



## LOS ANGELES COUNTY DEPARTMENT OF ARTS AND CULTURE

### COMMUNITY IMPACT ARTS GRANT 2023-24 APPLICATION GUIDELINES

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## WHAT'S NEW

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Fiscally sponsored organizations who possess a Model A comprehensive sponsorship agreement with a verified State of California-based Fiscal Sponsor are eligible to apply. A copy of the Model A agreement or verification letter from the sponsor will be required with the application, along with the sponsor's 990 listing a State of California address. See more on page 4.

## PROGRAM OVERVIEW

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The Community Impact Arts Grant (CIAG) program provides financial support for exemplary arts projects and programs of municipal departments and nonprofit organizations whose primary mission is outside of the arts.

CIAG recognizes the value of arts and culture as important to every community's wellbeing, and as a vital tool for civic problem solving across a range of issue areas. The program seeks to support the complex arts ecology of Los Angeles County (County) by increasing access and strengthening the quality of arts and culture programming wherever it happens and supporting our diverse communities – in health and wellness, human services, social and restorative justice, community and economic development, and environmental justice, and beyond. This grant is designed to promote cross-sector arts strategies, collaboration, and support organizations that provide high-quality arts and culture programs as part of their larger mission to provide services to individuals and the community at-large often outside of traditional arts and cultural venues.

## CULTURAL EQUITY AND INCLUSION INITIATIVE (CEII)

In April 2017, the Los Angeles County Board of Supervisors (Board) unanimously adopted the [Cultural Equity and Inclusion Initiative](#), a set of 13 recommendations to increase diversity, equity and inclusion (DEI) in the arts for all County residents with a focus on five key target areas: Boards of Directors, Staffing, Audience/Participants, Programming, and Artists/Creators. The CIAG application asks applicants to describe how they are addressing DEI within their organization. Visit our [toolkit](#) for resources on the implementation of the second recommendation: inclusive language, policies and infrastructure to recruit and retain diverse staff and boards in County arts and culture organizations.

The Los Angeles County Cultural Equity and Inclusion Initiative vision and values are outlined below:

- Every individual participates in creative thinking and expression.
- Every individual has the right to engage in arts and culture that celebrate their highest potential.
- Our community's diversity is an asset to our arts and cultural environment and our economy.
- Including communities through the arts and culture achieves our highest potential, by promoting mutual respect and understanding.

On July 21, 2020 the Board unanimously passed a Motion committing to an [Antiracist LA County Policy Agenda](#). On June 23, 2020 the Board adopted the [Countywide Cultural Policy](#) and in June 2022 the Los Angeles County Department of Arts and Culture (Arts and

Culture) delivered the new [Cultural Policy Strategic Plan](#) for the Board.

## CALENDAR + TIMELINE

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The CIAG Program supports one-year projects which must occur between July 1, 2023 and June 30, 2024. CIAG program applications are accepted annually.

<b>Application Opens</b>	August 31, 2022
<b><a href="#">Virtual Application Webinars</a></b>	September 7, 3:00 PM – 4:30 PM PST September 23, 1:00 PM – 2:30 PM PST
<b><a href="#">Open Office Hours</a></b>	September 12 - October 3, 1:30-3:30 PM PST
<b>Application Deadline</b>	October 11, 2022, 11:59 PM PST
<b>Staff Review</b>	October - December 2022
<b>Panel Review</b>	February - March 2023
<b>Commission Review</b>	May 2023
<b>Board of Supervisors Approval</b>	July 2023
<b>Notifications Sent via Email</b>	July 2023
<b>Grant Period</b>	July 1, 2023 - June 30, 2024
<b>Grant Reporting Deadline</b>	June 14, 2024

## ACCESSING THE ONLINE GRANT APPLICATION

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Applicants are required to submit applications, program documentation and support materials via Arts and Culture’s online grant system at <https://apply-lacdac.smapply.io/>. Arts and Culture strongly recommends submitting an application at least **five (5)** days prior to the deadline of October 11, 2022 at 11:59 PM PST to provide ample time to troubleshoot and resolve any problems that may occur.

