



LA County COVID-19 Arts Relief Fund

DOWNLOAD PROGRAM GUIDELINES, SAMPLE APPLICATION AND INSTRUCTIONS:

<https://www.lacountyarts.org/funding/la-county-covid-19-arts-relief-fund/about>

NEW ONLINE APPLICATION PORTAL:

<https://apply-lacdac.smapply.io/>

@LACountyArts

Los Angeles
County
**Arts &
Culture**

Land Acknowledgment

The LA County Dept of Arts and Culture recognizes and acknowledges the first people of this ancestral and unceded territory. With respect to their elders, past and present, and future generations we recognize the Chumash, Gabrieleño Tongva and Fernandeño Tataviam – who are still here — and honor, with gratitude, the land itself and those who have stewarded it throughout the generations. We honor and respect the many indigenous peoples still connected to this land on which we gather, and we commit our work in service to and in alignment with these values.

LOS ANGELES COUNTY

DEPARTMENT OF ARTS AND CULTURE

MISSION

To advance arts, culture, and creativity throughout Los Angeles County.

VISION

We envision a region in which arts, culture, and creativity are integral to every aspect of civic life for all people and communities.

PURPOSE

To assist Los Angeles County nonprofit arts organizations that have been affected by COVID-19 due to business losses or business interruptions during the COVID-19 pandemic

Fund Overview

- Los Angeles County has allocated \$10,000,000 in CARES Act funding to the Arts Relief Fund.
- Grant awards will be based on eligibility and demonstrated need.
- Awards will range based on the number of applications received, organizational budget size, and demonstrated losses and expenditures due to the COVID-19 pandemic.

Fund Overview

- Arts and Culture will manage program and distribute funds directly (no intermediary)
- Grants deployed in one round in amounts scaled depending on number of applications received, justified eligible losses, and applicant's organizational budget size
- Priority for micro, small, and medium sized nonprofits with budgets under \$15M, large budget organizations eligible to apply

Fund Overview

Activities eligible for funding must be related to nonprofits that are suffering from interruptions or closures from March 1, 2020 - December 30, 2020 due to the COVID-19 pandemic.

Expenditures **must reimburse** the costs of operational interruption and losses caused by required closures due to the COVID-19 pandemic.

Grants cannot be used for future program activities, costs, or operations after December 30, 2020.

Important Dates + Deadlines

DEADLINE: Sunday, September 27, 2020 at 11:59 P.M. PST

No Extensions.

TIMELINE:

September 16: Guidelines, Sample Application, Workshop & Office Hours Schedule, List of Eligible Organizations and FAQ available online

September 21 – 27: Application window

September 28 – October 27: Staff audits and reviews applications and determines grant amounts based on number of applications received, justified eligible losses of applicants, and organizational budget size. List of grant recipients shared with other CARES County Departments to prevent double dipping

October 28 – November 11: Payment requests to Auditor-Controller Shared Services.

November 30: Payments completed by Auditor-Controller, Arts and Culture submits final reporting to CEO

LA County COVID-19 Arts Relief Fund

Application Workshops

Friday, September 18 from 1:00 pm - 2:30 pm

Tuesday, September 22 from 10:30 am - noon

Thursday, September 24 from 3:30 pm - 5:00 pm

Office Hours

Monday, September 21 from 2:00 – 4:00 pm

Tuesday, September 22 from 2:00 – 5:00

Wednesday, September 23 from 2:00 pm - 5:00 pm

Friday, September 25 from 1:00 – 5:00 pm

Email: CaresGrants@arts.lacounty.gov

Organizational Eligibility

Nonprofit arts organizations (501(c)(3) and/or fiscally sponsored organizations) must:

- Be a current FY 2019/20 or FY 2020/21 grantee of the Los Angeles County Department of Arts and Culture Organizational Grant Program (OGP) and/or
- Be a current FY 2020/21 grantee of one of the seven municipal local arts agencies with grantmaking programs, limited to the City of Los Angeles, City of Pasadena, City of West Hollywood, City of Culver City, City of Santa Clarita, City of Santa Monica, and City of Long Beach through the Long Beach Arts Council. A list of all eligible current grantees has been provided to the Los Angeles County Department of Arts and Culture by the seven municipal arts funders in Los Angeles County.
- Note: colleges or universities, businesses or non-arts organizations that are grantees of a municipal local arts agency are not eligible.

Organizational Eligibility (continued...)

In addition, all applicants must:

- Be located in and serving Los Angeles County.
- Have principal offices in Los Angeles County.
- Have a primary mission to provide arts programming, as demonstrated by more than 50% of the applicant organization's budget devoted to arts programming.
- Have tax exempt status, as defined by the IRS.
- Have "ACTIVE" status and provide proof of Good Standing from the California Secretary of State.

