



Year 1 Report - Narrative Questions

Please note - in response to the challenges many organizations face and will face as a result of the Covid-19 pandemic, we are allowing modifications for reporting on project progress. The Project Challenges section can be used to describe any challenges you have faced during this year including challenges that rose out of the mandatory closing of facilities, rescheduling or cancellation of events, etc.

Program Goals

1. BRIEFLY describe your OGP funded project.

[Empty text box for question 1]

2. What short term or long term goals are you working on with this project?

[Empty text box for question 2]

Project Progress and Success

3. What are the outcomes you are seeking to measure progress on your project goals?

[Empty text box for question 3]

4. In your OGP application you were asked about internal and external steps taken toward integrating and reflecting the values of CEII. Briefly outline any achievements and/or challenges on these steps thus far.

[Empty text box for question 4]

5. Optional - What was the greatest success during this project so far in impacting your organization and/or community?

[Empty text box for question 5]

SAMPLE ONLY

Project Challenges

6. What challenges are you facing in implementing this project, if any?

[Empty text box for question 6]

7. Do you need to modify your project and/or budget for Year 2?
Yes No

If so, please contact Grants staff at 213-202-5858 or grants@arts.lacounty.gov.

Participation and Project Reach

9. Did you post on Discover LA? (Check Yes or No) If not, please explain why. Grantees are required to post publicly accessible programs and events on http://www.discoverlosangeles.com/. To post events on DiscoverLA.com, go to https://www.discoverlosangeles.com/user?destination=what-to-do/events/submit and follow the instructions.

No Yes

SAVE & CONTINUE EDITING MARK AS COMPLETE

## Year 1 Matching Expenses

Please note - in response to the challenges many organizations face and will face as a result of the COVID-19 pandemic, we are allowing modifications for reporting on project progress and expenses.

### INSTRUCTIONS FOR FILLING OUT THE BUDGET TABLE

Enter project expenses for the FIRST YEAR of the grant period. Do not enter your organization's annual budget; only show expenses specific to the grant project. Show how expended were matched in the MATCHING FUNDS column.

Reminder: OGP funds cannot be used for catering & hospitality, fundraising, lodging, meals or travel expenses.

All OGP 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 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 Arts Commission.

(This question is only visible to administrators)

Total Grant Award:

10000

### Identify Matching Expenditures

	OGP YEAR ONE GRANT	YEAR ONE MATCH
Grant/Match Amount	5000.00	5000.00

### MATCHING EXPENSES

	OGP EXPENDITURES	MATCHING EXPENSES
A. Administrative & Artistic Salaries, Fees & Fringe Subtotal	\$	\$
B. Marketing	\$	\$
C. Operations	\$	\$
D. Fundraising	\$	\$
E. Professional Development	\$	\$
F. Programming	\$	\$
G. Other Expenses	\$	\$

TOTAL	\$ 0	\$ 0
-------	------	------

	MUST BE = TO YEAR ONE GRANT	MUST BE > OR = TO YEAR ONE MATCH
Meets or Exceed Expectations?	false	false

Please provide your source(s) of Matching Funds:

Provide a detailed list of "G.Other Expenses". All additional notes are optional.

I certify that the County Grant was matched 1:1 with earned or other contributed income.

Yes



## Supplemental Materials

Please note - in response to the challenges many organizations face and will face as a result of the COVID-19 pandemic, we have reduced the number of attachments to the report.

### 1. COPY OF THANK YOU LETTER TO 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. They should be sent directly to your County Supervisor by email.

More details and address for Board of Supervisors, visit: <https://www.lacountyarts.org/funding/organizational-grant-program/manage-your-grant/grant-requirements>

Upload copy of the sent email

 Upload a file

[SAVE & CONTINUE EDITING](#)   [MARK AS COMPLETE](#)