ORGANIZATIONAL GRANT PROGRAM

2019-20 GENERAL TERMS AND INSTRUCTIONS

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CONTRACT OVERVIEW

Grant Period
OGP awards are granted for a two year period. Following the Los Angeles County fiscal year, each year of the grant begins July 1 and extends through June 30 of the following year. For example, the OGP award period for grants awarded in 2019-20 is divided into two years. The first year begins July 1, 2019 and ends June 30, 2020 and the second year period begins July 1, 2020 and ends June 30, 2021.

Please note that the invoicing and reporting deadline is in May in each of the two years of the grant period. All funds must be incurred prior to the May 15 deadline in Year 1 and May 17 deadline Year 2 and expended by June 30.

Contract Project Budget
The OGP grant amount you were awarded is less than the original grant request. As a result, your project budget must be scaled down accordingly and you must provide an Adjusted Grant Budget form via our online grant management system. More details about this requirement can be found in the Requirements for Grantees section of this document. If the OGP award amount seriously impacts the scope of work or project budget, please refer to the Project Amendment section of this document for further instructions.

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 the entire grant award if you do not comply with this requirement.

Signing the Contract
The contract may be executed in one of two ways.

Two signatures:
1. The contract may be executed by two members of your organization's board of directors in the following order. To be effective, the first signature must be of the President, Vice-President, or Chairman, and the second signature must be of the Secretary, Assistant Secretary, Chief Financial Officer, or Treasurer.

   A contract signed by the President and Secretary is acceptable. A contract signed by the President and the Vice-President, or by the Secretary and the Chief Financial Officer, is not acceptable.

   - or -

One signature:
2. Your organization's board of directors may delegate the authority to sign the contract to a single person (e.g., the Executive Director), and this person may sign the contract on behalf of your organization. In such case, you must provide evidence of the person’s current authority to sign the contract. Such evidence typically takes the form of a resolution adopted by your organization's board of directors, or your organization's 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 his or her board title.

GRANT PANEL COMMENTS
Knowledgeable members of the arts community, including artists, nonprofit arts administrators and members of the academic community have assessed your organization’s programs and management
as part of the OGP peer review panel process. To schedule a brief phone appointment and discuss panel feedback, contact grants staff at (213) 202-5858 or grants@arts.lacounty.gov.

**PANEL PARTICIPATION**

Participation as a panelist for the OGP program is highly encouraged of grantees. Benefits include a better understanding of the panel process and government grantmaking, as well as opportunities to network with peers in your field. To find out more about panel service, to apply to serve as a panelist or to recommend someone for panel service please complete our online panelist nomination form: https://www.lacountyarts.org/funding/organizational-grant-program/about-ogp/about-ogp-panelist-nomination.

**REQUIREMENTS FOR CONTRACTING**

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

**Adjusted Grant Budget**

Grantees must provide the Department of Arts and Culture with an updated budget demonstrating all projected income and expenses related to the project scope and reflective of your final award amount. Forms must be submitted online using the Adjusted Grant Budget form. To open the form, visit: www.lacountyarts.org/apply. **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.

**California Secretary of State – Certificate of Good Standing**

Los Angeles County ensures that each 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. To verify your organization’s standing with the Secretary of State, visit: https://businesssearch.sos.ca.gov/. It is the responsibility of the organization to contact and follow up with the Secretary of State to resolve any issues before the contract is executed.

**Los Angeles County Vendor Number**

Grantees must have a current vendor number registered with Los Angeles County. To obtain a vendor ID visit http://camisvr.co.la.ca.us/webven/. If you have questions related to your vendor number, contact vendor relations at 323-267-2725 or visit their website: http://isd.lacounty.gov/vendor-assistance/.

Once a vendor number has been created grantees may register for Vendor Self-Service (VSS) to support and ease account management.

Upon registration in VSS, **grantees are required** to enroll in Direct Deposit in order to expedite payments. Please follow the “Direct Deposit” instructions listed at https://directdeposit.lacounty.gov/.

**DUNS Number**

The Department of Arts and Culture requires that all grantees have a current DUNS number and include it on the grant contract. To verify an existing DUNS number or to request a new DUNS number (it’s free), go to the Dun & Bradstreet website at http://fedgov.dnb.com/webform/displayHomePage.do. For additional assistance call (866) 705-5711 or email: govt@dnb.com.

**REQUIREMENTS FOR GRANT REPORTING**

The following requirements **must be met by your organization in order to ensure compliance with reporting procedures for the grant award**. If you fail to comply with applicable requirements, your contract may be suspended or terminated and you may forfeit some or the entire grant award.