Ineligible Organizations

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

- Organizations whose primary mission is to raise funds.
- Educational institutions that lead to a degree or diploma, including but not limited to private or public schools or scholarship programs, colleges, and universities. This includes departments and programs therein, except for arts organizations that possess independent 501(c)(3) status.
- Municipal or County government agencies and departments.
- Organizations whose primary mission is not arts related (e.g. social service, religious, education, or health organizations), as demonstrated that more than 50% of the applicant organization's budget is not arts related.
- Past and current Los Angeles County Department of Arts and Culture Community Impact Arts Grant grantees are not eligible for this program.
- Individual artists.
- Past grantees of any of the municipal local arts agencies or previous grantees of the Organizational Grant Program that are not in the current pool of grantees. No exceptions will be made to this policy.
- Organizations that have "SUSPENDED" Status with the California Secretary of State.

Application Process

- All applicants are required to submit the application and execute the grant agreement.
- **Execution of the grant agreement is NOT A GUARANTEE OF FUNDS from the County of Los Angeles.**
- All applicants will be required to submit documentation to determine eligibility and **NO AWARD IS FINAL UNTIL FURTHER NOTIFICATION FROM THE COUNTY.**

Required Attachments

All applicants must submit the following five attachments with their application in order for it to be complete and be deemed eligible:

- 1. Federal Form 990 Prior Year Tax Return** (2018 or 2019), 990-EZ or 990-N for the organization's most recently completed fiscal year.
- 2. A 501(c)(3) determination letter** with Federal Employee Identification Number (EIN)
- 3. Completed W-9 form**

Required Attachments

4. Proof of Good Standing from the California Secretary of State with submission of a **screenshot from the California Secretary of State showing “ACTIVE” Status.**

5. Additional proof of good standing from the California Secretary of State with submission of **most recent Statement of Information PDF**. Applicants may find and download Statement of Information as well as take screenshot at <https://www.sos.ca.gov/business-programs/business-entities/information-requests>

Proof of Good Standing

DETAILED INSTRUCTIONS ON HOW TO PROVIDE PROOF OF GOOD STANDING WITH THE CALIFORNIA SECRETARY OF STATE

1. Visit <https://www.sos.ca.gov/business-programs/business-entities/information-requests>
2. Click on “Business Search” link halfway down page under “Online Searches”

The screenshot shows a web browser window with the URL [sos.ca.gov/business-programs/business-entities/information-requests](https://www.sos.ca.gov/business-programs/business-entities/information-requests). The page has a dark blue header with the breadcrumb [Home](#) > [Business Programs](#) > [Business Entities](#) > **Business Entities Records Request**. Below the header is a sidebar with a dark blue button for **Business Entities (BE)** and three light blue buttons: **Online Services**, **File LLC Statement of Information**, and **File Corporation Statement of Information**. The main content area features a list of links: [Online Searches](#), [Certificates, Copies, Status Reports and Processing Times](#), and [Frequently Requested Information](#). Below this is a section titled **Online Searches** with a bullet point for [Business Search](#), which provides free online access to corporate, limited liability company, and limited partnership information. The available information includes the complete entity name, entity number, formation, registration or conversion date, status, jurisdiction, entity address, and the name and address of the agent for service of process.

Do you have a County Vendor number?

Sign up for New Registration via the County Vendor Services TODAY

website: <https://camisvr.co.la.ca.us/webven/>

You DO NOT need a Vendor Number in order to submit your application, but you will need a Vendor Number before any payment can be issued to you, should your application be accepted.

The County will send you an email within 5 days of registration with your new Vendor Number.

Eligible Expense Categories include

Rent

Payroll

Utilities

Insurance

Accounts Payable

Personal Protective Equipment (PPE)

Inventory

Other

Examples of eligible expenses

Eligible expense-categories between March 1, 2020, and December 30, 2020, for LA County COVID-19 Arts Relief Fund support may include:

- Artistic program and/or educational program staff salaries plus benefits
- Artist-contractor fees (including technical artists such as: web designers, graphic designers, videographers, video editors, sound and lighting engineers, etc.)
- Facility costs (including rent, utilities, and cleaning supplies/services)
- New equipment, software, or subscriptions required to transfer operations to online virtual format
- Telecommuting and home office costs (software, WIFI, broadband, package deliveries, utilities, etc.)
- Communication costs (phone bills, internet connection, subscriptions to web-based platforms)
- Development/fundraising expenses (online events or activities)
- Non-recoverable expenses related to rescheduled or cancelled exhibitions/programming during eligible period
- Remote educational exhibitions/programming
- Online distribution of creative content

INELIGIBLE EXPENSES

The following is a nonexclusive list of examples of costs that would not be eligible expenditures :

- Damages covered by insurance
- Expenses that have been or will be reimbursed under any federal program
- Reimbursement to donors for donated items or services
- Workforce bonuses other than hazard pay or overtime
- Severance pay
- Legal settlements



FUNDING



Breath Break...



