

Application: OGP2022-0000000606

Rosalyn Escobar - esco1205@yahoo.com
Organizational Grant Program (OGP)

Summary

ID: OGP2022-0000000606
Status: Application Round
Labels: OGP 2022

0. Eligibility

In Progress - Last edited: Sep 10 2021

0. Eligibility

Please review the [2023-24 OGP Guidelines and Application Instructions](#) prior to beginning this application.

If you have questions on any of these eligibility requirements, please contact the Grants staff at grants@arts.lacounty.gov

Are your principal offices located in Los Angeles County?	(No response)
Is your primary mission to provide arts programming?	(No response)
Does your organization have at least two full and consecutive years of producing and programming history in Los Angeles County?	(No response)
Do you have a functioning board of directors that meets regularly with at least 51% of members residing in California?	(No response)
Is the primary mission of your organization to raise funds?	(No response)
Are you an educational institution which leads to a degree or diploma?	(No response)

Are you a student group, recreational or social organization?	(No response)
Are you City or County government agency or department or a 501c3 nonprofit partnering with one of these?	(No response)
Does your organization have a MODEL A fiscal sponsorship agreement?	(No response)
Is your organization primarily an education, social service, religious or health organization?	(No response)
Is your organization open to the general public?	(No response)
Are you applying as an individual artist?	(No response)
Are you currently an OGP Grantee?	(No response)
Are you able to complete DataArts Cultural Data Profile (CDP) for at least three recently completed fiscal years? NOTE: For organizations with only two full and consecutive years of producing and programming history, submitting a Data Arts Cultural Data Profile for two recently completed fiscal years is acceptable.	(No response)
Are you able to submit a Federal Form 990 for a tax year ending on or after December 31, 2020?	(No response)
If your operating budget is \$2,000,000 and above, are you able to submit a financial audit for the organization's most recently completed fiscal year for a tax year ending on or after June 30, 2020?	(No response)

Organization Legal Name: None

Popular Name if different from legal name: None

Fiscally-Sponsored Organization Eligibility Requirements

The information on this page does not apply if the applicant is not applying under a fiscal sponsor.

Some, not all, fiscally-sponsored organizations meet OGP eligibility requirements. To assess whether you are eligible, please complete the question and attach the required documentation below.

If you are not able to provide proof of a Model A fiscal sponsorship agreement, you do not meet the eligibility requirements for this application.

1. OGP Grant Main Page

Incomplete

Please ensure you have reviewed the checklist below before beginning this application:

To apply - ensure you have completed the below:

- 1 - SMU DataArts Profiles + Financials
- 2 - CEII Statement, Policy or Plan
- 3 - Artistic Documentation
- 4 - Arts Education Curriculum Sample (if applying as an arts education organization)

To read more about any of the items on the checklist visit:

<https://www.lacountvarts.org/funding/organizational-grant-program/ogp-grantseekers/ogp-grantseekers-apply>

or simply review the guidelines by clicking, [here](#).

1. OGP Grant Main Page

Please note: Several of the fields in this task/form contain information that is automatically filling from what you have listed in the Eligibility/Account Settings form (I.e. – addresses, phones, contacts, vendor number).

If you need to override that autofilled info, follow the steps below and re-save it so that the info is updated on this page.

- Click on your name on the top menu (right upper corner),
- Click on *my account*,

- On left side, click *eligibility*
- And update your *eligibility profile*

Organization Account Info

Organization Legal Name	(No response)
Popular Name or DBA (if different from legal name)	(No response)
Main Address 1	(No response)
Main Address 2	(No response)
City	(No response)
State	(No response)
Zip Code	(No response)
Main Phone	(No response)
Main Email	(No response)
Website	(No response)

Location of Most Programming

Is your organization's main address the same as your primary programming address(es)? (IF YES, SELECT YES, then skip to contact information).	(No response)
Programming Address 1	(No response)
Programming Address 2	(No response)
City	(No response)
State	(No response)
Zip Code	(No response)

Primary Organizational Contact Information

Primary Organizational Contact Name:	(No response)
Primary Organizational Contact Title:	(No response)
Primary Organizational Contact Phone:	(No response)
Primary Organizational Contact Email:	(No response)

Executive Director Contact Information

Executive Director Name:	(No response)
Executive Director Phone:	(No response)
Executive Director E-Mail:	(No response)

Primary Application Contact Information

Provide the name of the individual at your organization with the **responsibility of managing and completing your grant application and administering your grant agreement for the next two years** if you are awarded.

Do not provide general phone numbers or e-mail addresses (i.e. info@...).

Provide two UNIQUE direct phone numbers for staff and contact information for individuals responsible.

Contact information provided below **will be used for important and time-sensitive communication to the applicant** about application status, award status, deadlines and other information/requests.

Primary Application Contact Name:	(No response)
Primary Application Contact Title:	(No response)
Primary Application Contact Phone:	(No response)
Primary Application Contact Email:	(No response)

Secondary Application Contact Information

*NOTE: The second person must be different than the primary application contact and the phone number and email **must** be different than the primary application information above.*

Secondary Application Contact Name:	(No response)
Secondary Application Contact Title:	(No response)
Secondary Application Contact Phone:	(No response)
Secondary Application Contact Email:	(No response)

What LA County Supervisorial District(s) do you serve?