## REQUIREMENTS FOR ORGANIZATIONAL ELIGIBILITY

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Nonprofit organizations, municipalities and fiscal sponsors in Los Angeles County may apply.

CIAG welcomes projects that include cross-sector partnerships with artists and arts organizations. The primary applicant is the applicant of record and must meet all eligibility requirements at the time of application submission to be accepted for consideration.

Primary applicants may partner with a nonprofit arts and culture organization(s). These must be true partnerships and constituents from the primary applicant must be served by the grant. The applicant cannot apply simply on behalf of an arts organization.

## ELIGIBLE ORGANIZATIONS

Organizations that are **eligible** to apply are:

- Nonprofit organizations whose primary mission provides services other than arts programming, as demonstrated by more than 50% of the applicant organization budget devoted to non-arts related programming
- Municipal departments whose primary mission is to provide services other than

arts programming

- Social and human services agencies and organizations
- Religious organizations providing services to the broader community that are not religious in purpose
- Fiscal Sponsors with a Model A comprehensive fiscal sponsorship agreement may submit requests on behalf of multiple projects based in the County.

### **INELIGIBLE ORGANIZATIONS**

Organizations that are **not eligible** to apply are:

- Arts-specific nonprofit organizations as demonstrated by more than 50% of the applicant organization budget devoted to arts programming. (Nonprofit arts organizations should apply for OGP grant funds at <http://lacountyarts.org/applytoOGP>)
- Individual artists
- County departments
- Federal departments and agencies
- Local arts agencies
- Private membership organizations not open to the general public
- Municipal arts agencies
- K-12 schools, both public, private and continuation
- Departments, centers, or institutes of higher education
- Organizations currently participating in or receiving funding from Arts and Culture's Organizational Grant Program (OGP) or the Arts Education Collective

### **NONPROFIT ELIGIBILITY REQUIREMENTS**

Nonprofit organizations must meet **all** the following eligibility requirements at the time of application:

- a. **501(c)3 Tax exempt status**, as defined by the IRS
- b. Organizational operating **budget of at least \$25,000 or more.**
- c. **Principal offices in the County.**
- d. **A functioning board of directors** that meets regularly with at least 51% of members residing in California.
- e. **At least two (2) full and consecutive years of providing arts-based services or activities in the County either in-person or online.** For the two most recently completed years (2020-2022), the organization is required to have produced, created or hosted at least four arts-based workshops, classes, performances or presentations each fiscal year either virtually or in person. Fundraising events and programs do not qualify.
- f. **A submitted Federal Form 990 for a tax year ending on or after December 31, 2020.** A submitted Federal Form 990, 990-EZ or 990-N is required of all applicants. Religious organizations should submit a reviewed financial statement or annual profit/loss and balance sheet information.
- g. **For all organizations with operating budgets of \$2,000,000 and above, a financial audit is also required for the applicant organization's most recently**

**completed fiscal year for a tax year ending on or after December 31, 2020.**

### ***MUNICIPALITY ELIGIBILITY REQUIREMENTS***

Municipalities must meet the following eligibility requirements:

- a. **One of 88 municipalities in the County.**
- b. **At least two (2) full and consecutive years of providing arts-based services or activities in the County in departments whose primary mission is to provide services other than arts programming.** During the two-year period the organization is required to have produced or hosted at least four (4) arts-based workshops, classes, performances or presentations each fiscal year either virtually or in person. Fundraising events and programs do not qualify.
- c. Municipal departments should submit a copy of their adopted annual departmental budget.

### ***FISCAL SPONSOR ELIGIBILITY REQUIREMENTS***

Fiscally sponsored organizations who possess Model A comprehensive sponsorship agreement with a verified State of California-based Fiscal Sponsor are eligible to apply (a copy of the agreement or verification letter from the sponsor will be required with the application, along with the sponsor's 990 listing a State of California address).

