

Enriching Lives



Los Angeles County Arts Commission ORGANIZATIONAL GRANT PROGRAM 2018-19 GUIDELINES

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WHAT'S NEW

There are a number of changes affecting the 2018-19 Organizational Grant Program application, guidelines and requirements. Contact Arts Commission Grants staff with questions about any of these changes or requirements at (213) 202-5858 or grants@arts.lacounty.gov. A summary of changes is below.

DATA ARTS (FORMERLY CALIFORNIA CULTURAL DATA PROJECT) UPDATES

The California Cultural Data Project has undergone significant changes. The platform has been renamed and is now known as DataArts. The Cultural Data Profile (CDP) is DataArts' flagship service, which thousands of cultural nonprofits use annually to report their financial and programmatic information. The CDP is one of the requirements for applying to the OGP program. More information about the process for filling out the CDP and downloading the two reports you will need to attach to your application can be found on page 11 of this document.

Another major change in the DataArts platform is the new customized CDP short form for organizations with annual budgets under \$50,000 that makes filling out the profile much more user friendly. Details and additional information about this new short form can be found on page 11 of this document.

ARTS EDUCATION PROJECTS AND THE ARTS FOR ALL STUDENT DIRECTORY

In previous years, applicant organizations in the arts education discipline, who were listed on the *Arts for All* directory could automatically skip questions in the arts education section of the application. Due to a change in the purpose and function of the directory, all arts education related questions must now be answered by all applicants. To read more about the changes to the directory, visit:

<https://www.lacountyartsedcollective.org/models-resources/community-arts-educators>.

ARTISTIC SAMPLES CAN NOW BE SUBMITTED AS HYPERLINKS

Applicant organizations can provide hyperlinks instead of uploading media or audio files for their artistic samples. More information about submitting artistic samples can be found on page 14 of this document.

AWARD REQUIREMENT UPDATES

1. Grant Reports and Invoices

OGP 1 grantees are no longer required to provide itemized expense reports and proof of expenses with their year one and final invoices. However all grantees, regardless of OGP budget category, are required to maintain financial records to verify compliance for three (3) years. If you are selected for an audit you must have and submit proof of expenses for review by grants staff upon request.

2. Project Amendment Form

Only activities and costs consistent with the grant application or proposal approved by the Arts Commission will be reimbursed. The process for completing a project amendment has changed. If changes in the awarded project are necessary, grantees must contact grants staff at 213-202-5858 or grants@arts.lacounty.gov for approval of a project amendment, then complete a *Project Amendment Form* via the online grants system before implementation of amended project activities.

OVERVIEW

The Organizational Grant Program (OGP) provides financial support to assist and strengthen nonprofit arts organizations providing quality arts services to Los Angeles County residents. These diverse cultural services positively impact residents, neighborhoods and communities by providing direct access and increased opportunities for arts activities and programming.

CALENDAR + TIMELINE

Organizational Grant Program applications are accepted annually.

Guidelines, Application Available	August 30, 2017
Workshops* Offered	Several workshops will be offered from September – October 2017. Click link for full schedule.
Application Deadlines	October – November 2017 (Based on budget size)
Staff Review	November – December 2017
Panel Review	February – March 2018
Commission Review	April – May 2018
Board of Supervisors Approval	July 2018
Notifications Sent via Email	July 2018
Grant Period	July 1, 2018 – June 30, 2020

****New applicants and applicants that did not receive funding the last time they applied to the Organizational Grant Program are required to attend an OGP workshop. No exceptions will be made.***

ACCESSING THE ONLINE GRANT APPLICATION

Applicants are required to submit applications, artistic documentation and support materials via the Arts Commission's online grant system at <https://www.lacountyarts.org/apply>. The Arts Commission strongly recommends submitting the application at least **five** days prior to the deadline to give ample time to troubleshoot.

OGP BUDGET GRANT CATEGORIES & DEADLINES

The Arts Commission defines budget size as total operating revenue less in-kind for the most recently completed fiscal year. **This number can be found on Page 1 of your OGP Funder Report accessible from the DataArts website.** For organizations with budgets under \$1M, this number should correspond with the organization's most recently submitted Federal Form 990. For organizations with budgets over \$1M, this number should correspond with the most recently completed audit. Budget size should not include any revenue dedicated to a cash reserve, endowment and/or capital project. See *Required Financial Forms* section on page 10 for more information.

