



2021-22 SD2 Arts and Culture Grant Applicant Information

Welcome to the **Department of Arts and Culture**. The mission of the Los Angeles County Department of Arts and Culture is to advance arts, culture, and creativity throughout LA County. We provide leadership, services, and support in areas including grants and technical assistance for nonprofit organizations, countywide arts education initiatives, commissioning and care for civic art collections, research and evaluation, access to creative pathways, professional development, free community programs, and cross sector creative strategies that address civic issues. All of this work is centered in our longstanding commitment to fostering access to the arts, and the **County's Cultural Equity and Inclusion Initiative**. *Read more about cultural equity and the Cultural Equity and Inclusion Initiative in a report we published about the process.*

DEADLINE: All applications including artistic documentation and supporting materials must be submitted **no later than 11:59 PM PST on March 24, 2021**.

Applications that are submitted after the deadline will not be considered and deadlines cannot be extended. We recommend submitting 3-5 days prior to the deadline to avoid last-minute technical issues that could delay your submission.

REMINDER: *Supporting Documentation form section of the application will generate AFTER this Main Page form has been completed by clicking "Mark as Complete."*

(This question is only visible to administrators)

Type of Organization

(This question is only visible to administrators)

Primary Contact Email

(This question is only visible to administrators)

Executive Director Email

(This question is only visible to administrators)

Individual Main Email

Organizational Account Information

IMPORTANT NOTE: Fields of the application are auto-populated using information that was entered in the User Setup, for this specific User Account. If the information below is not current, please update the User Setup and these fields will reflect those changes.

Organization Legal Name	<input type="text"/>
Popular Name or DBA (if different from legal name)	<input type="text"/>
Organization Type	<input type="text"/>
Main Address 1	<input type="text"/>
Main Address 2	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip Code	<input type="text"/>
Main Phone (Format: ###-###-####)	<input type="text"/>
Website	<input type="text"/>

Is the primary programming address different from the organization's main/administrative address?

☐ Yes

☐ No

LA County Vendor Number

NOTE: Not required during the application, however, to receive a grant, you must be a registered LA County Vendor with an active vendor number. Visit this website and register today <http://camisvr.co.la.ca.us/webven/>

Federal Employer Identification Number (EIN)

Primary Organizational Contact Information

Primary Organizational Contact
Email:

Executive Director/Organizational Leadership

Executive Director/Leadership Full
Name:

Executive Director/Leadership
Phone: (Format: ###-###-####.)

Executive Director/Leadership E-
Mail:

Executive Director/Leadership
Title:

Primary Arts Programming Contact Information

The individual at your organization with the responsibility of managing and completing your arts and culture projects and programs. Do not provide generic phone numbers or e-mail addresses.

This contact information will be used for communication to the applicant, in many cases, with important and time sensitive information.

Primary Application Contact Full
Name:

Primary Application Contact Title:

Primary Application Contact
Phone: (This field must be a 10-
digit phone number in ###-###-
format.)

Primary Application Contact Email:

COUNTY SUPERVISORIAL DISTRICT INFORMATION

Only organizations located in supervisory district 2 are eligible for this program. Organizations located in district 1, 3, 4, 5 are not eligible and applications will not be considered.

District where Main
(Administrative/Office) is located:

None

COUNTY SUPERVISORIAL DISTRICT INFORMATION

District where most of your programming takes place: (Look up your district HERE)

☐ District 1

☐ District 2

☐ District 3

☐ District 4

☐ District 5

District(s) your organization serves (check all that apply):

☐ District 1

☐ District 2

☐ District 3

☐ District 4

☐ District 5

California Secretary of State Entity #

If the applicant is awarded funding, the organization must be listed on the California Secretary of State website and the organization's status must be "active" at the time of contracting. (Look up HERE)

California Secretary of State Entity
#:

Is your organization a current grantee of the Los Angeles County Department of Arts and Culture?

☐ Yes

☐ No

☐ Uncertain

If yes, which program(s)? Select all that apply.