NEW ONLINE GRANT PORTAL

Application and all required materials must be submitted via the SurveyMonkey Apply online grants portal

<https://apply-lacdac.smapply.io/>

TIPS:

1. Your account is set up as an **INDIVIDUAL**
2. Eligibility Profile: Applicant Type is an **ORGANIZATION**
3. Save your email and password as a contact you can easily access and share
4. Draft application responses in a Word Document
5. Copy + Paste responses to avoid losing work
6. Submit prior to deadline to allow time to resolve any technical issues

Grant Portal – Customer Support



Los Angeles County Department of Arts and Culture

Log In

Register



Questions about a program or information on this site?

Contact the site administrator



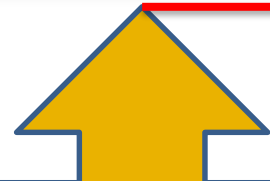
Need help with using SurveyMonkey Apply?

Check out the FAQ



Having technical issues with this site?

Fill in a support request form



Apply Customer Support

- FAQ and How-To's for Applicants under **Need Help**
 - Reporting a technical issue/glitch

Customer Support Hours: **Monday to Friday from 8am - 8pm EST, Saturday to Sunday from 10am - 6pm EST**

PASSWORD RESET:

<https://apply-lacdac.smapply.io/acc/p/>



Los Angeles County Department of Arts and Culture

Welcome to the LA County Department of Arts and Culture's online grants system!

UPDATE:

The new granting system is live.

Returning Applicants: Please use your Fluid Review credentials to log in, update your account information and begin an application.

First Time Applicants: Please register for an account using the "REGISTER" button above.

If you have any questions about applications or current grants please contact us using the information below.

Note: OGP Year Two/Final Reports must be submitted in the Fluid Review system by May, 2021. [Click here to be redirected to the Fluid Review system.](#)

Questions?

Arts Education Advancement Grant Program

Information and Eligibility

Phone: 213-202-5858

Email: artsedcollective@arts.lacounty.gov

Application Period: TBD

Organizational Grant Program

Information and Eligibility

Phone: 213-202-5858

Email: grants@arts.lacounty.gov

Application Period: August 26 - October 14, 2020

Arts Internship Program

Information and Eligibility

If creating a new
account, click
REGISTER.

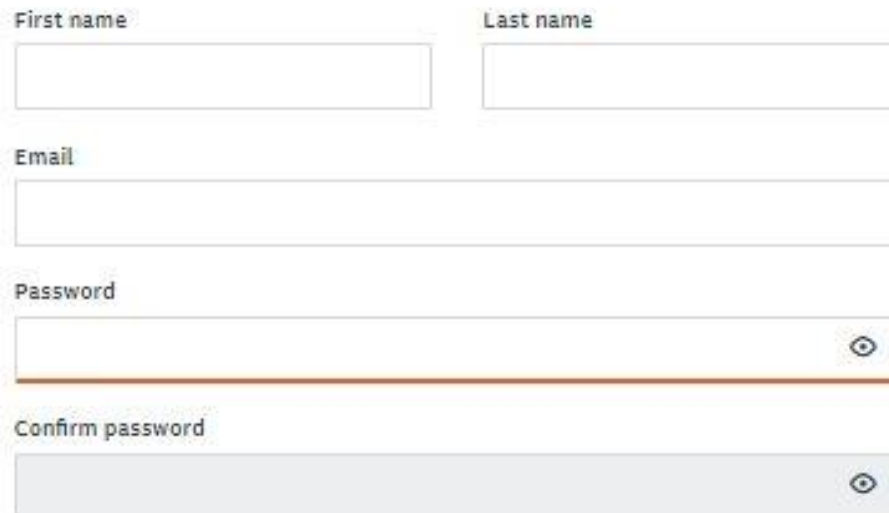
ACCOUNT SET UP REMINDERS:

- *Only **one** account per organization
- *Account login info can be shared
- *Be sure organization members have login info and access to the account!

Online Grant Portal - New Registration

Complete the Name, Email and Password fields. Once finished, click Create Account.