Budget Category	Budget Size	Deadline
OGP 1	Up to \$199,999	Wednesday, November 1, 2017, 11:00 p.m.
OGP 2	\$200,000 - \$999,999	Wednesday, October 18, 2017, 11:00 p.m.
OGP 3	\$1,000,000 - \$14,999,999	Wednesday, October 11, 2017, 11:00 p.m.
OGP 4	\$15,000,000+	Wednesday, October 11, 2017, 11:00 p.m.

OGP PROJECT CATEGORIES

OGP 1, 2 and 3 applicant organizations may request support for any one of the project categories below. OGP 4 applicant organizations MUST request funds for accessibility projects. Full project category descriptions begin on Page 7.

Project Category Description
Sustainability: Provides support for existing artistic and/or administrative projects that help to sustain the mission and goals of arts organizations.
Organizational Capacity: Provides support for new projects that increase the organizational capacity and infrastructure of arts organizations.
Artistic Capacity: Provides support for new projects that increase the artistic capacity of arts organizations.
Accessibility: Provides support for new or existing projects that provide public access to arts activities and programs.

OGP ELIGIBILITY REQUIREMENTS

Organizations may apply if they meet **all** of the following eligibility requirements at the time of application:

- a. **Tax exempt status**, as defined by the IRS.
- b. **Principal offices in Los Angeles County**, with an exception for arts service organizations with offices in Los Angeles County and primary headquarters in California.
- c. **A primary mission to provide arts programming**, as demonstrated by more than 50% of the applicant organization's budget devoted to arts programming.
- d. **A functioning board of directors** that meets regularly with at least 51% of members residing in California.
- e. **At least two full and consecutive years of producing and programming history in Los Angeles County**. During the two year period the organization is required to have produced at least four public performances and/or created and maintained an exhibition that was open to the public for 30 or more days each fiscal year. Fundraising events and programs do not qualify. Exceptions are made for organizations established for the sole purpose of mounting biennial or triennial festivals though these types of organizations are required to have mounted two or more festivals prior to application.
- f. **A submitted Federal Form 990 for a tax year ending on or after December 31, 2015**. A submitted Federal Form 990, 990-EZ or 990-N is required of all applicants. Applicants with budgets under \$25,000 should submit a copy of their most recently submitted 990-N.
- g. For organizations with operating budgets of \$1,000,000 and above, **a financial audit for the applicant organization's most recently completed fiscal year for a tax year ending on or after June 30, 2015**.
- h. **A complete DataArts Cultural Data Profile (CDP) for at least three recently completed fiscal years**. For applicants with budgets of less than \$1,000,000, the most recent year of CDP must correspond with the applicant's most recently submitted Federal Form 990. For applicants with budgets of \$1,000,000 and greater, the most recent year of the CDP must correspond with the applicant's most recent financial audit. **NOTE:** For organizations with only two full and consecutive years of producing and programming history, submitting a CDP for two recently completed fiscal years is acceptable.
- i. If reapplying, organizations must have **met all Arts Commission grant conditions** during the most recent grant period. Any organization that has not met previous OGP grant contract conditions will be disqualified from reapplying for three years.
- j. **No previous commitment to receive OGP funds** during 2018-20. Any organization that executed a two-year OGP grant contract in 2017-18 cannot reapply for the 2018-19 program for the purpose of obtaining a higher score or award. An organization may apply to participate in other Arts Commission initiatives and programs.
- k. New applicants and **applicants that did not receive funding the last time they applied** to the Organizational Grant Program are **required to attend an OGP workshop. No exceptions will be made.**

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

- Organizations whose primary mission is to raise funds.
- Educational institutions which 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, with the exception of arts organizations that possess independent 501(c)(3) status.
- Student groups, recreational or social organizations.
- City or County government agencies or departments.
- Organizations with fiscal agents or fiscal sponsors.
- Social service, religious or health organizations. Organizations not open to the general public.
- Organizations with an accumulated deficit of more than 20% of their total operational expenses for two or more years.
- Individual artists.

While not eligible for OGP, organizations listed above may be eligible for the Community Impact Arts Grant (CIAG), which provides support for nonprofit organizations who use the arts to support their mission while primarily providing a wider range of services and programs. CIAG eligibility requirements are available at <https://www.lacountyarts.org/applytoCIAG>.

Under special circumstances, exceptions to the requirements herein may be considered:

- When an organization proposes innovative or exemplary projects which merit unique funding consideration, or
- When extraordinary circumstances require a member of the Board of Supervisors to request special and/or one-time-only consideration.