☐ Current Organizational Grant Program Grantee (FY 19/20 or FY 20/21)

☐ Current Community Impact Arts Grant Grantee (FY 20/21)

☐ Current Arts Internship Program Grantee (2021)

Paid Staff and Volunteers

Total Number of Paid Full Time
Employees at time of application

Total Number of Paid Part Time
Employees at time of application

Total Number of Paid Contractors
at time of application

Total Number of Volunteers at time
of application



2021-22 SD2 Arts and Culture Grant Organization Overview

A. MISSION/PURPOSE OF THE APPLICANT: *3,000 Character Limit

[CRITERIA 1, 2, 3]

Provide the applicant's mission statement.

B. ORGANIZATIONAL HISTORY/CORE ARTS PROGRAMMING: *3,000 Character Limit

[CRITERIA 1, 2, 3]

Briefly describe the history of current core arts programs and services. Note any significant administrative changes and/or major accomplishments and initiatives that took place over the past two years.

If your organization is not primarily an arts nonprofit, please describe organizational history of arts and culture programming as part of the broader services the organization provides. How does arts and culture programming support the applicant's mission?

Briefly describe your arts and culture programming including

- How organization and organizational programming is rooted in, reflective of and responsive to the Second Supervisorial District communities

C. How many arts-related classes/workshops/events did your organization produce in the last two years?

Virtual events can be included in this response.

Enter a numerical value only.

D. COMMUNITY/CORE CONSTITUENCY: *3,000 Character Limit

[CRITERIA 1, 2, 3]

Describe the applicant's community and core constituency in terms of geography, age, cultural, economic or other characteristics, as applicable or that are important to your organization. Please include demographic information.

E. CULTURAL EQUITY AND INCLUSION: *2,500 Character Limit

[CRITERIA 1, 3, 4]

Describe how the applicant addresses and is taking steps to integrate and reflect the values of cultural equity and inclusion both internally and externally. Provide specific details highlighting progress or efforts made in the last two or more years. Please reference the CEII definitions listed on our website: [CEII Definitions](#)

SAVE & CONTINUE EDITING

MARK AS COMPLETE



Board of Directors and Governance Details

Provide a list of the applicant organization's board of directors beginning with board officers (President/Chair, Vice President/Co-Chair, Secretary, Treasurer) listed in first four rows.

You may upload an additional attachment to accommodate more board members.

NOTE: Professional affiliation is intended to provide insight about the board member's area of expertise and experience.

	Board Member Name	Board Title	Professional Affiliation (Organization)	Professional Affiliation (Title)	City of Residence (e.g. LA, CA)	Years Served on Board

Optional - Additional Board Documentation Upload

Upload a file

Do the board members have term limits?

- ☐ Yes
- ☐ No

How often does the board meet on an annual basis?

Does the board have a "Give or Get" policy?

Give or Get Policy: Board members agree to either donate (give) a certain amount of money every year, paid out of their own personal resources, or to raise the equivalent amount from others (get).

- ☐ Yes
- ☐ No

Please select all of the statements below that describe your organizational leadership (Executive Director/CEO/Managing Director) and Board of Directors (if applicable):

- ☐ Our Executive Director/CEO/President identifies as a woman.
- ☐ Our Executive Director/CEO/President identifies as a person of color.
- ☐ Our Executive Director/CEO/President identifies as a member of at least one of the communities we serve.
- ☐ More than half (over 50%) of our Board of Directors identify as a woman.
- ☐ More than half (over 50%) of our Board of Directors identify as people of color.
- ☐ None of the above describe my organization.
- ☐ Unsure, we do not collect this information.



Leadership Information and Priorities for Recovery

Provide Name, Title and Brief Biography of your organizational leader:

*2,500 character limit

[CRITERIA 1, 4]

For both arts and non-arts organizations, please provide full name, title and brief biography of key organizational staff responsible for overseeing arts programming and services in the community (up to 3 people):

Lead Staff/Volunteers

[CRITERION 4]

Full Name: Title: Bio: Full Name: Title: Bio: Full Name: Title: Bio:

Optional - To add Additional Project Staff, upload document(s)

[Upload a file](#)

How has your organization been impacted by the challenges of COVID-19 over the last year and how has it responded or pivoted to meet those challenges?

