



# Los Angeles County Department of Arts and Culture ORGANIZATIONAL GRANT PROGRAM 2021-22 GUIDELINES

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## WHAT'S NEW

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There are five categories of changes affecting the 2021-22 Organizational Grant Program application, guidelines and requirements.

1) *Streamlining of the application:*

- Applicants with annual budgets of under \$200,000 (OGP 1) have the option to use the organizational narrative as the project narrative to reduce redundancy and streamline the application process.
- All applicants may provide a summarized text response rather than an itemized list of projected matching revenue sources for their matching revenue explanation.

2) *Update to the OGP grant request formula:*

- The OGP grant request formula has been updated to better reflect OGP values and priorities and the needs of the field. The impact of the change is to slightly decrease request amounts for organizations with budgets over \$40 million dollars and increase request amounts for organizations with small to mid-size budgets.

3) *Eligibility for OGP has been expanded with a new fiscally sponsored organizations program:*

- Fiscally sponsored organizations with a Model A comprehensive fiscal sponsorship agreement are now eligible to apply. The impact of the change is to align with other programs in the Department of Arts and Culture portfolio and increase inclusion to serve the needs of the field.

4) *Workshops will be provided online instead of in-person due to safer-at-home precautions around the COVID-19 pandemic.*

5) *New Online Grant Portal:*

- The Department of Arts and Culture has transitioned to a new online grants management system for applications, forms, and grants. All applications must be submitted using the SurveyMonkey Apply platform: <https://apply-lacdac.smapply.io/>.

Contact Department of Arts and Culture Grants staff with questions about any of these changes or requirements at (213) 202-5858 or [grants@arts.lacounty.gov](mailto:grants@arts.lacounty.gov). Changes are listed below.

## OVERVIEW OF REQUIREMENTS AND APPLICATION PROCESS

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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

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Organizational Grant Program applications are accepted annually.

<b>Guidelines Available</b>	August 26, 2020
<b><a href="#">Webinars + Office Hours*</a></b>	Workshop webinars and office hours will be offered from September – October 2020. Click <a href="#">link</a> for full schedule.
<b>Open Application Period</b>	August 26 – October 14, 2020, by 11:59PM PST
<b>Staff Review</b>	October – December 2020
<b>Peer Panel Review</b>	February – April 2021
<b>Commission Review</b>	April – June 2021
<b>Anticipated Board of Supervisors Approval</b>	July 2021
<b>Notifications Sent via Email</b>	July 2021
<b>Grant Period</b>	July 1, 2021 – June 30, 2023

**\*NOTE : New applicants and applicants that did not receive funding the last time they applied to the Organizational Grant Program are required to attend an online OGP workshop webinar or review a recording of a webinar. No exceptions will be made.**

**ACCESSING THE ONLINE GRANT APPLICATION**

Applicants are required to submit applications, artistic documentation and support materials via the Department of Arts and Culture’s online grant system at <https://apply-lacdac.smapply.io/>. The Department of Arts and Culture strongly recommends submitting the application at least **five** days prior to the deadline to give ample time to troubleshoot.

**OGP BUDGET CATEGORIES & DEADLINE**

The deadline to submit the online OGP application will be on **Wednesday, October 14, 2020 at 11:59 PM PST**. In order to ensure that organizations have enough time to prepare, the OGP guidelines and application will be posted and the application open on Wednesday, August 26, 2020, which provides organizations with seven weeks to review, prepare and apply online.

Budget Category	Budget Size	Deadline
OGP 1	Up to \$199,999	Wednesday, October 14, 2020, 11:59PM PST
OGP 2	\$200,000 - \$999,999	
OGP 3	\$1,000,000 - \$14,999,999	
OGP 4	\$15,000,000+	

**OGP REQUIREMENTS FOR ELIGIBILITY**

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 at minimum once per year, 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 live or virtual 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, 2018**. A submitted Federal Form 990, 990-EZ or 990-N is required of all applicants. Applicants with budgets under \$50,000 should submit a copy of their most recently submitted 990-N.
- g. For organizations with operating budgets of \$2,000,000 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, 2018**.
- h. **A complete OGP Funder Report downloaded from the [SMU DataArts](#) website, showing at least three consecutive recently completed fiscal years**. The most recently completed year of the OGP Funder Report must match the end-year of the applicant’s most recently submitted Federal Form 990. For applicants with budgets of \$2,000,000 and greater, the most recent year of the OGP Funder Report must also match the applicant’s most recent financial audit. **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.

