Organizational Grant Program Grant Reporting + Invoicing Webinar

@LACountyArts
#OGPArtsFunding

Los Angeles County Arts Commission

Welcome to the **Organizational Grant Program Year Two – Grant Reporting and Invoicing Webinar**

- **Presenters**
  - **Rosalyn Escobar, Grants Manager**
  - **Laura Guerrero-Nieto, Grants and Professional Development Associate**
- **Agenda**
  - **Webinar Logistics**
  - **Overview of the grant cycle**
  - **Checklist of required materials**
  - **Overview of contract and terms**
  - **Review of the grant project budget**
  - **Accessing and filling out the Report Forms**
  - **Post-Report Audit Instructions**
  - **Q & A**

Before we begin…

Visit the *Manage Your Grant* section of our website to download and review:

- **Reporting requirements**: https://www.lacountyarts.org/funding/organizational-grant-program/manage-your-grant/ogp-manage-your-grant-final-requirements

- **OGP Terms and Instructions (Exhibit B)**: https://www.lacountyarts.org/funding/organizational-grant-program/ogp-grantseekers/ogp-manage-your-grant-terms-instructions

- **Online Year 2 Report Form**: www.lacountyarts.org/apply

OGP Contract Overview + Timeline

- OGP contracts follow the county fiscal year calendar: **July 1 to June 30**

  - This is a two-year grant awarded in July 2017

  Year-Two reports cover activities from: July 1, 2017 to June 30, 2019

Featured grantees (from left to right): ArtworxLA, Center Theatre Group, Alliance for California Traditional Arts

✓ **<u>Copy of your OGP Contract + Adjusted Grant Budget</u>**

A copy of your organization's contract packet was sent to the primary contact in Fall of 2017. You should have this handy before you begin.

✓ **<u>Copy of *Letter of Impact* to the Board of Supervisors</u>**

A copy of the *Letter of Impact* your organization sent to your LA County Supervisor. More information about this requirement can be found in the *Terms & Instructions (Exhibit B)* document of your contract packet.

✓ **<u>Proof of Recognition</u>**

Copy of a program, brochure, website screen-shot or other marketing materials that show the Arts Commission logo.

✓ **<u>Artistic Documentation</u>**

At minimum 1, at most 3 HIGH QUALITY images (300dpi) of activities or events that happened during the fiscal year you are reporting on. *Do not submit photos you have already submitted with your application or for a prior report. IMPORTANT NOTE: We want to see images that highlight the programs and artistic work of your organization, not images of staff, space, etc.*

✓ **<u>NEW: Programming Zip Code List</u>**
Grantees are now required to submit a list of zip codes for every location in which programming took place within the last two years (2017-2019).

OGP Reporting + Invoicing

- **Reporting**
  - ➢ OGP grant reporting is an annual requirement.
  - ➢ Each year of OGP reporting focuses on aspects of grant project implementation for the year you are reporting about.
  - ➢ **DEADLINE FOR REPORTING IS MAY 15, 2019.**

- **Invoice Payments**
  - ➢ OGP funds are reimbursable.
  - ➢ All project expenses, including matching fund expenses, must be **expended** or **incurred** by June 30, 2019 (end of the county fiscal year).

- **Terms & Instructions (Exhibit B)**:
  - ➢ All details about the reporting and invoice process are in this document.

Enriching Lives

Los Angeles County **Arts** Commission

CONTRACT #: OGP-18-1111
Organizational Grant Program Agreement

This Agreement made this ___13th___ day of _September_ 20 17, by and between the County of Los Angeles ("County"), a body corporate and politic and a political subdivision of the State of California, and:

Organization ("Grantee"): XYZ **Company**

Address: 1110 East Olympic Lane

City, State, Zip: **Los Angeles, CA 90001**

Primary Contact: Rosalyn Escobar

Email Address: rosalyn@xyz.org

DUNS #. 333333333

Los Angeles County Vendor #: 01111111

Section 2. PURPOSE AND SCOPE OF GRANT.