Are these temporary or permanent changes?

This can include changes to mission, organizational structure and arts programming.

*3,000 character limit

[CRITERION 4]

What are the organization's priorities and recovery plans for the next 12 months?

*3,000 character limit

[CRITERION 4]

PROFESSIONAL DEVELOPMENT

- ## ARTS PROGRAMS

- ## EVALUATION

- ☐
- Data management**

FINANCE

- ☐ Financial Management
- ☐ Development

STRATEGIC PLANNING

- ☐ Organizational Assessment
- ☐ Reopening Planning

- ☐ DIVERSITY, EQUITY AND INCLUSION
- ☐ HUMAN RESOURCES
- ☐ TECHNOLOGY/INFRASTRUCTURE
- ☐ MARKETING/COMMUNICATIONS

PARTNERSHIPS

- ☐ Private Sector
- ☐ Public Sector

Please describe any additional needs or areas of interest for your organization not listed above.

*500 character limit

[CRITERION 5]

Is your organization able to commit to attending required Professional Development opportunities?

[CRITERION 5]

- ☐ YES
- ☐ NO
- ☐ OTHER

If other please explain:

*500 character limit

Has your organization participated in the LA County Arts Internship Program?

[CRITERION 3]

- ☐ Yes (if yes, please indicate what year/s):
- ☐ No
- ☐ Unsure

Describe how your organization supports emerging arts and culture practitioner and/or young leaders, either through funded internship programs or other programs that provide training.

*1,000 characters

[CRITERION 3]



Professional Development and Capacity Information

Grantees of this program will be required to attend required Professional Development component of the grant program and during the grant period.

There will be both technical assistance and capacity building opportunities to grantees to help them both build networks in the Second Supervisorial District and thrive in the future.

To help us better understand nonprofit needs at this critical time for your organization, which of the following represent your organization's top three priorities:

NOTE: SELECT UP TO THREE OPTIONS BELOW

[CRITERION 5]

PROFESSIONAL DEVELOPMENT

- ☐ Board of Directors
- ☐ Executive Coaching
- ☐ Leadership Development
- ☐ Staff

ARTS PROGRAMS

- ☐ Adapting Programming
- ☐ Audience/Community Engagement
- ☐ Community Organizing
- ☐ Policy/Advocacy Training
- ☐ Project Management
- ☐ Virtual Programming

EVALUATION

- ☐ Data management

FINANCE

- ☐ Financial Management
- ☐ Development

Los Angeles County Department of Arts and Culture

Programs

My Applications

Rosalyn Escobar

Development

STRATEGIC PLANNING

Organizational Assessment

Reopening Planning

DIVERSITY, EQUITY AND INCLUSION

HUMAN RESOURCES

TECHNOLOGY/INFRASTRUCTURE

MARKETING/COMMUNICATIONS

PARTNERSHIPS

Private Sector

Public Sector

Please describe any additional needs or areas of interest for your organization not listed above.

*500 character limit

[CRITERION 5]

Is your organization able to commit to attending required Professional Development opportunities?

[CRITERION 5]

YES

NO

OTHER

If other please explain:

*500 character limit

Has your organization participated in the LA County Arts Internship Program?

[CRITERION 3]

Yes (if yes, please indicate what year/s):

No

Unsure

Describe how your organization supports emerging arts and culture practitioner and/or young leaders, either through funded internship programs or other programs that provide training.

*1,000 characters

[CRITERION 3]

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https://apply-lacdac.smapply.io/admin/surveys/976073/preview/?preview=1

1/1



Organizational Budget and Purpose for Request

Organizational Budget Size

The Department of Arts and Culture defines budget size as total operating revenue less in-kind for the most recently completed fiscal year. This number must correspond with the organization's most recently submitted Federal Form 990 (for organizations with budgets over \$2M, this must correspond with the most recently completed audit). Budget size should not include any revenue dedicated to a cash reserve, endowment and/or capital project.