- i. If reapplying, organizations must have **met all Department of Arts and Culture 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 FY2020-2022. Any organization that executed a two-year OGP grant contract in 2020-21 cannot reapply for the 2021-22 program for the purpose of obtaining a higher score or award. An organization may apply to participate in other Department of Arts and Culture initiatives and programs such as the Arts Internship Program.
- 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 by participating in or reviewing a webinar online. No exceptions will be made.**
- l. **Fiscally sponsored organizations** who possess Model A comprehensive sponsorship agreement with the Fiscal Sponsor are eligible to apply (a copy of the agreement or verification letter from the sponsor will be required with the application).

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.
- Municipal or County government agencies, departments, and cultural institutions that have a line item in the [Los Angeles County budget](#), and related 501(c)3 foundations affiliated with those institutions identified in the Los Angeles County budget.
- Organizations with fiscal agents or fiscal sponsors **unless** the organization holds a Model A comprehensive sponsorship agreement with the Fiscal Sponsor (a copy of the agreement or verification letter from the sponsor will be required with the application).
- Organizations whose primary mission is not arts related (e.g. - social service, religious, education 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.

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.

## **OGP PROJECT REQUIREMENTS**

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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 Department of Arts and Culture welcomes small projects that can make a difference in a community or field.
- Projects may support virtual programming in lieu of live events.

## PROJECTS/REQUESTS THAT ARE NOT ELIGIBLE

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- 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.
- Fundraising activities such as costs for gala or other fundraising events.
- Projects with religious or evangelic purposes.
- Participation in another Department of Arts and Culture program.
- Projects that support, sponsor, or are related to competitions.

## DECIDING WHICH OGP PROJECT CATEGORY APPLIES TO YOUR PROJECT

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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 and examples of projects by project category are provided below.

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

## EXAMPLES OF PROJECTS BY PROJECT CATEGORY

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Full descriptions and examples of projects by project category are below.

**NOTE:** 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.*

### 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 or transition to virtual programming.

### 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 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.



## HOW TO DETERMINE REQUEST AMOUNT BASED ON YOUR BUDGET SIZE

The Department of Arts and Culture defines the organization's 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 SMU DataArts website.** For organizations with budgets under \$2M, this number should match with the organization's most recently submitted Federal Form 990. For organizations with budgets over \$2M 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 12** for more information.

SMU DataArts Los Angeles County Department of Arts and Culture OGP Funder Report Los Angeles County Arts & Culture

**Organization Information**

Organization Name:	Example Ballet Company II	Year Organization Founded:	1975
City:	Philadelphia	Organization Type:	501(c)3 nonprofit organization
State:	PA	Fiscal Year End Date:	07-31
County:	Philadelphia	Number of Board Members:	31
Federal ID #:	123456789	DUNS:	55555555
OGP Budget Size:	\$13,917,230		

Applicant is audited or reviewed by an independent accounting firm

A display value of .0% signifies a value of less than +/- 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: Filling out the application using the wrong budget size could be cause for disqualification.** 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 Department of Arts and Culture's website: <https://www.lacountyarts.org/OGPGrantRequestCalculator>. Enter the Budget Size obtained from the SMU DataArts *OGP Funder Report* (not your 990 or internal financial statements), into the calculator to see the maximum allowable grant request amount for the full two-year cycle.

**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 SMU 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 <https://www.lacountyarts.org/funding/organizational-grant-program/ogp-grantseekers/apply/ogp-grantseekers-calculator-explained>.

**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 Department of Arts and Culture *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.

