



OGP

LOS ANGELES COUNTY ARTS COMMISSION ORGANIZATIONAL GRANT PROGRAM

2005/2006 – **INSTRUCTIONS** for ALL OGP APPLICANTS

Read the 2005/2006 OGP Guidelines and Guideline changes carefully before beginning an application or reviewing this section.

All applicants must read the guidelines and instructions carefully.

OGP CATEGORIES, GOALS, & DEADLINES

The Arts Commission's Organizational Grant Program accepts applications from non-profit arts organizations in all disciplines.

Application Postmarked Deadlines: Late applications will not be accepted.

OGP III (Accessibility) (over \$1.5M) – Wednesday, October 27, 2004

Provides support for projects to increase accessibility of the arts for Los Angeles County residents.

****OGP 2.5 (Artistic Capacity) (\$500,000-\$1.5M) – Wednesday, November 10, 2004** (new category)**

Provides support for artistic growth and employment opportunities.

OGP II (Organizational Capacity) (\$100,000-\$500,000) – Wednesday, December 1, 2004

Provides support for projects to increase infrastructure for arts organizations.

OGP I (Advancement) (under \$100,000) - Wednesday, December 15, 2004

Provides support for artistic or administrative advancement projects for arts organizations.

OGP APPLICATION INSTRUCTIONS

BEFORE COMPLETING YOUR APPLICATION, READ ALL OF THE GUIDELINES AND FOLLOWING INSTRUCTIONS CAREFULLY.

All applicants are required to submit their OGP application using eGRANT, an online application system. eGRANT can be easily accessed from the Arts Commission's website at www.lacountyarts.org under "Funding (OGP)" using a PC or a Macintosh and a variety of web browsers. The application is completed while online and is submitted electronically.

eGRANT will help increase organization and staff efficiency and will help to improve the accuracy of information. Completed eGRANT applications will be stored in eGRANT for 3 years. Much of the information entered into an OGP application will be automatically transferred electronically into the next OGP application opened.

Most City and County libraries have computer and Internet access available to the public. There are also free/low cost technology centers within various communities.

For all narrative portions of application, use a word processor for creating all text, copy and paste into the fields of the eGRANT application. In order for the eGRANT system to be usable by as many users as possible, the system can not spell check, bold, underline or italicize text.

All supplemental materials must be sent to the Arts Commission and postmarked by the above corresponding deadline, no matter which method (electronic or paper) is used to submit the application. Late or incomplete applications will not be accepted and will be considered ineligible. Applications not typed will not be accepted. Include the name of the organization in the upper right hand corner of all attachments and supplemental materials.

INSTRUCTIONS, APPLICATION, Page 1

- (1) CATEGORY FOR APPLICANT ORGANIZATION. Check the appropriate category based on the organization's last completed year's (CY or FY) cash income, not including in-kind. Category selected should correspond with figure in item 5.
- (2) CONTACT INFORMATION. Enter information as requested. For the *Contact Name & Title*, note the person to call regarding any questions about the grant application.
- (3) DISCIPLINE OF ORGANIZATION. Check the one discipline that best represents the organization's chief mission and its programming. The discipline does not refer to the requested project. In most cases, the discipline selected will determine which peer panel reviews the organization's application, except for Arts Education projects. The Arts Education discipline panel will review applications from both arts education organizations and organizations requesting support for arts education activities.

An Arts Education Organization is one that primarily provides opportunities for students between kindergarten and grade 12 to increase their knowledge and skills in an arts discipline(s).

- (4) PROPOSED PROJECT INFORMATION. Please select the area(s) which best represent the requested project. If "Other" is selected, please describe using two to three words. OGP 2.5 and OGP III applicant organizations may not select from the Administrative section.

Arts Education (K-12) projects can take place in or outside of school, including field trips, after-school, weekend, and summer enrichment programs. Arts Education projects (except for after-school, weekend, or summer programs) must address elements of the California Visual and Performing Arts Content Standards, <http://www.cde.ca.gov/standards/>. Projects can also integrate arts learning in other subjects, and may support the California Content Standards for English, history, math, and/or science. Also note: Requests for in-school Arts Education projects must be matched by the participating school(s), cash and in-kind. See Project Budget section for more information about the required school match for Arts Education requests.