Link to County of LA Supervisorial District Lookup

<https://lavote.net/apps/precinctsmaps>

District where Main (Administrative/Office) is located:	(No response)
District where most of your programming takes place:	(No response)

District(s) organization serves (check all that apply):

No Responses Selected

What year was your organization founded?

(No response)

Is your organization a first-time applicant to the Organizational Grant Program?

(No response)

2. Budget and Project

In Progress - Last edited: Aug 27 2021

NOTE: AN INCORRECT ORGANIZATIONAL BUDGET SIZE, WILL AFFECT THE REQUEST AMOUNT AND PROJECT BUDGETS WHICH ARE AUTOFILLED THROUGH THE RESPONSES FROM THIS FORM.

IF YOU MAKE A CORRECTION TO YOUR BUDGET SIZE AFTER SAVING THIS FORM, YOU MUST MAKE SURE TO UPDATE YOUR BUDGET TABLE FORMS AND RESAVE TO ENSURE YOUR BUDGETS ARE SHOWING THE UPDATED AMOUNT.

2. Budget and Project

Budget and Project Information

IMPORTANT INFORMATION ABOUT THIS TASK:

BEFORE YOU ANSWER THIS QUESTION...download your *LA County Department of Arts and Culture OGP Funder Report* and locate the budget size in the header of page 1 at the top of the page in red font.

The OGP Funder Report is available for download from the SMU DataArts website once you have completed the DataArts Cultural Data Profile (CDP). Your annual budget according to this report will determine the request amount. The annual budget from the last fiscal year on the OGP Funder Report is required and may be **DIFFERENT than your annual budget size on your federal tax forms.**

Budget Size = OGP Budget Size in your OGP Funder Report

Budget Size for the Most Recently Completed Fiscal Year

(from your OGP Funder Report)

Important Notes:

1. You must not enter commas, dollar signs or decimals in this field.
2. Once completed, this field is not editable. If you make a mistake in this field and need to change it, you will need to reset the task by clicking on the three dots on the top right of this task and selecting "reset task".

\$ 250000

Maximum Grant Request Amount

Your maximum allowable grant request is a percentage of your annual budget size.

Do not use your 990 Tax Form to answer the *Budget Size* question. You MUST use your **OGP Funder Report**. Using your 990 will cause an error in several places in your application and may RESULT IN AN INCOMPLETE APPLICATION.

Maximum Allowable Request Amount:

\$

Total Amount Requested:

This is the total for TWO years of funding.

- ROUND YOUR REQUEST AMOUNT DOWN TO THE NEAREST DOLLAR.
- DO NOT INCLUDE CENTS.
- DO NOT USE DECIMALS, DOLLAR SIGNS OR COMMAS.

(No response)

OGP Budget Category: OGP 1

OGP Budget Category: OGP 2

OGP Budget Category: OGP 3

OGP Budget Category: OGP 4

Grant Budget Category	Organization Budget Size:	Deadline:
OGP 1	Up to \$199,999	Wednesday, October 5, 2022
OGP 2	\$200,000 - \$999,999	
OGP 3	\$1,000,000-	
OGP 4	\$14,999,999	
	\$15,000,000+	

Application Deadline (OGP 1) - Wednesday, October 5, 2022

Application Deadline (OGP 2) - Wednesday, October 5, 2022

Application Deadline (OGP 3 + OGP 4) - Wednesday, October 5, 2022

Artistic Discipline + Description of Project

Tell us about the work your organization produces and what the funding request is for.

Does (or will) the applicant **PRIMARILY** serve children or youth (5-18 years old) through its **MAIN PROGRAMS / GENERAL ACTIVITIES** over the next two years?

(No response)

Discipline	(No response)
------------	---------------

Discipline	(No response)
Project Category	(No response)
Project Category	(No response)

Brief Project Description

Briefly, describe what the funding will support in two sentences or less.

Finish this sentence: To support ...

(No response)

3. Organizational Narrative

Incomplete

3. Organizational Narrative

The * asterisk denotes LA County Municipal Arts Funders Common Questions. To help organizations save time in the grant application process, common questions have been developed by the Arts Council for Long Beach, City of Los Angeles Department of Cultural Affairs, City of West Hollywood, City of Culver City, Los Angeles County Department of Arts and Culture, Pasadena Cultural Affairs, and Santa Monica Cultural Affairs Division. You may copy and paste the answers to these common questions on the application forms of any of these funders.

Organizational Information

*** Mission/Purpose of Applicant: Provide the applicant's mission statement.**

[CRITERIA 1, 2] 3,000 Characters

(No response)

*** History/Programming:**

- Briefly describe the history of the applicant and current core programs and services.
- Note any significant administrative or artistic changes and/or major accomplishments and initiatives that have taken place over the past two years.

[CRITERIA 1, 2, 5] 3,000 Characters

(No response)

* Planning & Leadership:

- Where does the applicant want to be, artistically, administratively and financially, within the next two years?
- What short-term goals have been established to work toward this desired state?
- What specific steps have been taken recently?
- How have board and staff members contributed to the applicant's overall planning?

[CRITERION 2] 3,000 Characters

TIPS: If you have a strategic plan or if a previous OGP grant was used to address issues of planning and leadership, you may wish to refer to it.

(No response)

- Describe how the applicant addresses and is taking steps to integrate and reflect the values of cultural equity and inclusion at the board, leadership and staff level. Provide specific details highlighting progress or efforts made in the last two or more years.