**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 Department of Arts and Culture recommends that organizations request the maximum amount allowable based on budget size as no organization will receive their full request amount. For example, in 2020/21 OGP awardees were awarded approximately 41% of their maximum allowable request multiplied by their score based on the available funding allocation.



## **ARTS EDUCATION GUIDELINES**

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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. All arts education applicants must also submit a sample curriculum unless the application is specifically for *Community-based Programming*.

### **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. **A sample curriculum is required.**

#### **Community-based programming**

Services provided to children/youth and/or their families outside of school property, virtually or in-person, 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.

### **ARTS EDUCATION REQUIREMENTS**

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**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**<sup>†</sup> must:
  - a. Demonstrate quality teaching and learning.
  - b. Submit a curriculum sample with the application. Acceptable curriculum materials created by the organization 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, organizations are encouraged to address alignment to the Visual and Performing Arts Content Standards for California Public Schools.

**†NOTE:** Organizations who provide *Community-based Programming* are not required to provide a curriculum with their application however all other arts education organizations/projects must meet that requirement.

2. All organizations that provide **in-school programming** must also:

a. Demonstrate that their program(s) align(s) with the California State Standards for the Visual and Performing Arts (VAPA) or newly adopted state content standards for arts education.

b. For all school-based programs, 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.

3. Additionally, if the request is for programming or a project that is school-based, the schools or districts must make a financial investment in the program. This investment may include the full costs of artist's fees, buses, supplies, teacher's time for curriculum planning, professional development, etc.

## ARTS EDUCATION REVIEW PANELS

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### **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 Department of Arts and Culture 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 SERVICE ORGANIZATIONS GUIDELINES

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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.

## **CULTURAL EQUITY AND INCLUSION (CEII) - STATEMENTS, POLICIES OR PLANS**

As part of the Cultural Equity and Inclusion Initiative (CEII), as of fall 2018, all applicants to the Organizational Grant Program are required to submit board-adopted statements, policies or plans that outline their commitment to diversity, equity, inclusion and access as part of their applications. For more background information on the initiative, [click here](#).

Statements, policies and plans should reflect organizational thinking about board, management, staff, volunteer and artist composition, as well as programming and audiences/participants.

### **Requirements are as follows:**

<b>Budget Category</b>	<b>Budget Size</b>	<b>Requirement</b>
OGP 1	Up to \$199,999	Board adopted cultural equity and inclusion statement, policy or plan. Minimum requirement is a board adopted <b>statement</b> + proof of board adoption.
OGP 2	\$200,000 – \$999,999	Minimum requirement is a board adopted <b>statement</b> + proof of board adoption. <b>Board adopted policy encouraged.</b>
OGP 3	\$1,000,000 – \$14,999,999	Minimum requirement is a board adopted cultural equity and inclusion <b>policy and plan</b> . Both required + proof of board adoption.
OGP 4	\$15,000,000+	Minimum requirement is a board adopted cultural equity and inclusion <b>policy and plan</b> . Both required + proof of board adoption.

### STATEMENT, POLICY OR PLAN – WHAT’S THE DIFFERENCE?

**Statement:** Brief explanation of why the organization is committed to diversity, equity, inclusion and access, and the alignment of that commitment to the overall mission of the organization.

**Policy:** Outlines the organization’s broad vision for and commitment to diversity, equity inclusion and access, and the alignment of that commitment to the overall mission of the organization as defined in their statement, and further details what the organization does to realize that statement.

**Plan:** Outlines how the organization will work toward complying fully with policy and evaluating progress on an annual basis. It is highly recommended that the plan include actionable strategies and methods for measuring progress around all five key areas of the CEII initiative including board, staff, programs/operations, artists and audiences.

### OGP APPLICANTS ARE REQUIRED TO:

1. Upload a board adopted cultural equity and inclusion statement, policy and/or plan with the FY 2021-22 application.
2. In addition, a board resolution or board meeting minutes detailing the date when adopted must also be included.
3. Applicants who submitted a statement, policy or plan with their last application who want to reapply using that same document and proof of adoption from the board, must indicate that they would like to use the statement, policy or plan submitted with their last application.