**Step 1:
Create
Account**



Registration form fields:

- First name
- Last name
- Email
- Password
- Confirm password

Step 2: Verify Email

By registering for an account, you agree to our [terms of service](#) and [privacy policy](#).

⚠ Your email address has not been verified!

You will not be able to submit applications or complete certain tasks until you have verified your email address

[Send verification link](#)

**Step 3:
Complete
Eligibility
Profile**

To get started, fill out your eligibility profile

[Fill out eligibility profile](#)

Rectangular Strip

**WHAT TYPE OF APPLICANT ARE YOU? Select ORGANIZATION
TO ACCESS THE ARTS RELIEF FUND PROGRAM**



Los Angeles County Department of Arts and Culture

Log In

Register

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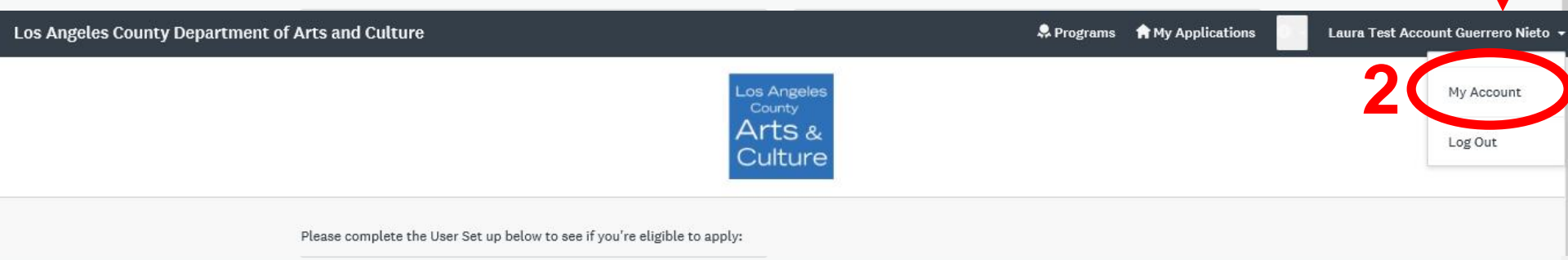
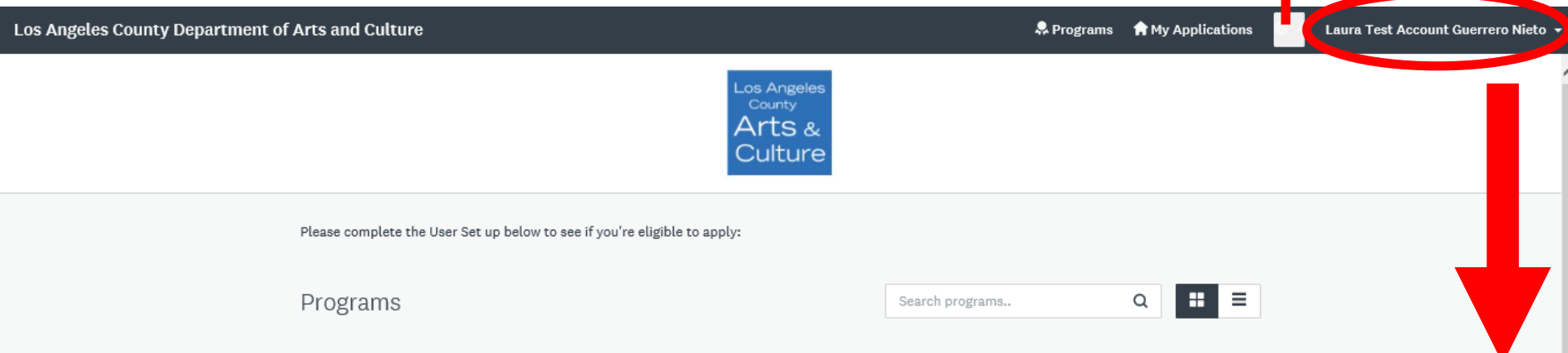
Information and Eligibility

If you had an account in Fluid Review, click **LOGIN** with the same email and password.

ACCOUNT SET UP REMINDERS:

- *Your login email and password were migrated and remain the same.
- *Only **one** account per organization
- *Account login info can be shared
- *Be sure organization members have login info and access to the account!

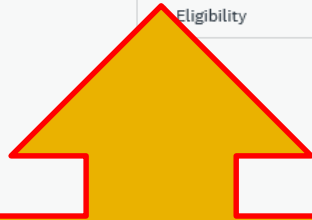
Grant Portal – Update/Edit User Profile



Grant Portal – Update/Edit User Profile

Account Settings

- My Profile** >
- Notifications
- Eligibility



My Profile:
Photo
First and Last Name
Email
Time Zone
Change your password

Profile Photo



Choose file...