[CRITERION 2] 2,000 Characters

(No response)

* Community/Core Audience:

- Describe the applicant's community/core audience including any relevant demographic, geographic, cultural, economic or other characteristics, as applicable or that are important to your organization.
- Describe how the applicant identifies community/core audience needs (including any advisory councils) and how the applicant develops programs to meet these needs.

[CRITERION 5] 3,000 Characters

(No response)

- Describe how the applicant addresses and is taking steps to integrate and reflect the values of cultural equity and inclusion via **external activities, such as programming, audience, and community engagement** or other strategies. Provide specific details highlighting progress or efforts made in the last two or more years.

[CRITERION 5] 2,000 Characters

(No response)

Artistic Engagement and Quality:

This question focuses on how artistic decisions are made within your organization, how the applicant defines artistic and cultural standards, and the types of artistic programming that have been planned.

- Artistic Leadership: Briefly describe the background and experience of the artistic leader(s) within your organization.
- Describe the applicant's practice for payment of artists.
- Briefly describe the organization's process for producing artistic content.

[CRITERION 1,2] 3,000 Characters

(No response)

3.1 Cultural Equity and Inclusion Statement, Policy or Plan

Incomplete

This task will only be visible to staff at time of staff review. Panelists will not have access to these documents.

3.1. Cultural Equity and Inclusion Statement, Policy, or Plan

Applicants to the OGP program are required to provide the following two documents:

1. A board adopted cultural equity and inclusion statement, policy and/or plan (SPP) with the application.

2. In addition, a board resolution detailing the date when adopted must also be included. Please upload the proof of adoption by the board of your organization (i.e. - copy of a board motion, board meeting minutes and/or updated bylaws, etc).

NOTE: Any applicant that has already submitted these documents in the past and wants to reuse them, should indicate that below.

TIP: It is not required that a new SPP be submitted each time you reapply

however it is recommended that if the board has approved an *updated* version that the updated version AND the approval by the board be submitted with the application.

If you are not familiar with this requirement, **please [click on this link](#)** to read more about it and review what the exact requirement is according to your OGP budget category below.

Note that submitting the wrong document or incorrectly stating that the documents have already been submitted with prior applications may constitute an incomplete application and could result in disqualification.

Indicate what type of document you are submitting:

Minimum requirement for OGP 1 (Budget size: Up to \$199,999) - Board Adopted Cultural Equity and Inclusion Statement (one required)

Minimum requirement for OGP 2 (Budget size: \$200,000-\$999,999) - Board Adopted Cultural Equity and Inclusion Statement or Policy (one required)

Minimum requirement for OGP 3 and 4 (Budget size: \$1,000,000 and up) - Board Adopted Cultural Equity and Inclusion Policy AND Plan (both required).

It is strongly suggested that the Plan should address all five key areas board, staff, audiences, artists and programming. Additionally it should include a method of evaluation of progress.

(No response)

Cultural Equity and Inclusion - Statement, Policy and/or Plan

Please upload the statement or policy below:

If uploading statement and policy, combine the document into one PDF and upload as one document.

Please upload the policy and plan below:

Combine the policy and plan into one PDF and upload as one document.

Proof of Adoption by the Board of Directors

Please upload the proof of adoption by the board of your organization OF THE DOCUMENT(S) SUBMITTED ABOVE, (for example - a copy of a board motion, board meeting minutes, updated bylaws, etc).

If you are uploading proof of adoption through telephone or email vote, you **must also provide the bylaws** for your organization that demonstrate that this type of board action is allowable by phone or email vote.

COMBINE ALL PROOF OF ADOPTION DOCUMENTS INTO ONE PDF FOR UPLOAD.

4. Project Narrative

Incomplete

Please note, organizations with an OGP budget size of under \$200,000 (OGP 1), **may opt to skip all but the evaluation question in this task and use the organizational narrative as the "proposed" project proposal if the application is for a sustainability purpose.** For example, sustaining a salary or continuing to support an ongoing series of programs, workshops, exhibits or events.

Organizations who do not have an OGP 1 budget category and who are not submitting an application for a sustainability project, are REQUIRED to answer all questions in the *Project Narrative*.

4. Project Narrative

Tell us about the project or activity for which you are seeking funding, be it related to sustaining core programs, increasing organizational or artistic capacity, or increasing public accessibility to the arts.

If you are an OGP 1 organization requesting sustainability project funding, you may leave ALL BUT THE EVALUATION QUESTION blank and panelists will refer to your *Organizational Narrative* for the *Project/Funding Request* information.

Project/Funding Request Evaluation:

- How does the proposed project/funding request meet the goal of the **OGP project category** you selected?
- What qualitative (narrative) and/or quantitative (numbers) information will you use to monitor the results of your project and whether you met your goals?
- What tools will you use to measure results (i.e. - Methodology, Surveys, Interviews, Observation, Personnel Evaluation, Evaluator)?
- If you will be using funds to support a staff position, how will you evaluate job performance?

[CRITERION 4] 1,500 CHARACTERS

(No response)

Brief Project Description:

Project/Funding Request Overview:

- BRIEFLY describe the two-year project/funding request for which funds are requested.
- What goal(s) are you seeking to achieve or what needs are you hoping to meet/address?

[CRITERION 3] 750 Characters

(No response)

Project/Funding Request Details:

- Please elaborate on your planned activities, the location(s), target audience(s) and proposed timeline.
- How will the project evolve from Year 1 to Year 2?

