary of State – Certificate of Good Standing4

Los Angeles County Vendor Registration.....4

CONTRACT OVERVIEW.....4

 Grant Period 4

 Midpoint Check-In..... 4

 Matching Funds 4

 Signing the Contract 5

 Adjusted Grant Budget Form.....5

LOS ANGELES COUNTY CREDIT AND RECOGNITION OF SUPPORT6

 Letter of Acknowledgement and Impact to the Los Angeles County Board of
 Supervisors..... 6

 Credit/Recognition 6

GRANT PANEL COMMENTS6

INVOICING AND REPORTING7

PROJECT AMENDMENTS.....7

CONTACT INFORMATION AND UPDATES8

BENEFITS AND OPPORTUNITIES FOR CIAG GRANTEES.....8

 Professional Development8

 Program.....8

CONTACTING GRANTS STAFF9

OPPORTUNITIES AND ANNOUNCEMENTS9

 LA Culture Net..... 9

LA VS HATE9

GRANT PORTAL

All 2022-23 CIAG grant requirements, including applications, reports and forms must be completed and submitted using the SurveyMonkey Apply platform <https://apply-lacdac.smapply.io/>

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 nonprofit 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 Registration

Grantees must have a current vendor number registered with Los Angeles County (County), and be enrolled in direct deposit. To obtain a vendor ID and register with the Vendor Self Service (VSS) Portal, visit <http://camisvr.co.la.ca.us/webven/>. If you have questions relating to your vendor number, please contact vendor relations at ISDVendorRelations@isd.lacounty.gov.

Upon registration in VSS, grantees are required to enroll in [direct deposit](#). At any time during the duration of the contract, a grantee may submit a written request for an exemption to this requirement. The Auditor-Controller, in consultation with the contracting department, will decide whether to approve exemption requests. Enrollment information can be found at [Vendor Deposit Application \(lacounty.gov\)](#) Please follow the “Direct Deposit” instructions listed at <https://directdeposit.lacounty.gov/>.

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, 2022 through June 30, 2023. 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, 2023.

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, 2023 – the midpoint of the grant period. Please email CIAG@arts.lacounty.gov to schedule an appointment.

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, 2022. 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 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 <https://apply-lacdac.smapply.io/> and will be available for completion on August 1, 2022 and due by September 15, 2022. **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.**

CIAG awards are *less than* the original grant *request amount* submitted in your application. 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.

LOS ANGELES COUNTY CREDIT AND RECOGNITION OF SUPPORT

Letter of Acknowledgement and Impact to the Los Angeles County Board of Supervisors
Grantees are required to send **one letter** 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 **letter of acknowledgement and impact** must be sent to the Board of Supervisors at the beginning of the grant period and no later than December 31, 2022. It should detail the impact of the grant on your organization as well as the communities served and be sent directly to your Los Angeles County District Supervisor at the email address(es) listed below. To confirm your organization's District and Supervisor, please visit this [website](#). 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 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 using the handles listed below.*

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	thirddistrict@bos.lacounty.gov	@SheilaKuehl
District 4	Janice Hahn	fourthdistrict@bos.lacounty.gov	@SupJaniceHahn
District 5	Kathryn Barger	fifthdistrict@bos.lacounty.gov	@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 the County by placing the Arts and Culture logo and credit line on the organization's printed materials and website, and by listing Arts and Culture among the organization's donors or supporters. Arts and Culture logos can be downloaded [here](#).

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 and social services communities, 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, email the grants staff at ciag@arts.lacounty.gov. To find out more about panel service or to apply to serve as a grants panelist, please visit [our website](#).

INVOICING AND REPORTING

- **NEW THIS YEAR: Payments will be processed as early as December 15, 2022, so submit your invoice asap to receive payment.**
- **Required reporting documentation is due no later than June 1, 2023.** CIAG contracts run through June 30, 2023 and must be expended or incurred by then to comply with grant terms. Failure to provide all reporting documentation by June 1, 2023 or to expend or incur project expenses by June 30, 2023 will affect your organizations eligibility for future cycles.
- Final reports must be submitted through the online grants system (<https://apply-lacdac.smapply.io/>) and include the following items:
 1. Project Expense Report task
 2. Final Report task (statistics for project participation and reach, demographic data, and details about project outcomes and impact)
 3. Supplemental Materials task (zip code data, letter(s) of acknowledgement and impact to the Board of Supervisors and 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)
- *Important Note:* The letter of acknowledgement and 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 close out your grant. Refer to page 6 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 Arts and Culture's grants 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 Arts and Culture. 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 Arts and Culture.

Grantees must notify Arts and Culture of changes to their organization's contact information.

Please send any changes in contact information to ciag@arts.lacounty.gov.

Grantee must also notify [LA County Vendor Services](#) separately to maintain current information in the vendor system.

BENEFITS AND OPPORTUNITIES FOR CIAG GRANTEES

What is the Professional Development Program?

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 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 grant-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 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 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 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 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 staff at ciag@arts.lacounty.gov.

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 the 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.