ELIGIBLE PROJECTS

OGP grants are two-year grants. The OGP funds one or more specific events or activities, including operating activities that are described as having a purpose. See the OGP project category descriptions for examples of projects that are appropriate for each project category.

- A project may be a part of an applicant's regular season or activities. Organizations that undertake a single short-term project in a year—a dance festival, for example—could apply for support for that event or they could identify certain components of their operations, such as securing rehearsal space, marketing activities, paying artists and/or seeking funding for the associated activities, as their project.
- Organizations may apply for any or all phases of a project, from its planning through its implementation. Activities requested in year one can be different from activities that are requested in year two. For example, an organization requesting support for an exhibition can request support for research and development activities in year one and support for exhibition and outreach activities in year two.
- A project does not have to be a new activity. Existing projects can be just as competitive as new activities.
- Projects can be a combination of various types of activities.
- Projects do not need to serve large numbers of people. The Arts Commission welcomes small projects that can make a difference in a community or field.

INELIGIBLE PROJECTS

- Scholarly research.
- Projects performed or exhibited outside of Los Angeles County.
- Programs not accessible to the public.
- Purchase of major equipment, land, buildings or construction, maintenance of existing facilities or other capital expenditures.
- Travel or housing costs.
- Hospitality or food costs.
- Funds going directly into trusts, endowments or cash reserves.

- Projects with religious or evangelic purposes.
- Participation in another Arts Commission program.
- Projects that support, sponsor or are related to competitions.

HOW TO DETERMINE BUDGET SIZE AND REQUEST AMOUNT

The Arts Commission defines budget size as total operating revenue less in-kind for the most recently completed fiscal year. **This number can be found on Page 1 of your OGP Funder Report accessible from the DataArts website.** For organizations with budgets under \$1M, this number should correspond with the organization's most the recently submitted Federal Form 990. For organizations with budgets over \$1M this number should correspond with the most recently completed audit. Budget size should not include any revenue dedicated to a cash reserve, endowment and/or capital project. See *Required Financial Forms* section on page 10 for more information.



DataArts | **Los Angeles County Arts Commission** | **OGP Funder Report**

Organization Information

Organization Name:		Year Organization Founded:	
City:		Organization Type:	501(c)3 nonprofit organization
State:	CA	Fiscal Year End Date:	06-30
County:	Los Angeles County	Number of Board Members:	9
Federal ID #:		DUNS:	
OGP Budget Size:	\$112,300 ←		

Applicant is audited or reviewed by an independent accounting firm

A display value of -0% signifies a value of less than 4/-0.5%.

- Enter OGP budget size, from the OGP Funder Report for "Budget Size for the Most Recent Fiscal Year" in the *Budget and Project* section of the grant application. NOTE: The organization's budget size must be obtained from the DataArts OGP Funder Report, **not the 990 tax form or any other source.**

ALLOWABLE FUNDING REQUESTS

An online tool that will automatically calculate the OGP request amount is available on the Arts Commission's website: <https://www.lacountyarts.org/OGPGrantRequestCalculator>. By entering the Budget Size **obtained from the DataArts OGP Funder Report**, the calculator will provide the maximum grant request.

STEP 1: CALCULATE YOUR REQUEST

Your maximum allowable grant request is a proportion of your annual budget size. In order to determine your maximum grant request, you must know what your annual budget size is according to the DataArts Cultural Data Profile (CDP). This number can be accessed by logging into the DataArts website, downloading your **LA County Arts Commission OGP Funder Report** and locating the budget size in the header of page 1 at the top of the page. Please note: your most recent CDP must be completed before you are able to download this report. See STEP 2 for more information about DataArts and the CDP.

Once you have located the number, input this number in the top budget box and click calculate. Your maximum grant request will be populated in the bottom box. That is your maximum allowable grant request, make sure to use that number in question #7 of your grant application.

112300 **CALCULATE**

YOUR MAXIMUM GRANT REQUEST IS: \$40,462

Using the calculator eliminates the possibility of an error in the request amount, as it is calculated using your organization's **budget size captured from the most recent DataArts OGP Funder Report**. It also eliminates penalties for growth while still allowing smaller organizations to request and receive a greater portion of their overall budget than larger organizations. The actual calculation is based on a sliding scale and depends on budget size. The formula for the calculation can be found on our website at <http://www.lacountyarts.org/Calculatorexplained.html>.