[CRITERION 3] 1,500 Characters

(No response)

Project/Funding Request Leaders/Staff/Volunteers

- If funding request is related to an ongoing activity/program/staff, describe how project leaders (such as staff, artists or consultants) were selected, and their qualifications for leading this project. If you are relying on temporarily employed individual or volunteers describe their training.
- If the request is for a new activity/program, describe how you plan to select and/or train project leader(s), staff, volunteers, etc.
- If this request is for new staff, list desired qualifications, duties to be assigned, and number of hours to be worked each week.

[CRITERION 3] 750 CHARACTERS

(No response)

5. Arts Education

Incomplete

5. Arts Education

OGP ARTS EDUCATION DEFINITIONS:

In-school programming

Services delivered during part of children's regular school day, in or out of the school campus, virtually or in-person. This could include services provided in classrooms, presentations dedicated to exposing students to an art form or discipline like theatre or visual art and/or field trips or museum tours, visiting artist experiences or artist residencies that occur during the school day. **A sample curriculum is required.**

Out-of-school, extended learning or after-school programming

This may include services provided in partnership with a school(s), intended

for enrollees of respective school(s) but not provided during regular classroom hours, virtually or in-person. **A sample curriculum is required.**

Community-based programming*

Services provided, virtually or in-person, to children/youth and/or their families outside of school property, and not in partnership with any particular educational institution. **A sample curriculum is not required** for this type of programming.

Arts Education Organization

An organization with a mission centered on providing opportunities for children (including students) between the ages of 5-18 to increase their knowledge and skills in one or more arts disciplines. Examples include children's theatres, youth choruses and dance schools.

Arts Education Program/Activity

The presentation of a sequence of activities or single activity that furthers children's knowledge and skills in one or more arts disciplines. Examples include museum tours, an after-school theatre program, summer enrichment programs, weekend arts programming and workshops for youth.

Arts Education Request

Any OGP request that includes support for an arts education program or activity, including staff that supports arts education organizations or programs that takes place as part of children's regular school day, in or out of the school campus. Examples include partial or full requests for teaching artists, transportation for students, teacher training, director of education (for any type of organization) or director of development for an arts

education program.

Culturally Relevant, Responsive, and Sustaining Instruction

Asset-based teaching practices that view diversity in thought, culture, and traits as strengths. Instruction is designed to accept and affirm the backgrounds of students of color (Culturally Relevant); connect to students' cultural knowledge, prior experiences, and frames of reference (Culturally Responsive); and sustain cultural ways of being in communities of color while supporting students to critique dominant power structures in society (Culturally Sustaining). This definition is from Los Angeles County's New Regional Blueprint for Arts Education, released in 2020.

https://www.lacountyartsedcollective.org/sites/lacaec/files/pdf/2020-artsedcollective_blueprint_f.pdf

Does (or will) the applicant serve children or youth (5-18) through its MAIN PROGRAMS / GENERAL ACTIVITIES?

(No response)

Does (or will) the applicant serve children or youth (5-18) through its EDUCATIONAL ACTIVITIES?

(No response)

Will the applicant serve children or youth (5-18) through this FUNDING REQUEST?

(No response)

NUMBER OF CHILDREN & YOUTH SERVED

Enter the actual or estimated total number of children served for the years listed (**you may include virtual programming**).

Use the check box to indicate if number is actual or an estimate. If the applicant organization DOES NOT serve children or youth or perform these activities leave blank. [CRITERION 5]

	Number of Children/Youth Served	Actual/Estimate
2021		
2022		

Is the applicant an Arts Education organization?

The OGP defines Arts Education organizations or projects as those with a mission centered in providing opportunities to increase the knowledge and skills of children between the ages of 5-18, in one or more arts discipline(s).

(No response)

Is the applicant requesting funds for an arts education-related project?

An arts education-related project includes any OGP request that requests support for an arts education program or activity, including staff that support arts education organizations or staff that support arts education programs.

(No response)

Is the applicant requesting funds for a school-based/school-sponsored arts education program or project?

Any activity that takes place during school-hours that is conducted for the benefit of students. This includes activities that take place at a school site AND/OR activities (programs/projects/field trips) that take place at a location other than a school.

(No response)

Which of the following best describes the type of arts education programming, which you are requesting support for?

(Read definitions on previous page and check all that apply):

No Responses Selected

Briefly describe the organization's arts education programs. Be sure to provide detail on program objective(s), desired outcome(s) and ages of the youth involved.

If you selected *in-school programming* explain how you engage and communicate with teachers and school leaders, and how you ensure alignment between your programming and what is taught in the classroom.

If you selected *out-of-school or community-based programming*, please briefly describe your process for partnering with local schools or other organizations and how you engage and communicate with teachers, school leaders and parents. How you ensure your out-of-school programming is age appropriate? [CRITERION 1] 3,000 Characters

(No response)

Briefly describe the applicant organization's qualifications and experience in providing arts education.

Provide artists bios where possible and describe your team's qualifications for working with youth. Note any culturally-relevant/responsive* initiatives, partnerships or plans in place.

*** Read the arts education definitions on the first page of this form for more information regarding this term.**

[CRITERION 1] 1,500 CHARACTERS

(No response)

Briefly describe the financial investment you are receiving from the school(s) or district to produce the program/project.