BRIEF PROJECT DESCRIPTION. Describe the project in one sentence (no more than 10 additional words). Note specifically how the funds will be used. Include performance/exhibition title, job positions covered and IT upgrades. Also state the second year project if different.

- (5) TOTAL GROSS INCOME FOR ORGANIZATION'S LAST COMPLETED BUDGET YEAR. This number is automatically entered by eGRANT and is the same as the amount entered in the Past Year's Grand Total Income field of the Organizational Budget Summary page. eGRANT will fill in this number for you but make sure it is accurate before submitting the application.
- (6) TOTAL AMOUNT REQUESTED FROM THE COUNTY OF LOS ANGELES. This number is automatically entered by eGRANT and is based on the information entered in the Project Budget section. eGRANT will fill in this number for you but make sure it is accurate before submitting the application.

Do not request more than the maximum allowable and do not round the request up. The amount awarded is based upon a percentage of the amount requested and the score received. It is to the organization's advantage to request the maximum amount. Awards will not exceed the requested amount. Minimum awards in each OGP category are subject to change.

OGP I Request Amounts – Up to 10% of organization's last completed year's cash revenue for each year request. The minimum request is \$1,000 for each of the two years.

OGP II Request Amounts - Up to 3.5% of organization's last completed year's cash revenue. The minimum request is \$5,000.

OGP 2.5 Request Amounts - Up to 3% of organization’s last completed year’s cash revenue. The minimum request is \$10,000.

OGP III Request Amounts

The following table provides **MAXIMUM ALLOWABLE** funding request amounts for OGP III, based upon the organization’s actual revenue from the last completed fiscal year.

ORGANIZATION REVENUE	MAXIMUM ALLOWABLE REQUEST AMOUNT
\$25,000,000 +	Not more than .5% of actual revenue or \$200,000 (whichever is less)
\$10,000,000 - 24,999,999	Not more than .75% of actual revenue or \$125,000 (whichever is less)
\$5,000,000 - 9,999,999	Not more than 1% of actual revenue or \$75,000 (whichever is less)
\$1,500,000 - 4,999,999	Not more than 2% of actual revenue or \$50,000 (whichever is less)

The minimum grant award in this category has been \$12,500 for successful applicants.

- (7) COUNTY SUPERVISORIAL DISTRICT INFORMATION.
 - Check the district where the principal office of the organization is located.
 - Check the district where *most* of the organization’s programming or activities take place (check one only).
 - Check the district(s) that the organization serves. Service may include actual activities presented in a district or marketing to specific communities within a district. To determine district information, call 562/462-2748 or go to the LA County web site, <http://lacounty.info> and click on the link titled “Find Your Districts” under Quick Resources.
- (8) CERTIFICATION. Complete as required. Names may include a staff member and/or board member with signing authority.

INSTRUCTIONS, APPLICATION, Page 2

- (9) YEAR ORGANIZATION BEGAN ACTIVITIES. Fill in the appropriate year.
- (10) YEAR ORGANIZATION RECEIVED 501 (C) (3). Fill in the appropriate year. Also fill-in organization Employer Identification number found on Determination Letter.
- (11) ARE ARTISTS REQUIRED TO PAY DUES? If the organization is a membership organization requiring dues from artists, check the “yes” box and fill in the amount artists are required to pay, then check whether payments are annually or monthly. If artists do not pay dues, check the “no” box.
- (12) CALENDAR YEAR OR FISCAL YEAR. If the organization operates on a calendar year (CY), check the calendar year box. If the organization operates on a fiscal year (FY), check the fiscal year box and fill in the fiscal year dates, e.g. 7/1 to 6/30 or 9/1 to 8/31, etc.
- (13) CONTRIBUTORS, AUDIENCE, ACTIVITY DATES, STAFF. Complete as instructed. Make sure Artistic staff includes all contract workers, all artists, actors, instructors, designers, production crew, etc. Give explanatory notes as needed (i.e. shifts of 10% or greater).