A.   The County desires to provide a grant to support Grantee's arts oriented operations and programming efforts in the County. Specifically, this grant award will be used for the following purposes only ("Project"): *To support immersive arts education experiences.*

        Section 3. AGREEMENT TERM. The term of this Agreement shall commence on **July 1, 2017** and shall expire on: **June 30, 2019**

        Section 4. MAXIMUM GRANT AMOUNT. The maximum grant amount payable by the County to the Grantee under this Agreement shall not exceed: **$29,500**

REMINDER: The adjusted grant budget section of the contract was submitted in the online grants system. If you did not download it from the system yet or need help locating it, contact grants@arts.lacounty.gov.

REFER BACK TO THE ADJUSTED BUDGET

In some cases, the project expenses may have been modified, that is OKAY.

If the project expenses are completely different, contact grants staff before submitting your report.

Identify Matching Expenditures

	YEAR 1: APPLICATION REQUEST+MATCH	YEAR 1: GRANT AWARD+MATCH	YEAR 2: APPLICATION REQUEST+MATCH	YEAR 2: GRANT AWARD+MATCH
Request/Match Amount				

A. Administrative & Artistic Salaries, Professional Fees & Fringe Subtotal

	YEAR 1: APPLICATION REQUEST+MATCH	YEAR 1: GRANT AWARD+MATCH	YEAR 2: APPLICATION REQUEST+MATCH	YEAR 2: GRANT AWARD+MATCH
A. Administrative & Artistic Salaries, Fees & Fringe Subtotal				

B. Marketing

	YEAR 1: APPLICATION REQUEST+MATCH	YEAR 1: GRANT AWARD+MATCH	YEAR 2: APPLICATION REQUEST+MATCH	YEAR 2: GRANT AWARD+MATCH
B. Marketing				

C. Operations (Rent, utilities, equipment and facilities, etc.)

	YEAR 1: APPLICATION REQUEST+MATCH	YEAR 1: GRANT AWARD+MATCH	YEAR 2: APPLICATION REQUEST+MATCH	YEAR 2: GRANT AWARD+MATCH
C. Operations				

D. Fundraising

	YEAR 1: APPLICATION REQUEST+MATCH	YEAR 1: GRANT AWARD+MATCH	YEAR 2: APPLICATION REQUEST+MATCH	YEAR 2: GRANT AWARD+MATCH
D. Fundraising				

E. Professional Development

	YEAR 1: APPLICATION REQUEST+MATCH	YEAR 1: GRANT AWARD+MATCH	YEAR 2: APPLICATION REQUEST+MATCH	YEAR 2: GRANT AWARD+MATCH
E. Professional Development				

F. Programming

Grantees must demonstrate and report matching dollars that ensure Los Angeles County grant funding did not exceed fifty percent (50%) of the cost of the supported project for that fiscal year.

Featured grantees (from left to right): Craft and Folk Art Museum, Film Independent, Amazing Grace Conservatory
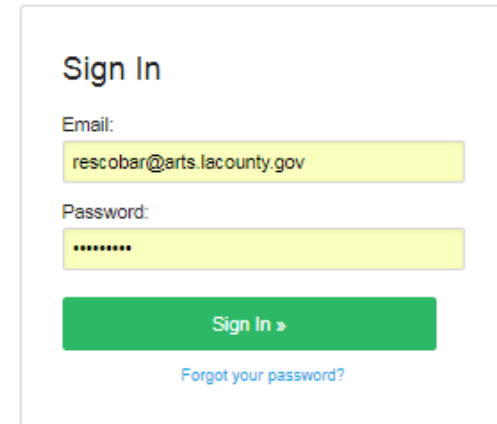
Accessing the Reporting Form

TO BEGIN:

- **Log in to your Fluid Review account.**

- **All OGP forms are available in this system, including grant applications, invoices and report forms.**

REMINDERS:

- **Cut + Paste from a Word Document.**

- **Submit 5 days prior to deadline to avoid last minute stress!**

- **Contact grants@arts.lacounty.gov if you forgot and/or don't have the username of the account.**

- **If you simply forgot the password, click: "Forgot your password?"**

Online Invoice + Report
www.lacountyarts.org/apply

Sign In

Email:
rescobar@arts.lacounty.gov

Password:
••••••••

Sign In »

Forgot your password?

Need An Account?