[CRITERION 1] 750 Characters

(No response)

ARTS EDUCATION CURRICULUM SAMPLE

REQUIRED FOR ARTS EDUCATION ORGANIZATIONS AND ARTS EDUCATION-RELATED PROJECTS DEFINED AS IN-SCHOOL PROGRAMMING.

Acceptable curriculum materials will reflect the full scope of your program and may include curriculum overviews, lesson plans, teacher guides and/or student study guides. Regardless of the format, the sample must address the connections to the Visual and Performing Arts Content Standards for California Public Schools.

[CRITERION 1]

ARTS EDUCATION CURRICULUM SAMPLE

REQUIRED FOR ARTS EDUCATION ORGANIZATIONS AND ARTS EDUCATION-RELATED PROJECTS DEFINED AS IN-SCHOOL PROGRAMMING.

Acceptable curriculum materials will reflect the full scope of your program and may include curriculum overviews, lesson plans, teacher guides and/or student study guides. Regardless of the format, the sample must address the connections to the Visual and Performing Arts Content Standards for California Public Schools.

[CRITERION 1]

Briefly describe your approach to developing curriculum and content for youth to ensure its quality and responsiveness to the needs of the communities you serve.

- **How does the OGP project meet the Visual and Performing Arts Content Standards for California Public Schools and/or any other relevant content standards?**
- **If you serve a wide age range or have multiple programs, consider providing 1-2 concrete examples.**
- Cite the specific standard numbers, grade level and descriptions you plan to address based on the age you propose serving.
- Describe in specific terms how the curriculum and instruction of the project aligns to each standard you reference. *Open a new tab to access the California State Curriculum Standards, link below:*

<https://www.cde.ca.gov/be/st/ss/documents/caartsstandards.pdf>

[CRITERION 1] 3,000 Characters

(No response)

6. Project Revenue

Incomplete

6. Project Revenue

OGP PROJECT BUDGET - REVENUE

Please provide information about your projected matching revenue.

You may use [this worksheet](#) to think through your anticipated and confirmed sources of funding for each year of the grant period. Reminder that this revenue should be specific to your project and **not your FULL ANNUAL BUDGET for the organization.**

The total match amount must be equal (1:1) or more than the OGP

REQUEST AMOUNT for each of the two years.

Use the Project Income Budget Explanations section to provide detail on your listed sources of support. **[CRITERION 3]**

To Start your Project Revenue, click "Next".

OGP REQUEST AMOUNT

	OGP YEAR 1	OGP YEAR 2
OGP Request (Match must be greater than or equal to request)		

NOTE: IF YOU HAVE MADE A CHANGE TO YOUR AWARD AMOUNT IN THE BUDGET AND PROJECT TASK, YOU WILL NEED TO MAKE SURE THIS TASK (AND ALL OTHER BUDGET TASKS) HAS AN UPDATED AMOUNT AS WELL.

Total Matching Revenue below must be equal to or more than OGP Request.

Total OGP Request	(No response)
Total Matching Revenue (Year 1+Year 2)	(No response)

PROJECT BUDGET - MATCHING REVENUE EXPLANATION

Explain projected sources of income.

In addition, if there are multiple sources of income including Corporate, Foundation, Government (City, County, State, Federal) or Other Public funding projected to be used, provide a detailed list in the area below. Name the sources along with the amount of each contribution in the area below. You may use bullet points. **[CRITERION 3] * :**

(No response)

Please note, if you have any trouble with fields not saving after you have filled them out, try again and click on the "mark as complete" button below rather than the "save and continue" button. If you need more help email: grants@arts.lacounty.gov.

7. Project Expenses

Incomplete
DO NOT USE COMMAS, DOLLAR SIGNS OR DECIMALS IN YOUR TABLE. DOING SO WILL CAUSE AN ERROR.

7. Project Expenses

OGP PROJECT BUDGET - EXPENSES

Enter the expense budget for your proposed project during the grant period. Only list expenses specific to the proposal. **Do not enter the organization's FULL ANNUAL BUDGET**

State how HALF the OGP request amount will be expended in the OGP REQUEST column. State how matching amount will be expended in OGP MATCH column. Do this for each of the two years of the grant period.

REQUEST expenses should **equal half the total request amount each year.**

MATCHING expenses should be equal to or more than the OGP expenses

each year.

OGP Funds cannot be used for Catering & Hospitality, Lodging & Meals and Travel expenses.

Use the *Project Budget Expense Explanations* section (BOTTOM OF PAGE) to provide details about the type, frequency and breakdown of expenses. It is recommended that compensation, fees, commissions and honoraria paid to artists and/or arts educators is explained in further detail.

[CRITERION 3]

To start your Project Expenses - Revision, click "Next"

NOTE: IF YOU HAVE MADE A CHANGE TO YOUR AWARD AMOUNT IN THE BUDGET AND PROJECT TASK, YOU WILL NEED TO MAKE SURE THIS TASK (AND ALL OTHER BUDGET TASKS) HAS AN UPDATED AMOUNT AS WELL.

Project Description:

Year 1

Expenditures

For reference only, do not type into these fields.