Fiscal Sponsors may apply on behalf of multiple sponsored projects that otherwise meet eligibility requirements, including a project budget of \$25,000 or more, principal offices in the County, two consecutive years of providing arts services or activities in the County and less than 50% of their overall budget focused on arts-based programming. **The fiscal sponsor is the applicant of record.**

### ***PROJECT ELIGIBILITY REQUIREMENTS***

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#### ***ELIGIBLE PROJECTS***

Applications must meet the following project eligibility criteria:

- The project is an arts project and must take place in the County.
- The project will occur between July 1, 2023 and June 30, 2024.
- Religious organizations are eligible provided the project reaches the broader community and is not religious or proselytizing in purpose.
- Municipalities are eligible provided the project is delivering arts access through departments or programs whose primary mission is to provide services other than arts programming.
- A project does not have to be a new activity. Existing projects looking to expand in scope are just as competitive as current activities or new activities, provided that they support programs in communities that have limited access to traditionally structured arts programming.
- Projects can be a combination of various types of programs or activities, but it is recommended that applications focus on one program or activity.
- Projects can be small in scope and do not need to serve large numbers of people as

long as they positively impact the organization's purpose or mission.

- Requests for support for an arts education related project must take place out-of-school.
- All organizations that request support for an arts education-related project taking place out-of-school are encouraged to:
  - a. Demonstrate that program(s) align(s) with the California State Standards for the Visual and Performing Arts (VAPA).
  - b. Demonstrate quality teaching and learning as demonstrated in the curriculum sample and application.
  - c. Submit a curriculum sample with application. Acceptable curriculum materials will reflect the full scope of the program and may include curriculum overviews, lesson plans, teacher guides and/or student study guides.

### **INELIGIBLE PROJECTS**

- Scholarly research
- Projects held, performed or exhibited outside of Los Angeles County
- Programs for private member communities or clubs
- Purchase of major equipment, land, buildings or construction, maintenance of existing facilities or other capital expenditures
- Long-distance travel outside of LA County
- Housing, hospitality or food costs
- Funds going directly into trusts, endowments or cash reserves
- Projects with religious or proselytizing purposes that specifically serve only church membership or proselytize
- Funding for a university presenting series, museum or gallery
- Requests for support for an arts education related project taking place in school

### **RESTRICTIONS**

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Arts and Culture will not consider multiple requests for the same project OR from the same nonprofit organization or municipality, except when considering proposals from fiscally sponsored applicants.

### **FUNDING REQUEST AMOUNT**

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Applicants may request \$5,000 – \$20,000. Grant awards will be less than the amount requested, so awarded applicants will have the opportunity to revise and resubmit an adjusted project budget that reflects any necessary changes.

Requests must be for a specific project and programmatic expenses. General operating support is not provided through this grant opportunity. CIAG funds can be used for program-related fees, salaries and contracts, marketing and advertising expenses, expendable supplies and materials, space rental, etc. Funds may not be used for personal gain, paid political advertising, capital projects or fundraising expenses.

## **MATCHING FUNDS**

Applicants are required to leverage the grant investment by providing a 1:1 cash match and should provide details about the source(s) of matching funds. If matching funds are not available on hand, applicants should project anticipated sources of funding. CIAG funds may not be used to match any other County grant.

## **GRANT REVIEW PROCESS + REVIEW CRITERIA**

Applications will be reviewed and scored by a grant peer review panel made up of artists, arts and nonprofit professionals, social service providers, community members and others with knowledge and professional qualifications in the arts and social services and with familiarity of County arts and social services sectors. Grant review panels will reflect the diversity of the region and the various professional groups encompassed by the arts and social services sectors, such as practitioners, administrators, board members and educators.

As a public agency, all information submitted to Arts and Culture in conjunction with a grant application becomes public record at the time the application is submitted.