If applicant is a fiscal sponsor or parent organization, please list the annual operating budget for the fiscally sponsored project/site:

Fiscal Sponsors may apply on behalf of sponsored projects that otherwise meet all eligibility requirements. Fiscally sponsored projects must have a budget of \$25,000 or more. Note: The fiscal sponsor is the applicant of record.

Annual Arts and Culture Programming Budget Size

Provide the dollar amount of the arts programming budget for the most recently completed fiscal year. This information is required and is an indication of your organization's investments to arts and culture.

Arts and Culture Programming Experience

Years of arts and culture programming experience.

Funding Request

*1,500 Character Limit

[CRITERION 3]

Describe how organization plans to use general operating funds in 1-3 sentences.

Describe how Second District residents will be served through the organization's arts and culture programming and/or how organization will be strengthened through proposed grant-funded activities.

ORGANIZATION TYPE (for non-arts organizations check all that apply):

Arts organizations should select "Arts and Culture"

- ☐ Arts and Culture
- ☐ Community Building/Service
- ☐ Disability Community
- ☐ Economic Development
- ☐ Environmental
- ☐ Health/Wellness Services
- ☐ Homeless Community
- ☐ Immigrants
- ☐ Mental Health Community
- ☐ Other (please describe)
- ☐ Seniors
- ☐ Social Justice
- ☐ Veterans
- ☐ Workforce Development
- ☐ Youth Afterschool
- ☐ Youth and Family

ARTS AND CULTURE PROJECT/PROGRAM REACH (check all that apply):

Check all descriptions of the specific communities targeted for services supported by this grant.

- ☐ Foster youth or former foster youth
- ☐ Homeless individuals
- ☐ Incarcerated or previously incarcerated individuals
- ☐ Individual artists
- ☐ Individuals of a particular faith (describe below)
- ☐ Individuals with disabilities (describe below)
- ☐ Individuals in residential facilities or institutions
- ☐ Individuals with low income
- ☐ LGBTQ individuals
- ☐ Military veterans/active personnel
- ☐ Recent immigrants
- ☐ General audience/constituency - no group specified
- ☐ Pre-Kindergarten (0-5 years)
- ☐ K-12 (6-17 years)
- ☐ Young Adults (18-24 years)
- ☐ Adults (25-64 years)
- ☐ Older Adults (65 plus years)
- ☐ Other distinct group(s) (describe below)

If other distinct group, please describe.



Proposed Expense Information

Provide information about expenses during the grant period: June 1, 2021 - May 31, 2022.

Eligible Expense Categories

Eligible expense-categories during the grant period include:

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

If awarded, how do you intend to use the grant funds? (check all that apply):

- ☐ Rent
- ☐ Payroll
- ☐ Utilities
- ☐ Insurance
- ☐ Accounts Payable
- ☐ Personal Protective Equipment (PPE)
- ☐ Inventory
- ☐ Arts Programming and Production
- ☐ Other If other, please briefly explain:

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Los Angeles County Department of Arts and Culture

ProgramsMy ApplicationsRosalyn Escobar

Los Angeles County Arts & Culture

Artistic Documentation and Support Materials0%

Name files using the following naming conventions:

- Organization Name-Artistic Documentation-Video
- Organization Name-Artistic Documentation-Images
- Organization Name-990
- Organization Name-Financial Audit
- Etc.

ARTISTIC DOCUMENTATION

One (1) artistic sample must be included with the application.

Attach a document or insert a link that highlights either arts programming that has happened recently (within the last year), is in the process of being executed or is being developed/planned, such as a digital flyer or link for events or programs.

NOTE: Each video sample may be a maximum of 5 minutes long. Panelist may not watch/listen to the entire sample. It is suggested that samples are edited to show the strongest or most compelling components at the beginning of the video. Please be aware that the entire sample (not just the selected segment) is considered a part of the application and may be reviewed.

Type of Artistic Sample

Only one artistic sample is required.

What type of artistic sample are you using?

Option 1: Uploaded video/audio/images/slideshow file

Option 2: Link to a webpage with video/audio/images/slideshow

Uploading a file (use the upload button below)

Sample 1 - UPLOAD Artistic Sample File

(SKIP THIS QUESTION IF YOU ARE USING A LINK)

Upload a file

Sample 1 - Hyperlink to a sample on Youtube, Vimeo, Instagram, etc.