	OGP YEAR 1 REQUEST AMOUNT	OGP YEAR 1 MATCH AMOUNT	OGP YEAR 1 REQUEST+MATCH
OGP Request/Matching Amount			

A. Administrative & Artistic Salaries, Fees & Fringe

	OGP YEAR 1 REQUEST	OGP YEAR 1 MATCH
Artist & Performers - Salaries		
Program - All Other - Salaries		
Fundraising - Salaries		
General & Administrative - Salaries		
Fringe Benefits		
Artist Commission Fees		
Artists & Performers - Non-Salaried		
Professional Fees		

B. Marketing

	OGP YEAR REQUEST 1	OGP YEAR 1 MATCH
Advertising Marketing and Public Relations		

C. Operations

	OGP YEAR REQUEST 1	OGP YEAR 1 MATCH
Accounting		
Equipment Rental		
Facilities - Other		
Insurance		
Internet & Website		
Office Expense - Other		
Postage & Shipping		
Printing		
Rent		
Supplies		
Telephone		
Utilities		

D. Fundraising

	OGP YEAR REQUEST 1	OGP YEAR 1 MATCH
Fundraising Expenses -Other		
Fundraising Professionals		

E. Professional Development

	OGP YEAR REQUEST 1	OGP YEAR 1 MATCH
Conferences & Meetings		
Professional Development		

F. Programming

	OGP YEAR REQUEST 1	OGP YEAR 1 MATCH
Production & Exhibition Costs		
Programs - Other		
Touring		

G. Other Expenses

(NOTE: OGP DOES NOT REIMBURSE TRAVEL, HOSPITALITY OR CATERING EXPENSES)

	OGP YEAR REQUEST 1	OGP YEAR 1 MATCH
Catering & Hospitality		
Travel/Lodging/Meals		
Other **		

	MUST BE = YR 1 REQUEST AMOUNT	MUST BE >= YR 1 REQUEST AMOUNT	MUST BE >= YR 1 REQUEST+ MATCH AMOUNT
TOTAL			

THIS TABLE BELOW IS AUTOFILLED AND SHOULD NOT BE EDITED. IF YOU RECEIVE A "FALSE" OR "ERROR", YOU NEED TO EDIT THE LINE ITEMS IN YOUR TABLE ABOVE TO ENSURE THE TOTAL SUM IN EACH COLUMN MEETS THE MINIMUM REQUIRED EXPENSE AMOUNT.

	YEAR 1 REQUEST EXPENSES MUST BE = YR 1 REQUEST AMOUNT	YEAR 1 MATCHING EXPENSES MUST BE >= YR 1 REQUEST AMOUNT	COMBINED REQUEST + MATCH MUST BE >= YR 1 REQUEST+ MATCH AMOUNT
Amounts Meets or Exceeds Minimum Expense Requirement?			

YEAR 1 PROJECT BUDGET EXPENSE - EXPLANATION

Explain, clarify and detail the type, frequency and breakdown of expenses. In addition, provide a detailed list of expenses entered in the "other" category. **[CRITERION 3]** *

(No response)

Please note, if you have any trouble with fields not saving after you have filled them out, try again and click on the "mark as complete" button below rather than the "save and continue" button. If you need more help email: grants@arts.lacounty.gov.

Year 2

NOTE: IF YOU HAVE MADE A CHANGE TO YOUR AWARD AMOUNT IN THE BUDGET AND PROJECT TASK, YOU WILL NEED TO MAKE SURE THIS TASK (AND ALL OTHER BUDGET TASKS) HAS AN UPDATED AMOUNT AS WELL.

Expenditures

	OGP YEAR REQUEST 2	OGP YEAR 2 MATCH	OGP YEAR 2 REQUEST+MATCH
OGP Request/Matching Amount			

A. Administrative & Artistic Salaries, Fees & Fringe

	OGP YEAR REQUEST 2	OGP YEAR 2 MATCH
Artist & Performers - Salaries		
Program - All Other - Salaries		
Fundraising - Salaries		
General & Administrative - Salaries		
Fringe Benefits		
Artist Commission Fees		
Artists & Performers - Non-Salaried		
Professional Fees		

B. Marketing

	OGP YEAR REQUEST 2	OGP YEAR 2 MATCH
Advertising Marketing and Public Relations		

C. Operations

	OGP YEAR REQUEST 2	OGP YEAR 2 MATCH
Accounting		
Equipment Rental		
Facilities - Other		
Insurance		
Internet & Website		
Office Expense - Other		
Postage & Shipping		
Printing		
Rent		
Supplies		
Telephone		
Utilities		

D. Fundraising

	OGP YEAR REQUEST 2	OGP YEAR 2 MATCH
Fundraising Expenses -Other		
Fundraising Professionals		

E. Professional Development

	OGP YEAR REQUEST 2	OGP YEAR 2 MATCH
Conferences & Meetings		
Professional Development		

F. Programming

	OGP YEAR REQUEST 2	OGP YEAR 2 MATCH
Production & Exhibition Costs		
Programs - Other		
Touring		

G. Other Expenses

(NOTE: OGP DOES NOT REIMBURSE TRAVEL, HOSPITALITY OR CATERING EXPENSES)

	OGP YEAR REQUEST 2	OGP YEAR 2 MATCH
Catering & Hospitality		
Travel/Lodging/Meals		
Other **		

	MUST BE = YR 2 REQUEST AMOUNT	MUST BE >= YR 2 REQUEST AMOUNT	MUST BE >= YR 2 REQUEST+ MATCH AMOUNT
TOTAL			

THIS TABLE BELOW IS AUTOFILLED AND SHOULD NOT BE EDITED. IF YOU RECEIVE A "FALSE" OR "ERROR", YOU NEED TO EDIT THE LINE ITEMS IN YOUR TABLE ABOVE.