**NOTE:** For this requirement, panelists reviewing and scoring applications will not review the applicant’s statements, policies or plans. Department of Arts and Culture grants staff will review to ensure that the documents have been submitted for compliance purposes as part of the staff audit of the application.

## CULTURAL EQUITY AND INCLUSION (CEII) WORKSHOPS AND RESOURCES

The Department of Arts and Culture offers free workshops for applicants who wish to update or need help to prepare for this requirement.

To see the current schedule of workshops and review available online resources, visit: <https://www.lacountyarts.org/ogpworkshops>. While applicants are highly encouraged to attend a virtual CEII workshop, they are not required.

## REQUIRED FINANCIAL FORMS

The required financial documentation varies depending on the organization's budget size, please review the table below to ensure that you provide the required documentation that applies to your budget size. **Note that omitting one or more of the required financial documents could result in disqualification of the application due to not meeting the application requirements.**

Grant Budget Category	Budget Size	Financial Requirements
OGP 1	Up to \$199,999	1. OGP Funder Report, 2. Federal Form 990 (both required)
OGP 2	\$200,000 - \$999,999	
OGP 3 (<\$2M)	\$1,000,000 - \$1,999,999	
OGP 3 (>\$2M)	\$2,000,000 - \$14,999,999	1. OGP Funder Report, 2. Federal Form 990, 3. <b>Financial Audit</b> (all three required)
OGP 4	\$15,000,000+	

## REQUIREMENTS FOR ALL ORGANIZATIONS

1. **Submit a copy of the 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, 2018 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.
  - Fiscally-sponsored organizations may submit internal financial statements in lieu of a 990 tax form.

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. Exception will be made for eligible fiscally-sponsored organizations who will provide internal financial statements in lieu of the 990 tax form.

2. Completion of SMU DataArts Cultural Data Profiles (CDP) **for at least three recently completed fiscal years.**
3. **Submit a copy of the OGP Funder Report** from the SMU DataArts website. For more details and instructions on how to download this report from the SMU DataArts website ([culturaldata.org](http://culturaldata.org)), see **page 13.**

**NOTE:** For applicants with budgets of less than \$2 million, the budget size from the most recent year of the *OGP Funder Report* should match with the applicant's most recently submitted Federal Form 990 or 990-EZ.

## ADDITIONAL REQUIREMENTS FOR ORGANIZATIONS WITH BUDGETS OF \$2 MILLION OR MORE

4. **Applicants with budgets of \$2 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 \$2 million and greater, the **budget from the most recent financial audit should correspond with the budget size from the most recent year of the OGP Funder Report** (see the SMU DataArts section on **page 13**. for more information).
- Financial audits for a fiscal year ending on or after June 30, 2018 will be accepted, provided it is the organization's most recent audit.
- Audits for a fiscal year **ending before June 30, 2018 will not be accepted unless the most current audit is not available**. In this case, organizations will be contacted by grants staff to verify when the most current audit will be available. Financial reviews will not be accepted.

## SMU DATA ARTS

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SMU DataArts, was founded to bring the language and leverage of data to the business of culture. The [Cultural Data Profile \(CDP\)](#) is SMU DataArts' flagship service, which thousands of cultural nonprofits use annually to report their financial and programmatic information. SMU DataArts seeks to be a catalyst for data-informed decision-making. SMU 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. SMU 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, SMU 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

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1. All OGP applicants are required to complete a CDP and upload an LA County Department of Arts and Culture *OGP Funder Report*, obtained from the SMU 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](#).**<sup>‡</sup> Please be sure to allow extra time to complete this section.

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

### DATA ARTS DETAILS

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**Instructions:** Information on how to get started can be found in SMU DataArts' [Knowledgebase](#) at [http://culturaldata.force.com/Resources/?l=en\\_US](http://culturaldata.force.com/Resources/?l=en_US). 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 SMU 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 Department of Arts and Culture recommends completing the profile as soon as deciding to apply. The Department of Arts and Culture **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 SMU 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*.