Sign Up »

Accessing the Online Report

Home

Grants

Please complete the User Set up below to see if you're eligible to apply:

Your Tasks

TASK	STATUS	ACTIONS		
501c3 Verification	COMPLETE	View	Edit	Delete

After completing the User Set up, click "View Grants" to create a application:

Your Grants

STATUS: Any Go

SEARCH: Search... Go

APPLICATION ID	REFERENCE ID	GRANT	STATUS	DETAILS	
XYZ, Inc.	A-6463631445	Organizational Grant Program (OGP)	AWARDED	Manage your Grant Round 2- Invoicing and Reporting	Edit
		LA County Arts Internship Program	COMPLETE	--	View

View Grants »

Once you've logged in…

1. Click 📄 View My Grant Applications →
   You have 1 active application(s).

2. Scroll down to **Your Grants** section
3. Find the OGP application you filled out for this grant cycle that says **Awarded - Manage your Grant Round 2.**
4. Click on your **Application ID** in blue font or **Edit**.
   - This will open the **Manage Your Grant** section.

Accessing the Online Report

All Report and Invoice Forms are in the **Manage Your Grant Round 2 s**ection of the online grant system.

Complete all four of the bottom "tasks" in the *Manage Your Grant Round 2* list of tasks see sample screenshot.

Click *start* on one of the four tasks or click on the blue task name **to begin**.

Manage your Grant Round 2- Invoicing and Reporting

TASK	STATUS	ACTIONS
Change of Information Form - OPTIONAL	INCOMPLETE	▶ Start

USE THIS FORM IF YOU NEED TO:
Update General Address, Primary Contacts or Contact Info.

IF YOU DO NOT HAVE UPDATES, LEAVE THIS FORM BLANK.

Year Two Partial Invoice- OPTIONAL	INCOMPLETE	▶ Start

To submit an initial invoice for PART of your award for year two. You may complete this form prior to your final report for year two. The deadline to submit this form is **April 15**. After that date, you must submit a final report.

If you do not need a partial payment LEAVE THIS FORM BLANK and use the FINAL REPORT and FINAL INVOICE forms (Narrative, Matching Expenses, Supplemental Materials, etc) for the full payment for year two of your OGP award.

OGP Project Amendment Request Form - Year 2- OPTIONAL	INCOMPLETE	▶ Start

PROJECT AMENDMENT INSTRUCTIONS

To request an OGP project or budget amendment, **first,** please contact Grants staff at 213-202-5858 or grants@arts.lacounty.gov. **Then,** complete this form and submit with signed justification letter on letterhead. Signed letter can be uploaded at the bottom of the page.

Final Report - Narrative Questions	INCOMPLETE	▶ Start
Final Report Matching Expenses	INCOMPLETE	▶ Start
Supplemental Materials	INCOMPLETE	▶ Start
Final Report- Invoice	INCOMPLETE	▶ Start

Submit Final Report   PREREQUISITES NOT MET

2017-18 OGP Report – Year Two Budget

Final Report Matching Expenses

Back

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

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

All OGP grants must be matched at least dollar for dollar with earned or contributed cash support. In-kind matching support is not accepted. For example, if an organization receives a $10,000 grant, the total project costs must be at least $20,000 and the organization must provide at least $10,000 of the project funds from sources other than the Arts Commission

(This question is only visible to administrators)
Total Grant Award:

Note: Maximum OGP grant amount and minimum matching funds amount are automatically entered by the new online grants system.

Identify Matching Expenditures

	OGP YEAR 2 FUNDS	YEAR 2 MATCH
Request/Match Amount	15550.0	15550.0

MATCHING EXPENSES

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

TOTAL	$ 0	$ 0

	MUST BE = TO OGP YEAR 2 FUNDS	MUST BE = OR > TO YEAR 2 MATCH
Meets or Exceed Expectations?	false	false

Project Budget

- Column 1: Enter grant project expenses paid with OGP grant funds
- Column 2: List all project matching funds spent

2017-18 Year Two Narrative Questions

Program Goals
1. BRIEFLY describe your OGP funded project.
2. What short term or long term goals are you working on with this project?

Project Progress and Success
3. What are the observable outcomes you are using to *measure* your progress towards your goals?
4. What progress did you make toward these observable outcomes? Demonstrate using qualitative and/or quantitative information.
5. What was the greatest success during this project in impacting your organization and/or community?

Project Challenges
6. What challenges did you encounter in implementing this project, if any? What helped/would have helped you meet those challenges?
7. Please describe any professional development opportunities that your organization would be interested in attending or participating in, if any.