	REQUEST MUST BE = YR 2 REQUEST AMOUNT	MATCH MUST BE >= YR 2 REQUEST AMOUNT	REQUEST + MATCH MUST BE >= YR 2 REQUEST+ MATCH AMOUNT
Amounts Meets or Exceed Requirement?			

YEAR 2 PROJECT BUDGET EXPENSE - EXPLANATION

Explain, clarify and detail the type, frequency and breakdown of expenses. In addition, provide a detailed list of expenses entered in the "other" category. **[CRITERION 3]** *

(No response)

8. Staff

Incomplete

8. Staff

Provide short biographies of key organization staff and/or artists. Begin with the applicant's leadership (e.g. Artistic Director, Executive Director, Managing Director). For key project staff, emphasize their experience in areas of direct relevance to the proposal. All volunteer organizations should provide the biographies of volunteers who are accomplishing the day-to-day work of the organization and/or proposed project. If necessary, you may upload an additional attachment to accommodate more staff

[CRITERIA 1,2]

Name:	(No response)
Title:	(No response)
Bio:	(No response)
Email:	(No response)

Name:	(No response)
Title:	(No response)
Bio:	(No response)
Email:	(No response)

Name:	(No response)
Title:	(No response)
Bio:	(No response)
Email:	(No response)

Name:	(No response)
Title:	(No response)
Bio:	(No response)
Email:	(No response)

Name:	(No response)
Title:	(No response)
Bio:	(No response)
Email:	(No response)

(Optional) Upload Documents

9. Financials Requirements

Incomplete

Only upload financial documents for a tax year ending on or after December 31, 2020.

9. Financial Requirements

FINANCIAL REQUIREMENTS

FINANCIAL REQUIREMENTS:

OGP FUNDER REPORT & 990 FEDERAL TAX FORM

All applicants are **required** to complete a Data Arts Cultural Data Profile (CDP) and download and submit an **OGP Funder Report** with this grant application.

The **OGP Funder Report** must demonstrate the most recent 3 consecutive years of financial and programmatic data.

(NOTE: For organizations with only two full and consecutive years of producing and programming history, submitting an OGP Funder Report for two recently completed fiscal years is acceptable).

PLEASE NOTE THE FOLLOWING:

Applications missing the *OGP Funder Report* will be considered incomplete and will be disqualified.

Applications with *OGP Funder Reports* that do not show at least 3 (2 if new organization) years of data will be considered incomplete and will be disqualified.

Applications with *OGP Funder Reports* and 990 Tax Forms that ARE NOT SHOWING THE SAME END YEAR will be considered incomplete and will be disqualified.

[CRITERION 2,3]

SAMPLE OF AN OGP FUNDER REPORT

The heading of your OGP Funder Report should look like the below, please make sure the heading says "LA County Department of Arts and Culture OGP Funder Report"

The image shows a sample OGP Funder Report header and a financial summary table. The header includes the SMU DataArts logo, the text "Los Angeles County Department of Arts and Culture OGP Funder Report", and the Los Angeles County Department of Arts & Culture logo. Below the header is the "Organization Information" section, which contains the following details: Organization name: [REDACTED], City: Los Angeles, State: CA, County: Los Angeles, Federal ID #: [REDACTED], DUNS #: [REDACTED], Year organization founded: 1984, Organization type: 501(c)3 nonprofit organization, OGP budget size: \$1,284,759, and Board Members: 14. Below this is the "Financial Summary" section, which contains a table with the following data:

Unrestricted Activity	FY 2018	FY 2019	% Change	FY 2020	% Change
Unrestricted operating revenue:					
Earned program	\$1,575,564	\$40,252	-97%	\$27,190	-32%
Earned non-program	\$25,000	\$13,089	-48%	\$50,300	284%

Upload your *LA County Department of Arts and Culture OGP Funder Report* for the most recently completed fiscal year below:

What is the end year of your OGP Funder Report (note that it must be the same end year as your submitted 990 Tax Form)?

(No response)

OGP FUNDER REPORT EXPLANATIONS

Significant variances financial or otherwise MUST BE EXPLAINED IN THIS SECTION, including deficits or surpluses of 10% or more.

Unexplained budget or attendance variances may result in a decrease in points and/or scores. Please make sure to describe plans to retire any fiscal deficit or plans for using a surplus.

[CRITERION 2,3]

(No response)

Federal Tax Forms from FY2020, 2021 or 2022

(for fiscally-sponsored organizations submit 990 for the fiscal sponsor)

A copy of the most recently filed 990, 990-EZ, or 990-N (MUST have an end year of 2021, 2020, OR 2019 AND should be for the same end-year as your OGP Funder Report)

Upload your 990 Tax Form below:

What is the end year of your 990 Tax Form (note that it must be the same end year as your OGP Funder Report)?

(No response)

What is the "total revenue" on your 990 Tax Form (note that it must be the same as the *OGP Budget Size* of your OGP Funder Report)?

(No response)

For Fiscally Sponsored Organizations:

Submit the organization's internal financial statements (profit and loss or revenue and expense statement) for the most recently completed fiscal year. Note the document end-year must match the end-year of the OGP Funder Report.

Organizations Showing a Deficit on the OGP Funder Report

Organizations **showing an accumulated deficit of greater than 20% of expenses in one or more years of their OGP Funder Report must submit one copy of the organization's internal financial statements** for the past two years and one copy of the organization's Federal Form 990 for the year preceding the organization's most recent fiscal year. Organizations with a budget greater than \$2,000,000 must also submit one copy of the Financial Audit for the year preceding the organization's most recent fiscal year.