Please insert the link below:

(SKIP THIS QUESTION IF YOU ATTACHED A FILE ABOVE)

Sample 1 - DETAILS

	Title of Piece	Artist(s)	Year work was completed
Sample 1	tttttttt	ttt	ttt

Sample 1 - RUNNING TIME (Video and Audio only)

Sample 1 - ARTISTIC DESCRIPTION

Briefly describe the artistic sample and explain its relationship to the application.

PASSWORDS: If applicable, include the passwords for uploaded artistic documentation in the Artistic Description.

ses

Characters entered: 3
Min: 0 Max: 250

REVIEWS/LETTERS OF RECOMMENDATION - Two (2) reviews or letters of recommendation written within the past 18 months.

Reviews/Letters of Recommendation must be compiled and submitted as one PDF.

Upload a file

PROMOTIONAL MATERIALS (OPTIONAL) - One piece of promotional material.

I.e. Season brochures, flyers, postcards, newsletters, reviews, etc.

Upload a file

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Artistic Documentation and Support Materials

50%

Name files using the following naming conventions:

- Organization Name-Artistic Documentation-Video
- Organization Name-Artistic Documentation-Images
- Organization Name-990
- Organization Name-Financial Audit
- Etc.

FINANCIAL AND SUPPORT MATERIALS FOR APPLICANTS

NOTE: Current LA County Department of Arts and Culture Organizational Grant Program (OGP) (FY 19/20 or FY 20/21) or Community Impact Arts Grant (CIAG) (FY 20/21) do not need to submit ANY of the items listed below.

501c3 Determination Letter

Please upload your determination letter from the Internal Revenue Service

Upload a file

Certificate of Good Standing from the California Secretary of State

Please upload your determination letter from the Internal Revenue Service

Upload a file

Federal Form 990, 990 EZ or 990-N*

Only upload a Federal Form 990 for a tax year ending on or after December 31, 2018 or 2019.

*Fiscally-sponsored should submit a 990 on behalf of the fiscal sponsor.

Upload a file

Financial Audit

All applicants with budgets of \$2,000,000 and greater are required to submit a financial audit for the applicant organization's most recently completed fiscal OR tax year ending on or after December 31, 2018. If an audit for the organizations most recently completed fiscal is not available, the applicant may submit a financial audit for the previous year.

*Religious organizations should submit a financial statement or annual profit/loss and balance sheet information.

Upload a file

For Fiscally-Sponsored Organizations

Model A Fiscal Sponsorship Agreement

Upload the contract or agreement demonstrating a Model A fiscal sponsorship with the Fiscal Sponsor.

Upload a file

For Fiscally-Sponsored Organizations

Revenue & Expense Statement of Fiscally Sponsored Projects

Revenue & Expense or Profit & Loss Statement of the Annual Operating Budget

Upload a file



FINALIZING AND SUBMITTING YOUR APPLICATION

Applications and any required support materials **must be submitted** via the Department of Arts and Culture's online application system at SurveyMonkey Apply no later than **11:59 p.m. on March 24, 2021**. Applications that are submitted after the deadline will not be considered. Deadlines cannot be extended.

All applications are time stamped upon submission. Applications that do not include all required attachments by 11:59 p.m. Pacific Time on the date of the deadline will not be considered.

DISCLAIMER: All submitted application materials are documents of public record upon submission to the Los Angeles County Department of Arts and Culture and subject to public records requests.

Certification Instruction

Provide the Name and Title of the authorized official submitting this application.

This individual must be a representative of the applicant organization with authority to submit this application on behalf of the applicant organization.

By entering in their name below, the authorized individual certifies that they have reviewed the content of this application and certifies that the information contained in this application is true and correct to the best of their knowledge.

Once this section is complete, please click the **green "Submit" button** on the left to finalize and submit your 2021-22 Supervisorial District 2 Arts and Culture grant application.

Full Name:

Title:

Telephone #:

Email Address:

I certify:

☐

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