How to use the calculator:

- The maximum grant request is determined by budget size, which is located on the upper left corner of page one of the LA County Arts Commission *OGP Funder Report*.
- Input this number without commas, dollar signs, and periods in the top budget box and click calculate.
- The maximum grant request will pop up.
- Use this to answer "Total Amount Requested" in the *Budget and Project* section of the grant application.

Please note: This calculation represents the maximum amount the applicant organization may request. Awards are calculated by multiplying this request by the application panel score, and then reducing all awards to fit within the total pool of available grant funds. The Arts Commission recommends that organizations request the maximum amount allowable based on budget size.

PROJECT CATEGORIES

OGP 1, OGP 2 and OGP 3 applicant organizations may request support for any one of the project categories described below. Organizations whose project request fits into more than one project category should select the one category that best describes the request, as demonstrated by the project budget. *OGP 4 applicant organizations must request funds for accessibility projects.*

SUSTAINABILITY

Sustainability requests support *existing* artistic and/or administrative projects that help to sustain the

mission and goals of arts organizations. Competitive applicants clearly define the organization's mission and goals and articulate how the requested project will help to sustain them.

Sustainability Category Project Examples

- Continued compensation and benefits for administrative or artistic staff.
- Support for ongoing costs of production, supplies, equipment or rent.
- Continuing support for marketing, governance, fund development or cultural equity and inclusion.
- Continuation of artistic programming, including payments for artists or production staff.
- Support for continuing information technology needs, such as computer upgrades, software, and website improvements.

ORGANIZATIONAL CAPACITY

Organizational Capacity projects request support for *new* projects that increase the organizational capacity and infrastructure of arts organizations. Competitive applicants have assessed the challenges facing their organization and determined a sustainable plan of action to address one or more of these challenges. Competitive projects will directly relate to increased organizational capacity.

Organizational Capacity Project Examples

- Establishment of new administrative staff positions.
- Significant information technology improvements, such as implementation of accounting, box office or fund development software.
- Development and implementation of new plans or strategies, such as marketing and public relations strategies, cultural equity and inclusion, research, strategic planning or board development activities.
- New development activities, such as the creation of an individual giving program.
- Development of new earned income strategies, including the development of revenue through concessions or rental activities.

ARTISTIC CAPACITY

Artistic Capacity projects request support for *new* projects that increase the artistic capacity of arts organizations. Competitive applicants have assessed the artistic needs of their organization and determined a sustainable plan of action for achieving the organization's aesthetic aspirations.

Artistic Support Project Examples

- Additional salaries, benefits or fees for artistic positions.
- Commissioning new work(s).
- Increased rehearsal time for performing artists.
- Exhibition costs.
- New or additional artistic training opportunities for teaching artists.
- New or increased employment for one or more positions that impacts the artistic product, i.e. technical director, lighting or costume designer.

ACCESSIBILITY

Accessibility requests support *existing or new* projects that provide public access to arts activities and programs. This category enables organizations to make productions, exhibitions, workshops, performances, residencies or other arts activities easily accessible to the public.

Accessibility Project Examples

- Audience development targeted for a specific segment of the population, including those that represent communities of color, low-income communities, LGBTQ and disabled communities and other communities experiencing barriers to participation in the arts
- Cultural equity and inclusion and/or other activities that broaden, deepen, or diversify arts participation.
- Arts education activities and programs for youth aged 5-18, including in-school, after school or summer programs. Please note that arts education projects will be reviewed by an arts education panel.

ARTS EDUCATION GUIDELINES

All applicants that **designate themselves as an arts education organization** (an organization with a mission centered on providing opportunities for children and students between the ages of 5-18 to increase their knowledge and skills in one or more arts disciplines) **or are requesting support for an arts education related program or project**, which includes any request that provides support for an arts education program, activity, or staff that supports arts education programs, must answer all questions in the arts education section of the application and submit a sample curriculum.

ARTS EDUCATION REQUIREMENTS

Arts education applicants are required to meet the following guidelines in their application:

1. All organizations that designate themselves as an arts education organization or are requesting support for an arts education-related program or project must:
 - a. Demonstrate that their program(s) align(s) with the California State Standards for the Visual and Performing Arts (VAPA).
 - b. Demonstrate quality teaching and learning.
 - 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. Regardless of the format, the sample must address the connections to the Visual and Performing Arts Content Standards for California Public Schools.
2. In addition, if the arts education programming in the request is a school-based program, the schools or districts must make a financial investment in the program. This investment may include the costs of artist fees, buses, supplies, teachers' time for curriculum planning, professional development, etc.