Additional Financial Information

Additional Financial Information

10. OGP Artistic Documentation and Support Materials

Incomplete

10. OGP Artistic Documentation and Support Materials

For specific information about required artistic documentation and supplemental material, please open a new tab to review the **OGP Guidelines - page 19**, <https://www.lacountyarts.org/funding/organizational-grant-program/ogp-grantseekers/ogp-grantseekers-apply>.

PASSWORDS: If applicable, include the passwords for uploaded artistic documentation in the Description text section for the corresponding sample.

Failure to provide REQUIRED documentation will result in an incomplete application and therefore ineligible. Please give yourself ample time to upload all required materials.

NOTE - AFTER UPLOAD, TEST THE SAMPLES TO ENSURE THEY WERE UPLOADED CORRECTLY. FAILURE TO DO SO MAY RESULT IN AN INCOMPLETE APPLICATION.

INSTRUCTIONS FOR UPLOADING ARTISTIC DOCUMENTATION AND SUPPORT MATERIALS

We recommend saving artistic documentation and support materials in an accessible file on your computer. Please name files as follows:

- "A. OrganizationName.Video"
- "B. OrganizationName.Images"

Artistic Documentation and Support Materials - REQUIRED OF ALL APPLICANTS

Artistic Documentation

One (1) artistic sample must be included with the application.

A maximum of two (2) artistic samples may be submitted.

Reference the **OGP Guidelines** for discipline specific artistic documentation requirements. Images must be placed in a powerpoint (PPT) file as a slide show. Individual images are not acceptable as artistic documentation. Hyperlink to samples may be submitted instead of uploaded a file(s).

How many artistic samples are you including?

(No response)

Sample A

Briefly describe the artistic sample and explain the relationship of the artistic sample to the application. Description of materials should include type of file, title of piece, artist(s) name(s), date the work was completed and running time (for audio and video).

(No response)

Please denote what type of artistic sample for Sample A:

(No response)

Link - Sample A

format: <http://www.URL.com>

(No response)

Upload Attachment - Sample A

Please denote what type of artistic samples you are submitting under Sample A and Sample B:

(No response)

Sample A

Briefly describe the artistic sample and explain the relationship of the artistic sample to the application. Description of materials should include type of file, title of piece, artist(s) name(s), date the work was completed and running time (for audio and video).

(No response)

Link - Sample A

format: <http://www.URL.com>

(No response)

Upload Attachment - Sample A

Sample B

Briefly describe the artistic sample and explain the relationship of the artistic sample to the application. Description of materials should include type of file, title of piece, artist(s) name(s), date the work was completed and running time (for audio and video).

(No response)

Link - Sample B

format: <http://www.URL.com>

(No response)

Upload Attachment - Sample B

OPTIONAL SUPPLEMENTAL MATERIALS - UPLOAD

Promotional Materials

Up to three (3) pieces of promotional materials may be uploaded as one PDF document.

Reviews/Letters of Recommendation

Up to three (3) reviews or letters of recommendation may be uploaded as one PDF document.

Optional Supplemental Materials

Optional Supplemental Materials

Optional Review/Letter of Recommendation

Mailed Materials

Due to the COVID-19 pandemic, only materials uploaded with applications will be shared with panelists. Do not mail materials to the Department of Arts and Culture office.

11. Board of Directors

Incomplete

11. Board of Directors

Provide a list of the applicant organization's board of directors **beginning with board officers (President, Vice President, Secretary, Treasurer) listed in first four rows**. You may upload an additional attachment to accommodate more board members.

[CRITERION 2]

Name	Board Position Title	Professional Affiliation (Organization)	Professional Affiliation (Title)	City + State of Residence	Years on Board

Do board members have term limits?	(No response)
How often does the board meet on an annual basis?	(No response)
Does the board have a "give or get" policy?	(No response)

Please describe the ways your board members provide leadership and support to the organization in ways other than monetary:

(No response)

Please select all of the statements below that describe your organizational leadership (Executive Director/CEO/Managing Director) and Board of Directors (If applicable):

No Responses Selected

(Optional) Additional Documentation Upload

12. Finalizing and Submitting your Application

Incomplete

Please make sure to click *submit* after completing this task. The *submit* button is the green button available on the left menu when all tasks have been completed.

Note: The *submit* button will not be available after 11:59PM PST on October 5, 2022.

12. Finalizing and Submitting Your Application

Application Submission

Applications, artistic documentation and support materials must be submitted no later than 11:59PM PST on the date of the deadline. Applications, artistic documentation and support materials that are submitted after the deadline **will not be considered**. Deadlines cannot be extended.

Materials submitted in-person or mailed will not be accepted and submissions after the deadline date/time will not be considered.

Certification Instruction

Provide the Name and Title of the authorized official submitting this application. This individual must be a representative of the applicant organization with authority to submit this application on behalf of the applicant organization. By entering in their name below, the authorized individual certifies that they have reviewed the content of this application and certifies that the information contained in this application is true and correct to the best of their knowledge.

Enter Name:	(No response)
Title:	(No response)
Telephone #:	(No response)
I certify:	X

FAILURE TO CLICK "SUBMIT" IN THE DASHBOARD WILL CONSTITUTE AN INCOMPLETE APPLICATION.