Browse

Personal Info

First name

Laura Test Account

Last name

Guerrero Nieto

Email

|guerrero-nieto+123@arts.lacounty.g x

Preferences

Timezone

(GMT-0800) America/Los Angeles

Account Settings

- My Profile
- Notifications**
- Eligibility

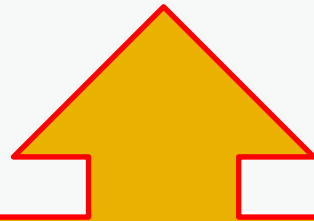
Notification Preferences

Send me:

- Direct messages from the site administrator
- Updates on activity regarding my applications
- Invitation requests to collaborate on another user's application
- Deadline reminders for applications

Unsubscribe me from all emails

Save



Notifications:
How you'd like us to
communicate with you
**THROUGH SURVEYMONKEY
APPLY**

Grant Portal – Update/Edit User Profile

Account Settings

- My Profile
- Notifications
- Eligibility >

Update your eligibility profile

User Setup

What type of applicant are you?

Organization

Type of Organization:

Note: For Fiscally Sponsored Projects, the Fiscal Sponsor is the Applicant of Record.

A 501c3 Nonprofit Organization

Organization Account Info

NOTE: Legal Name should identical to what is registered with the IRS and listed on your taxes. For Fiscally Sponsored Projects, input the Fiscal Sponsors organizational information.

Organization Legal Name	Social Service Orf
Popular Name or DBA (if different from legal name)	(No response)
FEIN Number (9 digit):	000000000
DUNS# (9 Digit):	000000000
Main Address 1	231 Main Street
Main Address 2	(No response)
City	Los Angeles
State	California

Update your Eligibility Profile:

- Type of Applicant
- Type of Organization: *501c3 nonprofit, fiscally sponsored*
- Legal Name
- Address, Website, Phone
- FEIN, DUNS, LA County Vendor Number

Grant Portal – Update/Edit User Profile



User Setup

1 **Select Organization**

2 **Select Type of Org**

3 **Update Org Info.**

What type of applicant are you?
 Organization

Clear

Type of Organization:
Note: For Fiscally Sponsored Projects, the Fiscal Sponsor is the Applicant of Record.
 A 501c3 Nonprofit Organization
 School District
 A Fiscally Sponsored Organization
 Municipality
 County Department
 Other

Clear

Organization Account Info
NOTE: Legal Name should identical to what is registered with the IRS and listed on your taxes for fiscal sponsors. Project initiator, FBA Sponsors organizational information.

Organization Legal Name
Name or DBA (if different from legal name)
FEIN:
DUNS:



- Update your Eligibility Profile:**
- Type of Applicant
 - Type of Organization: *501c3 nonprofit, fiscally sponsored*
 - Legal Name
 - Address, Website, Phone
 - FEIN, DUNS, LA County Vendor Number

Optional Executive Director Info

Executive Director Name:

Executive Director Phone:

Executive Director E-Mail:

4 Save Profile

Online Application – Getting Started

Programs

Community Impact Arts Grant (CIAG)

Accepting applications from Aug 26 2020 08:00 AM (PDT) to Oct 7 2020 11:59 PM (PDT)

NEED HELP? Please email us with your questions. To promptly respond to all application questions, we welcome your CIAG inquiries to ciag@arts.lacounty.gov.

POWERED BY  Apply

Organizations can apply.

[See my application](#)

MORE >

Community Impact Arts Grant (CIAG)

Note that organizations who are planning to apply or are currently CIAG grantees are not eligible to apply for the Organizational Grant Program (OGP). For more information and deadlines for the OGP program visit: <https://www.lacountyarts.org/applytoOGP>

APPLY

Open to

Organizations can apply.

Opens

Aug 26 2020 08:00 AM (PDT)

Deadline

Oct 7 2020 11:59 PM (PDT)

Questions? We're here to help!

OFFICE HOURS SCHEDULE

Monday, September 21 from 2:00 – 4:00 pm

Tuesday, September 22 from 2:00 – 5:00

Wednesday, September 23 from 2:00 pm - 5:00 pm

Friday, September 25 from 1:00 – 5:00 pm

Email: CaresGrants@arts.lacounty.gov



Photo credit: Flickr, Creative Commons license.

Marah Morris and Anji Gaspar-Milanovic

Grants and Professional Development