Fiscally-sponsored organizations may find information specific to filling out their CDP [here](#).

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 SMU DataArts Support Center for assistance at 1-877-707-3282.

**OGP Funder Report:** Applicants must download a Los Angeles County Department of Arts and Culture *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 CDP and generate a new *OGP 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 Department of Arts and Culture 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 SMU DataArts. Check <https://www.lacountyarts.org/grantedata> to learn more.

**Questions:** Please direct questions concerning the CDP to the SMU DataArts Support Center:  
The SMU DataArts Support Center is open Monday-Friday from 9 a.m. – 7 p.m. ET.  
Phone: 877-707-DATA (877-707-3282)



## 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. A maximum of two artistic samples may be submitted. 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. **NOTE:** Providing incorrect types of samples will constitute an incomplete application and potential disqualification.

### 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.

**NOTE:** Describe materials by placing a brief description in the caption of each file 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
<b>Arts Education</b> <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.
<b>Arts Service</b> <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.
<b>Dance</b>	Video	Up to 5 minute video;
<b>Literary</b>	Published Materials -and/or- Video -or- Images	Up to 5 minute video; Up to 10 images on PPT file; Up to 2 published materials.
<b>Media Arts</b>	Video	Up to 5 minute video
<b>Multidisciplinary</b>	Video -and/or- Images -or- Audio	Up to 5 minute video; Up to 10 images on PPT file. Up to 5 minute audio file.
<b>Music – Choral/Opera</b>	Audio -and/or- Video	Up to 5 minute video; Up to 5 minute audio file.
<b>Music – Instrumental</b>	Audio -and/or- Video	Up to 5 minute video; Up to 5 minute audio file.
<b>Presenting</b> <i>Presenting sample(s) should demonstrate representative artists work.</i>	Video	Up to 5 minute video.
<b>Theatre</b>	Video	Up to 5 minute video.



<p style="text-align: center;"><b>Traditional &amp; Folk Art</b></p>	<p style="text-align: center;">Video -and/or- Images -or- Audio</p>	<p style="text-align: center;">Up to 5 minute video; Up to 10 images on PPT file. Up to 5 minute audio file.</p>
<p style="text-align: center;"><b>Visual Art</b></p>	<p style="text-align: center;">Video -and/or- Images -or- Published Materials</p>	<p style="text-align: center;">Up to 5 minute video; Up to 10 images on PPT file; Up to 2 published materials.</p>

Artistic documentation must be submitted via the Department of Arts and Culture's online application system at <https://apply-lacdac.smapply.io/> no later than 11:59 PM PST on the application deadline, October 14, 2020. Once artistic documentation has been uploaded, **it is the responsibility of the applicant to ensure that the uploaded documentation was uploaded correctly** and the Artistic Documentation Index must be completed.

**Video Samples:** In general for the performing arts, panelists prefer to review substantive artistic excerpts rather than short edited clips with heavy narration. Provide a brief introduction to the video sample in the Artistic Documentation Index and upload video files in order of preference.

**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. **It is the responsibility of the applicant to ensure that images, video and/or links submitted are working at time of application and during panel review.**

## GRANT REVIEW PROCESS & REVIEW CRITERIA

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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 Department of Arts and Culture 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 of peers according to the criteria below. Each question on the application ties back to one or more of these criteria. The criteria appear in square brackets following each question.

Review Criteria	Maximum Point Value
CRITERION 1: Artistic Quality of Organization	35
CRITERION 2: Organizational Readiness (OGP 1) Management Capacity (OGP 2) Managerial Excellence (OGP 3 & 4)	15
CRITERION 3: Quality of Project Plan	20
CRITERION 4: Quality of Project Evaluation	5
CRITERION 5: Awareness of, and Response to, Community Needs (OGP 1) Relationship with Audience/Community (OGP 2) Defined/Addressed Community Need (OGP 3 & 4)	25
<b>TOTAL POSSIBLE POINTS</b>	<b>100</b>

### OGP PANEL REVIEW CRITERIA GUIDELINES

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#### **CRITERION 1: ARTISTIC QUALITY (35 points maximum)**

##### **OGP 1**

The organization's *mission aligns with its programs*. The organization demonstrates quality in overall productions and programs. There is artistic integrity and professionalism of programs and services. The organization has set and achieved high standards; the choice of works is guided by a strong artistic vision; activities have vitality and originality. Artistic personnel are experienced and knowledgeable. Resources are allocated to artists.