**Credit/Recognition**

Grantees are required to recognize support from Los Angeles County by placing the Department of Arts and Culture logo and credit line on the organization’s printed materials and website, and listing the Department of Arts and Culture among the organization’s donors or supporters. Department of Arts
and Culture logos can be downloaded at https://www.lacountyarts.org/funding/organizational-grant-program/manage-your-grant/ogp-manage-your-grant-credit-recognition. The following line shall be used for crediting purposes:

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

Letter of Acknowledgement for County Board of Supervisors
Grantees are required to send two letters to their Board Supervisors:

(Year 1) a letter of acknowledgement, thanking the Board of Supervisors for the grant;
(Year 2) a letter providing details about the OGP project and its impact in your community.

Letters should be sent on behalf of the executive director, board chair or both, directly to the County Supervisor where your office is located at the corresponding mailing address listed below. To confirm your organization’s Los Angeles County District, please visit: http://rrcc.lacounty.gov/OnlineDistrictmapApp/ and select the option to find your district using the main address for the organization. If your organization serves more than one district, please send letters to each applicable district and Supervisor. Copies of letters must also be attached with the first and second year grant reports and reviewed for compliance by grants staff at time of report review.

**First District**
The Honorable Hilda L. Solis
Supervisor, First District
500 West Temple Street, Suite 856
Los Angeles, CA 90012

**Fourth District**
The Honorable Janice Hahn
Supervisor, Fourth District
500 West Temple Street, Suite 822
Los Angeles, California 90012

**Second District**
The Honorable Mark Ridley-Thomas
Supervisor, Second District
500 West Temple Street, Suite 866
Los Angeles, California 90012

**Fifth District**
The Honorable Kathryn Barger
Supervisor, Fifth District
500 West Temple Street, Suite 869
Los Angeles, California 90012

**Third District**
The Honorable Sheila Kuehl
Supervisor, Third District
500 West Temple Street, Suite 821
Los Angeles, California 90012

Regional Cultural Calendar
The Discover Los Angeles website is a comprehensive digital platform connecting events and destinations countywide with regional public transit. With over 12 million visitors annually, DiscoverLosAngeles.com offers an unparalleled platform for outreach and accessibility and provides a web portal that reflects the latest in user experience design and online information dissemination. This expansion includes comprehensive public transit data, alternative transportation information including bicycle and pedestrian route data, and ancillary data on dining, accommodations, activities, and other amenities located near cultural destinations and public transit.

Grantees are required to post publicly accessible programs and events on http://www.discoverlosangeles.com/. To do so, create an organization user account via this link https://www.discoverlosangeles.com/user?destination=what-to-do/events/submit.
INVOICING AND REPORTING
OGP grants are paid as a reimbursement and grantees will receive half of the grant award in each grant year. In order to receive the reimbursement, please note:

- Grantees must submit payment requests to the Department of Arts and Culture at least once and no more than twice each year.

- Grantees may submit one partial payment request (invoice) to the Department of Arts and Culture no later than April 1st or a full 6 weeks prior to the final payment request deadline. **Final payment requests and required annual reporting documentation are due by May 15 of each OGP grant year.**

- Payment requests must be submitted through the online grants system and include the following items:

<table>
<thead>
<tr>
<th>Partial Payment Request</th>
<th>Final Payment Request and Reporting</th>
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</thead>
<tbody>
<tr>
<td>1. Invoice Form</td>
<td>1. Invoice Form</td>
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<td></td>
<td>2. Year 1 or Year 2 Report Form</td>
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<td></td>
<td>3. Proof of Department of Arts and Culture Recognition</td>
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<td>4. Letter of “acknowledgement” and/or “summary of impact” to the Board of Supervisors.</td>
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<td></td>
<td>5. Authorization for use of images.</td>
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<td>6. Up to 2 high resolution images (300 dpi, at least 1,000 pixels across) that have not have been submitted in prior applications or reports.</td>
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<td>7. Demographics Questionnaire (year 2 report only). Organizations will provide quantifiable data about participation and project reach via this new section in the report form.</td>
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**IMPORTANT NOTE:** Providing proof of expenses is no longer a requirement for grantees. Random auditing of grantees will be conducted post-reporting. **All grantees regardless of OGP budget category are required to maintain financial records to verify compliance for up to three (3) years after your contract expires.** The grantee will compile, maintain and permit access to records as required by applicable regulations, guidelines or other directives. If you are selected for an audit you must have and submit proof of expenses for review by grants staff upon request.

- OGP contracts run through June 30, all project expenses must be incurred by the annual report deadline date and expended by June 30 of each OGP year.

- **All project funds, including matching funds, must be expended or incurred prior to invoicing.** All documentation including the budget, invoice and reporting form must be submitted online via https://www.lacountyarts.org/funding/organizational-grant-program/manage-your-grant/grant-requirements.