CIAG applications will be reviewed and scored by the peer panel according to the CIAG Review Criteria. Each question on the application coincides to one or more of these criteria. CIAG point allocation is also delineated by review criteria and outlined in the table on page 9.

## **CIAG REVIEW CRITERIA**

<b>REVIEW CRITERIA</b>	<b>MAXIMUM POINT VALUE</b>
<b>Criterion 1: Artistic Merit</b>	35
<b>Criterion 2: Organizational Readiness/ Managerial Excellence/Fiscal Responsibility</b>	20
<b>Criterion 3: Quality of Project Plan</b>	15
<b>Criterion 4: Quality of Project Evaluation</b>	5
<b>Criterion 5: Knowledge of Target Constituents and Needs</b>	25
<b>TOTAL POSSIBLE POINTS</b>	<b>100</b>

**CRITERION 1:** A project with exceptional Artistic Merit engages qualified and diverse arts or cultural professionals; provides arts experiences that expose participants to new perspectives; provides opportunities for engagement in the creative process; and demonstrates cross-sector understanding, both supporting the arts and advancing community priorities.

**CRITERION 2:** An organization with exceptional Organizational Readiness/Managerial Excellence and Fiscal Responsibility recruits and retains an engaged, diverse and qualified board, staff, contractors and/or volunteers and has an accumulated deficit of less than 20% of their total operational expenses for two or more years. The organization addresses and is taking steps to integrate and reflect the values of cultural equity and



inclusion, highlighting any progress made over the last two or more years at the board, leadership and staff level.

Competitive applications will address all application questions and provide complete information.

**CRITERION 3:** An exceptional Project Plan will outline all aspects of the project with significant detail, including a project timeline. It also includes a realistic project budget with accurate cost and income/revenue information.

**CRITERION 4:** An exceptional Project Evaluation highlights the goals and objectives of the project, along with an assessment plan that will be used to measure project impact and success.

**CRITERION 5:** A demonstration of exceptional Knowledge of Target Constituents and Needs will include detailed description of the applicant organization’s community, including demographic information and shows how the organization is responsive to the needs of the community served, with a particular emphasis on individuals and communities for whom the arts and arts programming may not be readily accessible. The organization addresses and is taking steps to integrate and reflect the values of cultural equity and inclusion, highlighting any progress or efforts made over the last two or more years.

**ARTISTIC AND/OR SERVICE DOCUMENTATION**

A minimum of one and maximum of two artistic and/or service documentation samples must be uploaded with the application at <https://apply-lacdac.smapply.io/>. Two samples are recommended to provide panelists evaluating applications with the breadth and range of programming. Documentation is crucial for evaluating the overall quality of the application and panelists generally spend no more than three to five minutes on the work sample(s) for each application. The following are specific requirements for artistic sample submissions:

Project	Required Artistic Documentation	Submission Requirements
<i>Sample(s) should demonstrate merit of art and/or service the applicant offers.</i>	Video -or- Audio	No longer than five (5) minutes
<i>It is recommended that context for all submission be provided in the sample description.</i>	Or Images	Up to ten (10) images (PowerPoint Presentation with one image per slide and include title, artist and date)
	Or Published Materials	Up to two (2) published materials

**NOTE:** Applicants applying for video/media arts-based projects are required to submit at least one video sample.

Artistic documentation must be submitted with the application via the Department of Arts



and Culture's online application system at <https://apply-lacdac.smapply.io/> no later than 11:59 p.m. on October 11, 2022. Preview artistic documentation files before and after uploading to ensure that there are no technical problems that might interfere with the panel's review of the work.

Panelists may not watch/listen to the entire sample. It is suggested that samples are edited to show the strongest or most compelling components at the beginning of the video. Please be aware that the entire sample (not just the selected segment) is considered a part of the application and may be reviewed. If applicable, include the passwords for all uploaded artistic documentation.