##### **OGP 2**

The organization's *mission is clear, well-communicated and aligned with its program*. The organization demonstrates quality in overall productions and programs. There is artistic integrity and professionalism in programs and services. The organization has set and achieved high standards; the choice of works is guided by a strong artistic vision, activities have vitality and originality. Artistic personnel are knowledgeable and experienced. Resources are allocated to artists.

##### **OGP 3 + 4**

The organization's *mission is clear, well-communicated and aligned to its programs*. The organization demonstrates quality in overall productions and programs. There is artistic integrity and professionalism of programs and services. The organization has set and achieved high standards; the choice of works is guided by a strong artistic vision. Activities have vitality and originality. Artistic personnel are knowledgeable and experienced. *Substantial resources are allocated to artists*.

#### **For Arts Education Organizations and Arts Education Requests**

In-school, out-of-school and school-based organizations that designate themselves as an arts education organization or are requesting support for an arts education related program or project must

demonstrate quality teaching and learning in their artistic sample and submit a curriculum sample with application. Acceptable curriculum materials will reflect the full scope of the program and may include lesson plans, teacher guides and/or student study guides. Additionally, for in-school programming the applicant must demonstrate that their program(s) align(s) with the California State Standards for the Visual and Performing Arts (VAPA) or most current content standards of the State of California.

**Note:** Arts education organizations and/or projects defined as *Community-based Programming* are not required to provide a curriculum with the application.

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## **CRITERION 2: ORGANIZATIONAL READINESS (15 points maximum)**

### **OGP 1**

There is *clear evidence of resourcefulness to meet internal and external challenges*. Staff and volunteers are qualified and involved. Organizational leadership has set realistic goals. Facilities are adequate. *Diversity of income sources is a plus*. The organization addresses and is taking steps to integrate and reflect the values of cultural equity and inclusion, highlighting any progress made over the last two or more years at the board, leadership and staff level.

### **OGP 2**

*Has achieved stable operations and adheres to sound administrative practices* (as evidenced in the California Cultural Data Project OGP Funder Report). There is clear evidence of resourcefulness to meet internal and external challenges. *Organizational growth is strategic and well managed*. Professional staff members with strong qualifications are in place. There is a relatively diverse funding base. The organization *has not sustained a substantial deficit. Some future planning is evidenced*. The organization addresses and is taking steps to integrate and reflect the values of cultural equity and inclusion, highlighting any progress made over the last two or more years at the board, leadership and staff level.

### **OGP 3 + 4**

The organization has achieved stable operations and adheres to sound administrative practices (as evidenced in the California Cultural Data Project OGP Funder Report). *Responses to internal and external challenges are strategic and well managed. The organization is effective in raising contributed and earned income from diverse sources and strong volunteer involvement. Fiscal health is evident from cash reserves/endowment*. The organization's *top management is skilled and experienced*. There is an emphasis on *proactive planning for the future*, which may be demonstrated by a long-range strategic plan. The organization addresses and is taking steps to integrate and reflect the values of cultural equity and inclusion, highlighting any progress made over the last two or more years at the board, leadership and staff level.

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## **CRITERION 3: QUALITY OF PROJECT PLAN (20 points maximum)**

### **OGP 1, 2, 3, 4**

The request clearly defines and addresses current organizational needs. The project plan describes specific activities with a budget appropriate to accomplish them within a manageable timeframe. Project personnel are qualified to lead the effort. Matching funds are in place.

*Sustainability* requests should support existing artistic and/or administrative projects that advance the goals of the organization. Sustainability applicants should clearly define the organization's mission and goals and articulate how the requested project advances these goals.