ARTS EDUCATION REVIEW PANELS

Background

In 2002, the Los Angeles County Board of Supervisors established *The Los Angeles County Arts Education Collective* (*Arts Ed Collective*, formerly *Arts for All*) to align efforts across the region with the ambitious goal that LA County's 1.5 million public school students receive a well-rounded education that includes the arts.

The *Arts Ed Collective* is comprised of policy makers, educators, arts organizations, teaching artists, funders, business leaders and community advocates. Strategic direction for the initiative is guided by the Leadership Council and Funders Council. The Los Angeles County Arts Commission offers administrative support and the Los Angeles County Office of Education (LACOE) provides curriculum and instructional services for educators Countywide. An arts education peer review panel will assess all applicants that designate themselves as an arts education organization or are requesting support for an arts education related program or project. To learn more about the *Arts Ed Collective*, visit: <https://www.lacountyartsedcollective.org>

ARTS EDUCATION DEFINITIONS

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.

School-Based Program – 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 or field trips or activities that take place at a location other than a school. School-based programs are typically conducted in partnership with

one or more teachers, grade levels or schools. Examples include theatre presentations for youth, public art or museum tours, visiting artist experiences or artist residencies for students.

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. 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.

ARTS SERVICE ORGANIZATIONS GUIDELINES

Arts service organizations provide specialized services to the arts and cultural community. These organizations can be discipline, geographical, or culture based, or can serve the entire arts community. Services offered can include professional development and technical assistance, such as marketing, legal and financial assistance, networking opportunities, educational forums and workshops, and printed/online materials including calendars, newsletters, and other resources.

Artistic quality [CRITERION 1] for arts service organizations is defined by the quality of services provided to its stakeholders, which may encompass arts organizations, individual artists and members of the public.

Arts service panelists will evaluate applications on the organization's mission in relation to its programming and look for evidence that the organization effectively connects its members/stakeholders to resources and creates opportunities that demonstrably advance member organizations and individuals.

REQUIRED FINANCIAL FORMS

Grant Budget Category	Budget Size	Financial Requirements
OGP 1	Up to \$199,999	DataArts Reports and 990 required
OGP 2	\$200,000 - \$999,999	DataArts Reports and 990 required
OGP 3	\$1,000,000 - \$14,999,999	DataArts Reports, 990 and audit required
OGP 4	\$15,000,000+	DataArts Reports, 990 and audit required

ALL APPLICANTS

1. **A submitted Federal Form 990, 990-EZ or 990-N for the organization's most recently completed fiscal year is required of all applicants.**

- Forms filed for a tax year ending on or after December 31, 2015 will be accepted provided the form is the organization's most recent tax filing.
- Applicants with budgets less than \$25,000 should submit a copy of their most recently completed 990-N or 990-EZ.

Applicants that cannot provide a submitted Federal Form 990 at the time of application are not eligible to apply, having failed to satisfy the requirement that applicants comply with all applicable laws.

2. **Completion of DataArts Cultural Data Profile (CDP) for at least three recently completed fiscal years. NOTE:** For applicants with budgets of less than \$1 million, the budget size from the most recent year of the CDP should correspond with the applicant's most recently submitted Federal Form 990, 990-EZ or 990-N.

3. **A submitted OGP Funder Report from the DataArts website.**

All applicants must submit an *OGP Funder Report* and an additional analytic report from the DataArts website with their application. For more details and instructions on how to download these reports from the DataArts website, see page 11.

APPLICANTS WITH BUDGETS OF \$1 MILLION OR MORE

4. **Applicants with budgets of \$1 million or more are required to submit a financial audit for the organization's most recently completed fiscal year.** If an audit for the organization's most recently completed fiscal year is not available, the applicant may submit a financial audit for the previous year.
 - For applicants with budgets of \$1 million and greater, the **budget from the most recent financial audit should correspond with the budget size from the most recent year of the CDP** (see the DataArts section on page 11 for more information).
 - Financial audits for a fiscal year ending on or after June 30, 2015 will be accepted, provided it is the organization's most recent audit.
 - Audits for a fiscal year **ending before June 30, 2015 will not be accepted.**
 - Financial reviews will not be accepted.