- In addition to the initial letter of acknowledgement sent to the Board of Supervisors, grantees are required to send a second letter to the Board of Supervisors which details the impact of the grant on your organization and the communities served. You may use information directly from your year 2 report form. This requirement must be met in order to process your final invoice. Refer to pages 5 for additional information about where to mail the letter of impact.
For detailed instructions and information about invoicing and reporting requirements and our online reporting system, please visit https://www.lacountyarts.org/funding/organizational-grant-program/manage-your-grant/grant-requirements.

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

1. Contact the Department of Arts and Culture's Grants and Professional Development staff and set up a project amendment phone appointment;
2. Complete and submit the online Project Amendment form **within** the applicable grant cycle via www.lacountyarts.org/apply;
3. In the online Project Amendment form provide the following information, at minimum:
   a. OGP contract number,
   b. Specific change(s) requested,
   c. Justification for each requested change(s),
   d. Revised project budget, if applicable.
   e. Contact information, including a phone number and e-mail address.

No project amendment is in effect unless and until grantee receives approval from the Department of Arts and Culture, in the form of an approved project amendment form. Until such time as grantee receives such approval, grantee shall only incur costs and shall only carry out its project in a manner consistent with the terms and conditions of the original contract.
BENEFITS AND OPPORTUNITIES FOR OGP GRANTEES

What is the OGP Professional Development Program?
The Department of Arts and Culture provides an array of professional development opportunities to organizations that receive grants through its Organizational Grant Program (OGP). They are designed to bolster organizational capacity by providing learning and networking opportunities for the individuals who lead and staff your organizations.

The OGP Professional Development Program has three strands:
1) In-house workshops and networking convenings designed specifically for the local arts community.
2) Subsidized workshops, courses, and certificate programs addressing nonprofit management issues. These are run by the Center for Nonprofit Management (CNM) in downtown Los Angeles and The Nonprofit Partnership (TNP) in Long Beach. Full and half-day courses are free; certificate programs and multi-day trainings are available at 50% of full price and require advance application.
3) A scholarship program that allows grantees to identify other professional development opportunities and attend at a reduced rate of up to 50% off registration up to $600. Advance application is required.

Who Can Attend?
In-house workshops are open to all staff of all grantee organizations, with no limit on attendance.

Subsidized workshops and outside scholarships are open to staff and board members from an OGP grantee organization with a budget less than $15,000,000. The following provisions apply:
1) All staff in organizations with budgets less than $5,000,000 may attend these opportunities.
2) Mid-career and emerging leaders on the staff of organizations with budgets between $5,000,000 and $15,000,000 may attend these opportunities.
3) Eligible organizations may attend up to five half or full day courses per grant year (running July-June) at CNM and up to five at TNP. (Sending three people to the same class or conference counts as three.) Be tactical in how you use these opportunities, and who attends them!
4) All scholarship requests require advance application and are subject to approval by the Department of Arts and Culture.

How Does the Department of Arts and Culture Decide on Topics for In-House Convenings?
Topics are determined by current strategic priorities (such as the Cultural Equity and Inclusion Initiative), review of mid- and final-year OGP grantee reports, and aggregated survey responses from workshops and convenings across all Department of Arts and Culture programs. Sample topics include human resources, artistic documentation, and nonprofit advocacy rules.

How Do I Learn More?
We send email blasts regularly to grantees with 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 and sign up for the ArtsWise newsletter.

LA Culture Net
Opportunities are also posted on the LA CultureNet listserv. It is strongly recommended that grantees subscribe to LA CultureNet by sending an email to laculturenet-subscribe@yahoogroups.com.
UPDATING CONTACT INFORMATION
Grantees must notify the Department of Arts and Culture of changes to their organization’s contacts or other organizational information. A Contact and Change of Information form can be found online at www.lacountyarts.org/apply. Once logged in, find and fill out the form and submit it for review by grants staff.

CALENDAR OF IMPORTANT DEADLINES
In order to ensure compliance and timely reporting and communications, note important dates in the calendar below. Please share this calendar with any staff who should be aware of these deadlines.

Adjusted Grant Budget and Final Signed Contracts Due August 28, 2019
Reporting Workshop Early Spring 2020
Year 1 Invoice & Report Deadline May 15, 2020
Year 2 Invoice & Report Deadline May 15, 2021

CONTACTING GRANTS STAFF
For questions about amendments, contact updates, reporting, etc., please contact the Grants and Professional Development staff at (213) 202-5858, grants@arts.lacounty.gov or visit the website at https://www.lacountyarts.org/funding/organizational-grant-program/manage-your-grant/grant-requirements.