*Organizational Capacity* requests should support new projects that will increase the organizational capacity and infrastructure of organization. Advancement applicants should have assessed the challenges facing their organization and determined a sustainable plan of action to address one or more of these challenges.

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

*Accessibility* requests should support new or existing projects that provide public access to arts activities and programs.

<b>CRITERION 4: QUALITY OF PROJECT EVALUATION (5 points maximum)</b>
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**OGP 1 + 2**

There is a clear and specific plan to monitor project results. The assessment plan is appropriate to the anticipated outcomes.

**OGP 3 + 4**

There is a clear and specific plan to monitor project results. The assessment methodology is appropriate to the anticipated outcomes. The organization has measurable goals and a clear evaluation methodology in place that uses qualitative and quantitative data. Evaluator has experience in assessing similar programs.

<b>CRITERION 5: AWARENESS OF, AND RESPONSE TO, COMMUNITY NEEDS (25 points maximum)</b>
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**OGP 1**

The organization defines its community in relation to its mission and provides programming that serves the identified audiences. Efforts have been made to understand constituents' interests and marketing strategies and communication materials are appropriate. The organization addresses and is taking steps to integrate and reflect the values of cultural equity and inclusion, highlighting any progress or efforts made over the last two or more years.

**OGP 2 CRITERION 5: RELATIONSHIP WITH AUDIENCE / COMMUNITY (25 points maximum)**

The organization defines its community in relation to its mission and provides programming that serves the identified audiences. Efforts have been made to understand constituents' interests and marketing strategies and communication materials are appropriate. There are ongoing relationships with other nonprofit organizations. The organization addresses and is taking steps to integrate and reflect the values of cultural equity and inclusion, highlighting any progress or efforts made over the last two or more years.

**OGP 3 + 4 CRITERION 5: DEFINED AND ADDRESSED COMMUNITY NEED (25 points maximum)**

The organization has identified the needs of its audiences and has responded with mission-driven programming. The organization offers numerous services to promote access, from free or discounted entry for underserved groups to education programs specific to different age groups. Marketing strategies and communication tools are of high quality and are varied and appropriate. The organization has strong relationships with numerous nonprofit partners. The organization addresses and is taking steps to integrate and reflect the values of cultural equity and inclusion, highlighting any progress or efforts made over the last two or more years.

## **AWARD REQUIREMENTS**

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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.

**The cash match does not need to be a new source of income.** 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 Department of Arts and Culture.

### **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 Department of Arts and Culture to receive grant payment(s). Though proof of expenses are not required for reporting purposes, 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. Grants staff will perform annual audits of OGP mid and final reports. If you are selected for an audit you must have and submit proof of expenses for review upon request.

### **Project Amendments**

Only activities and costs consistent with the grant application or proposal approved by the Department of Arts and Culture 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](mailto: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 Department of Arts and Culture 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 Department of Arts and Culture."

### **Regional Cultural Calendar**

In collaboration with the Los Angeles Tourism and Convention Board, the Department of Arts and Culture has transitioned the former ExperienceLA.com site to DiscoverLosAngeles.com, creating a comprehensive digital platform connecting events and destinations countywide with regional public transit. With over 12 million visitors annually, [DiscoverLosAngeles.com](http://www.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 SMU DataArts Cultural Data Profile annually.

### **Grant Period**

Organizations receiving 2021-22 OGP grants will be awarded two-year contracts. The period of support will be from July 1, 2021 to June 30, 2023.

## CONTACT INFORMATION

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Please contact Department of Arts and Culture Grants staff for questions about the Organizational Grant Program:

Email: [grants@arts.lacounty.gov](mailto:grants@arts.lacounty.gov)  
Phone: (213) 202-5858  
Address: Los Angeles County Department of Arts and Culture  
1055 Wilshire Blvd., Suite 800  
Los Angeles, CA 90017

LACDAC Website: <http://www.lacountyarts.org/grants.html>  
LACDAC Grant Portal: <https://apply-lacdac.smapply.io/>