DATA ARTS (FORMERLY CALIFORNIA CULTURAL DATA PROJECT)

DataArts, formerly the Cultural Data Project, was founded to bring the language and leverage of data to the business of culture. The **Cultural Data Profile (CDP)** is DataArts' flagship service, which thousands of cultural nonprofits use annually to report their financial and programmatic information. DataArts seeks to be a catalyst for data-informed decision-making. DataArts partners with nearly 40 public and private funders across California, most of which require arts and culture organizations to complete a Cultural Data Profile annually as part of their funding application process. DataArts gives arts organizations the ability to track and analyze their financial and organizational data over time, as well as compare their organization with similar types of organizations. Most participating funders require that applicants complete a CDP for each fiscal year. In order to streamline the process, DataArts provides the ability to complete one CDP that can be used for reporting programmatic and financial data to **any** participating funder.

All OGP Applicants must complete a CDP once at the close of each fiscal year in order to apply for funding. Instructions for doing so are below.

CDP REQUIREMENTS FOR OGP APPLICATIONS

1. **All OGP applicants are required to complete a CDP and upload an LA County Arts Commission *OGP Funder Report*, obtained from the DataArts website, with the grant application.** If the *OGP Funder Report* is not received with the application, the application will be considered incomplete and **will be disqualified**.
2. **All applicants must complete Balance Sheet information.*** Please be sure to allow extra time to complete this section.
3. **All applicants must submit a [DataArts Analytic Report](#) in addition to their *OGP Funder Report*.** You can access these from your DataArts account by clicking on the Analytics link at the top of your dashboard. Explore the additional reports available (Annual Report, Trend Reports and Comparison Report) and choose one. Upload a PDF of this report to the application.

*Note: Organizations operating under a parent agency do not need to complete the balance sheet in the CDP profile.

DATA ARTS DETAILS

Instructions: Information on how to get started can be found in DataArts' [Knowledgebase](#). You can also search the Knowledgebase to help you as you work. You can find information about the new questions in the CDP, balance sheets and audits, to name a few. Applicants will also have access to online training and can receive support from DataArts' Support Center during regular business hours. Contact information can be found below.

Time Required: Plan to spend 10 to 15 hours completing each CDP. The Arts Commission recommends completing the profile as soon as deciding to apply. The Arts Commission **cannot extend the application deadlines to allow for extra time to complete the CDP.**

Minimum Data Profile Requirements: Applicants with three or more years of completed programming, must submit **three consecutive years of data**. If filling out the CDP for the first time, please complete a CDP for each of your three most recently completed fiscal years. Going forward, applicants will only need to provide one year of data. NOTE: For organizations with only two full and consecutive years of producing and programming history, submitting a CDP for two recently completed fiscal years is acceptable.

Organizations with Parent Agencies: When completing the CDP for a department or an ongoing program within a larger organization or institution, fill out the Data Profile for the sub-unit only. Do not enter any data for the parent organization.

Basis for Financial Data: If the applicant organization has an annual audit or review, all financial data entered into the CDP must be based on audited or reviewed data. Do not enter data until after receiving the annual audit or review by an independent certified public accountant. If the organization has no audit or review, and does not plan on having an audit or review for its most recently completed fiscal year, **base the CDP entries on the most recently submitted 990**.

Timing: If the annual audit or review has not been completed in time to submit a CDP, enter data from the prior fiscal year based on the prior year's audit report. The **most recent year of the CDP should be the same year for which the applicant organization had its most recent audit**.

Completing the DataArts Cultural Data Profiles (CDP): Completion of a CDP activates the website's error check designed to catch inconsistencies and missing data. The website will not allow you to complete your CDP until all errors are corrected. Please allow additional time to make corrections to the data after each CDP is submitted. Note: Organizations with incomplete CDP data will not be able to download the *OGP Funder Report*.

When you are finished entering data, click on the tab to your left that says Review and Complete. Confirm that the all of totals on this page (total revenue, total expenses, total assets, total liabilities and total net assets) match the totals in your board-approved financial audit/review or year-end financial statements by restriction. If the totals do not match, contact DataArts Support Center for assistance at 1-877-707-3282.

OGP Funder Report: Applicants must download a Los Angeles County Arts Commission *OGP Funder Report* to attach to the grant application. You can find instructions on how to access your *OGP Funder Report* [here](#). Once you have your *OGP Funder Report*, be sure to review the report to ensure you didn't leave anything out during your data entry. You should also keep an eye out for any big percent changes from year to year. If something looks incorrect, you can make revisions to your Data Profile and generate a new Funder Report. You can find instructions on how to do so [here](#).