**IMAGES:** Samples must be submitted in a PPT/slide show presentation and **NOT individually uploaded.** Up to 10 images may be included in a presentation, one image per slide; include title, context, artist (if applicable) and date. This format is best used to showcase programming activities, participants and completed artworks or exhibitions and installations only when a video is not accessible.

**VIDEO:** In general, and specifically for media and performing arts-based projects, panelists prefer to review substantive artistic excerpts rather than short edited clips with heavy narration. Provide a brief introduction to the video sample in the Artistic Documentation Index and upload video files in order of preference.

**AUDIO:** List audio files to be reviewed by the panel, in order of preference, in the Artistic Documentation Index.

**PUBLISHED MATERIALS:** Published Materials that document artistic programming and activities.

Note: **Do not submit Promotional Materials as artistic documentation.** *Promotional Materials (i.e. season brochures, flyers, postcards, newsletters, and reviews) are not accepted as artistic samples but may be provided as part of the supplemental materials.*

## **AWARD REQUIREMENTS**

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Applicants should be aware that CIAG awards require specific administrative responsibilities.

## **LEGAL REQUIREMENTS**

Grantees are required to adhere to all local, state and federal laws, including public health requirements and published guidance.

## **GRANT PERIOD**

Organizations receiving 2023-24 CIAG grants will be awarded a one-year contract. The period of support will be from July 1, 2023 to June 30, 2024.

## **REPORTING + INVOICING**

Grantees are required to invoice Arts and Culture and report on the use of funds by June 14, 2024.

## CASH MATCH

All CIAG grants must be matched at least dollar for dollar with earned or contributed cash support. In-kind matching support is not accepted. For example, if an organization receives a \$10,000 CIAG grant, the total project costs must be at least \$20,000 and the organization must provide at least \$10,000 of the project funds from sources other than the Department of Arts and Culture.

## REIMBURSEMENT GRANT

Grantees must invoice Arts and Culture to receive grant payment(s).

## PROJECT AMENDMENT

Only activities and costs consistent with the grant application or project approved by Arts and Culture will be reimbursed. If changes in the project are necessary, grantees must send a written request with justification to grants staff for approval before implementation.

## LOS ANGELES COUNTY CREDIT AND RECOGNITION OF SUPPORT

***Letter of Acknowledgement and Impact to the Board*** Grantees are required to send a 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 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 report package.

Letters should be sent directly to your County District Supervisor. To confirm your organization's District and Supervisor, please visit <http://rrcc.lacounty.gov/OnlineDistrictmapApp/>. If your organization serves more than one District, please send letters to each applicable Supervisor.

## CREDIT/RECOGNITION

Grantees are required to acknowledge the Board and Arts and Culture on all materials, websites, publications, flyers, and announcements (printed or digital) through placement of the Department of Arts and Culture logo and use of the following credit line: "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." The Arts and Culture logos can be downloaded [here](#). In addition to the logo and credit line, any printed list of contributors to an organization or program funded by this grant should include the "Los Angeles County Department of Arts and Culture". Grantees are also encouraged to use the Department of Arts and Culture's handles and hashtags when posting on social media: @LACountyArts #LACountyArts.

## UPDATING CONTACT INFORMATION

Grantees must notify Arts and Culture of changes to their organization's contact information. Grantee must also notify County Vendor Services separately to maintain current information in their system. Please send any changes in contact information to

[ciag@arts.lacounty.gov](mailto:ciag@arts.lacounty.gov).

### **CONTACT INFORMATION**

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If you have questions about the CIAG, please contact staff. We can be reached most expeditiously via email [ciag@arts.lacounty.gov](mailto:ciag@arts.lacounty.gov) or [schedule an appointment](#) to speak with staff via phone.

Website: <https://www.lacountyarts.org/funding/community-impact-arts-grant-program>

Grant Application Portal: <https://apply-lacdac.smapply.io/>