Participation and Project Reach – *New Questions*

8. How many people participated in this project in particular?

*Only report participant numbers for your OGP grant funded project, not the overall numbers for your organization. If a category count is not applicable, enter N/A

a. Total *paid* attendance
b. Total *free* attendance
c. Total attendance in classes/workshops, both paid and unpaid.
   Note: This may be all or part of the numbers you reported in a and b.
d. Number of *paid staff members* who worked on this project.
e. Number of *paid artist partners*.
f. Number of *volunteers* who worked on this project (board members, unpaid artists, etc).

Participation and Project Reach

9. If this grant was for salary support, please list the titles of the positions supported, separated by commas.
10. Did your organization partner with any arts or non-arts organization(s)?
11. Did you post on Discover LA? (Check Yes or No) If not, please describe why.

Once you've completed the first 11 questions, click Next to begin the new Demographic questionnaire.

Participation and Project Reach – *New Demographic Questions*

12 a. Please check all applicable descriptions of the **specific communities targeted** for service in this project.

- 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
- Other distinct group (describe below)

For all selections that request additional information, use the text box to provide more details.

Participation and Project Reach – *New Demographic Questions*

12b. Please check all applicable descriptions of the specific communities targeted for service in this project.

Specific Age Groups:
- Pre-Kindergarten (0-5 years)
- K-12 (6-17 years)
- Young Adults (18-24 years)
- Adults (25-64 years)
- Older Adults (65 plus years)
- General Audience - no group specified

Specific Gender:
- Female
- Male
- Other (please describe)
- General Audience - no group specified

For all selections that request additional information, use the text box to provide more details.

Participation and Project Reach – *New Demographic Questions*

12c. Please check all applicable descriptions of the specific communities targeted for service in this project.

Racial/ethnic groups:
- American Indian/Alaskan Native
- Arab/Arab American
- Asian/Asian American
- Black/African/African American
- Hispanic/Latino/a
- Native Hawaiian/other Pacific Islander
- White (non-Hispanic only)
- General Audience - no group

For all selections that request additional information, use the text box to provide more details.

Supplemental Materials - Checklist

✓ **<u>Copy of *Letter of Impact* to the Board of Supervisors</u>**

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✓ **<u>NEW: Programming Zip Code List</u>**

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Invoice Form

Make sure to fill out the invoice form in it's entirety. If you don't know what your vendor number is, find it on your contract on the first page.

After clicking "save and exit" you will return to the dashboard.

Organization Account Info

Organization Legal Name

Main Address 1

Main Address 2

City

State

Zip Code

Main Email

Website

Vendor #:

Primary Application Contact Information

Primary Application Contact Name:

Primary Application Contact Phone:

Primary Application Contact Email:

Invoice Amount

$

I certify that the County Grant was matched 1:1 with earned or other contributed income and that all grant guidelines have been followed.
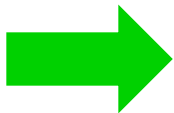
☐ Yes

Date Submitted

2018/03/01

Save & Continue Editing   Save & Exit

Once all reporting tasks are complete, click on the "Submit Final Report" button in the dashboard!

Final Report - Narrative Questions	COMPLETE	View	Edit	Delete
Final Report Matching Expenses	COMPLETE	View	Edit	Delete
Supplemental Materials	COMPLETE	View	Edit	Delete
Final Report- Invoice	COMPLETE	View	Edit	Delete
Submit Final Report	INCOMPLETE			

Random Auditing Post-Report Review

Grants Staff will be conducting a **random audit** of **all** submitted OGP reports (Year 1 + Year 2) for ALL OGP BUDGET CATEGORIES.

Make a habit of keeping financial records associated with your OGP grant.

For you reference, here are the types of financials you may submit should we request additional information from you:

Proof of Expenses

☑ QuickBooks or Quicken reports
☑ Copies of canceled checks
☑ Statements (bank or credit card) showing proof of payment
☑ Receipts
☑ Signed, dated contracts*
☑ Signed, dated statements/invoice from the contracted individual

NOTE: It is your responsibility to clarify expenses that pertain to your grant funded project by HIGHLIGHTING them in financial receipts and documents.

Contact Arts Commission Grants staff:

- grants@arts.lacounty.gov

- 213-202-5858

Download instructions at: *https://www.lacountyarts.org/funding/ organizational-grant-program/manage-your-grant/grant-requirements*

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