Budget Notes: The *OGP Funder Report* is a central part of the grant application. Grant review panelists rely heavily on the applicant's funder report explanations to understand how the organization operates. Please provide notes to explain any variances reflected in the applicant's *OGP Funder Report*. Applicants are required to explain variances of 10% or more in income or expense line items from year to year. Applicants are strongly encouraged to explain other significant deficits or surpluses. **Unexplained budget variances may result in a reduction of points.**

What happens to submitted CDP data? The Arts Commission utilizes data from a variety of sources to evaluate and improve programs and to understand the local arts ecology. Some of this data is collected directly from grantees and sometimes through partnerships with organizations like DataArts. Check <https://www.lacountyarts.org/granteedata> to learn more.

Questions: Please direct questions concerning the CDP to the DataArts Support Center:
The DataArts Support Center is open from 9 a.m. – 8 p.m. ET, Monday-Friday.
Phone: 877-707-DATA (877-707-3282)
Email: help@culturaldata.org

GRANT REVIEW PROCESS & REVIEW CRITERIA

Applications will be reviewed and scored by a peer review panel made up of artists, arts professionals, community members and others with knowledge and professional qualifications in the arts and with familiarity of the Los Angeles region's arts sector. Review panels are made up of practitioners, administrators and educators, and reflect the diversity of the region.

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

OGP applications will be reviewed and scored by a panel according to the following criteria. Each question on the application ties back to one or more of these criteria. The criteria appear in square brackets following each question.

OGP 1 REVIEW CRITERIA

Review Criteria	Maximum Point Value
CRITERION 1: Artistic Quality of Organization	40
CRITERION 2: Organizational Readiness	15
CRITERION 3: Quality of Project Plan	20
CRITERION 4: Quality of Project Evaluation	5
CRITERION 5: Awareness of, and Response to, Community Needs	20
TOTAL POSSIBLE POINTS	100

OGP 2 REVIEW CRITERIA

Review Criteria	Maximum Point Value
CRITERION 1: Artistic Quality of Organization	40
CRITERION 2: Management Capacity	15
CRITERION 3: Quality of Project Plan	20
CRITERION 4: Quality of Project Evaluation	5
CRITERION 5: Relationship with Audience/Community	20
TOTAL POSSIBLE POINTS	100

OGP 3 & 4 REVIEW CRITERIA

Review Criteria	Maximum Point Value
CRITERION 1: Artistic Quality of Organization	40
CRITERION 2: Managerial Excellence/Fiscal Responsibility	15
CRITERION 3: Quality of Project Plan	20
CRITERION 4: Quality of Project Evaluation	5
CRITERION 5: Defined and Addressed Community Need	20
TOTAL POSSIBLE POINTS	100

ARTISTIC DOCUMENTATION

Artistic documentation is crucial for evaluating the artistic quality of the organization. [CRITERION 1] At minimum, one artistic sample must be uploaded with the application at

<https://www.lacountyarts.org/apply>. A maximum of two artistic samples may be submitted.

Providing incorrect types of samples will constitute an incomplete application and potential disqualification. Adhere to the artistic sample guidelines to ensure compliance with OGP requirements.

Artistic documentation may be submitted either as hyperlinks (i.e. Youtube, Vimeo, etc) or uploaded directly into the application system.

Video Samples must:

- Be no longer than 5 minutes.
- May be provided as YouTube or Vimeo links.

Image Samples must:

- Be submitted as a slideshow in a Powerpoint (PPT) file.
- No more than 10 images may be in sample.
- No more than one image per slide.
- Include title, artist and date.

IMPORTANT: You must label your materials by placing a brief description in the caption of each document/video/audio/image that you are uploading and/or hyperlink you are submitting. Adhere to the following guidelines when submitting Artistic Documentation for artistic sample submissions:

Discipline	Required Artistic Documentation	Submission Requirements
Arts Education <i>Arts Education sample(s) should demonstrate both learning and teaching</i>	Video -and/or- Images	Up to 5 minute video; Up to 10 images on PPT file.
Arts Service <i>Arts Service sample(s) should demonstrate quality of service the applicant offers.</i>	Video -and/or- Images -or- Published Materials	Up to 5 minute video; Up to 10 images on PPT file; Up to 2 published materials.
Dance	Video	Up to 5 minute video;
Literary	Published Materials -and/or- Video -or- Images	Up to 5 minute video; Up to 10 images on PPT file; Up to 2 published materials.
Media Arts	Video	Up to 5 minute video
Multidisciplinary	Video -and/or- Images -or- Audio	Up to 5 minute video; Up to 10 images on PPT file. Up to 5 minute audio file.
Music – Choral/Opera	Audio -and/or- Video	Up to 5 minute video; Up to 5 minute audio file.
Music – Instrumental	Audio -and/or- Video	Up to 5 minute video; Up to 5 minute audio file.
Presenting <i>Presenting sample(s) should demonstrate representative artists work.</i>	Video	Up to 5 minute video.
Theatre	Video	Up to 5 minute video.
Traditional & Folk Art	Video -and/or- Images -or- Audio	Up to 5 minute video; Up to 10 images on PPT file. Up to 5 minute audio file.
Visual Art	Video -and/or- Images -or- Published Materials	Up to 5 minute video; Up to 10 images on PPT file; Up to 2 published materials.

Artistic documentation must be submitted via the Arts Commission's online application system at <https://www.lacountyarts.org/apply> no later than 11:00 p.m. on the date of the applicant's OGP category deadline. Once artistic documentation has been uploaded, complete the Artistic Documentation Index.

Visual Samples: In general for the performing arts, panelists prefer to review substantive artistic excerpts rather than short edited clips with heavy narration. List each visual sample as one work sample on the Artistic Documentation Index. Include the visual files to be reviewed by the panel, in order of preference, in the Artistic Documentation Index.

Audio Samples: List each different audio sample as one work sample on the Artistic Documentation Index. List audio files to be reviewed by the panel, in order of preference, in the Artistic Documentation Index.

Image Samples: Up to 10 images (PowerPoint Presentation with one image per slide; include title, artist and date). This format is best used for exhibition, installation documentation or completed artworks.

Published Materials: This format is best used for literary publications and museum and gallery catalogues. **Do not submit Promotional Materials as artistic documentation.** Promotional Materials (i.e. season brochures, flyers, postcards, newsletters, reviews and letters of support) may be sent via U.S. mail as Supplemental Materials and are not acceptable artistic samples.

IMPORTANT: Preview the artistic documentation files (and/or hyperlinks) before and after uploading to ensure that there are no technical problems that might interfere with the panel's review of the work. Panelists generally spend no more than three to five minutes on the work sample(s) for each application. Please be aware that the entire sample (not just the selected segment) is considered a part of the application and may be reviewed.

AWARD REQUIREMENTS

Applicants should be aware that OGP awards require administrative responsibilities:

Legal Requirements

Grantees are required to adhere to all local, state and federal laws.

Cash Match

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.

Reimbursement Basis Grants

OGP grants are disbursed on a reimbursement basis. Organizations must expend a portion of their grant and an equivalent amount in matching funds before they are able to request a grant payment. Grantees must invoice the Arts Commission to receive grant payment(s). OGP 1 grantees are no longer required to provide itemized expense reports and proof of expenses. However all grantees, regardless of OGP budget category, will be required to maintain financial records to verify compliance for three (3) years. Grantees should 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.

Project Amendments

Only activities and costs consistent with the grant application or proposal approved by the Arts Commission will be reimbursed. If changes in the awarded project are necessary, grantees must contact Grants staff at 213-202-5858 or grants@arts.lacounty.gov for approval of a project amendment then complete a Project Amendment Form via the online grants system before implementation of amended project activities.

Credit/Recognition

Grantees must acknowledge the Los Angeles County Board of Supervisors and Los Angeles County Arts Commission in materials, on websites and announcements through logo placement and/or use of the following credit: "This [organization/project] is supported, in part, by the Los Angeles County Board of Supervisors through the Los Angeles County Arts Commission."

Regional Cultural Calendar

In collaboration with the Los Angeles Tourism and Convention Board, the Arts Commission has transitioned ExperienceLA.com to the site DiscoverLosAngeles.com, creating 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 now required to post publicly accessible programs and events on <http://www.discoverlosangeles.com/>.

Reporting

Grantees are required to report on the use of funds and update their DataArts Cultural Data Profile annually.

Grant Period

Organizations receiving 2018-19 OGP grants will be awarded two year contracts. The period of support will be from July 1, 2018 to June 30, 2020.

CONTACT INFORMATION

Please contact Arts Commission Grants staff for questions about the Organizational Grant Program:

Email:	grants@arts.lacounty.gov
Phone:	(213) 202-5858
Address:	Los Angeles County Arts Commission 1055 Wilshire Blvd., Suite 800 Los Angeles, CA 90017
Website:	http://www.lacountyarts.org/grants.html