INSTRUCTIONS, APPLICATION, Page 3

- (14) MISSION/PURPOSE OF THE ORGANIZATION. State the mission or purpose of the organization in one or two sentences.
- (15) For OGP I and OGP II only. ORGANIZATIONAL DEVELOPMENT BACKGROUND. Complete as instructed. OGP III Applicants will not view this question.

INSTRUCTIONS, APPLICATION, Page 4

(16) PROJECT NARRATIVE. For all OGP categories. Complete as instructed. [If funding is requested for the hiring of a new staff position, a one-paragraph job description must be included as part of the *Staff Biographies* page.] The proposed project is for July 1, 2005 to June 30, 2007. Make sure to mention if the project is the same for both years or if different, show how the two projects relate.

INSTRUCTIONS, APPLICATION, Page 5 for OGP I only.

INSTRUCTIONS, APPLICATION, Page 6 for OGP II, OGP 2.5, and OGP III only.

(17) PROJECT BUDGET & CASH MATCH. Fill out the project budget categories as it relates to the project accordingly:

- For projects involving the payment of people—artists, administrators, technical or crafts people, use the expense categories under Personnel.
- For other project expenses involving facilities, materials, supplies and so forth, use the Operating expense categories.

MATCHING REQUIREMENT – read carefully

All OGP grants require a minimum of 1:1 match with **contributed** or **earned** funds. In-kind contributions are not allowed as a match, except from schools for Arts Education projects. The match may be more than the amount requested.

Arts Education (K-12) Projects - Matching Requirements

All applicant organizations requesting funds specifically for a *school-based arts education program must provide a 1:1 match, of which 100% of the organization’s match is from the school/district (may include some level of in-kind - see example below). The match requirement demonstrates the school/district’s commitment and involvement which is crucial to the goal of institutionalizing arts education in Los Angeles County public schools.

FY	Total Grant Request	Total Match Required	School/District Match	Cash	In-Kind
05/06	\$10,000	\$10,000	\$10,000	50%	50%
06/07**	\$10,000	\$10,000	\$10,000	75%	25%

** and thereafter

*School-based programs: During –school programs that are conducted in partnership with one or more school(s), primarily benefiting the students of the partnering school(s).

For OGP I - fill out the 2004/2005 and 2005/2006 and Total columns as appropriate.

For OGP I and OGP II - For information technology upgrades, indicate in the project budget chart, the amount to be allocated for the upgrades and give a brief description of the expense within the project narrative.

There does not have to be a category by category match of funds requested. For example, an organization may request artistic support and match with administrative support for the same project.

The important consideration in the Request/Match ratio is that the Grand Total amount in a Request column cannot exceed the Grand Total amount in a Match column. The organization’s Match, however, can exceed the Request amount. For example, the Request may be \$5,000 with a \$10,000 Match for a Total Project cost of \$15,000.

(18) # OF PEOPLE PROJECT WILL SERVE. For artistic projects - enter the number of people expected to participate (artists, designers, etc.), view or otherwise engage in the project activities being proposed for 2005/2006 and 2006/2007. Add these figures together and enter the total. For administrative projects – participants will include the positions directly funded and audience would be the total estimated audience for all activities of the organization as positions impact all areas of the organization.

(19) PROJECT COST PER AUDIENCE MEMBER. This number is calculated and entered by eGRANT based on the information provided in question #16.

(20) EXPECTED SOURCES OF MATCH. Identify the sources from which the organization expects to receive its "matching" funds. The sources of cash income which may be used for this match are contributed income or earned income from admissions, concession sales, tuition, etc. Minimum total project match required is 1:1.

The amount in the total column(s) should agree with the Grand Total Cash Match columns in the Project Budget section.

PROJECT BUDGET NOTES. Include any notes to clarify the project expenses, match, rate of pay, etc.

INSTRUCTIONS, APPLICATION, Pages 7

(21) NARRATIVE. Provide the narrative as instructed. Organize the narrative in the order given. Use all CAPS to define each heading. Leave space between paragraphs. Complete within the space provided (pages 7 & 8). Do not continue on additional pages.

- A) HISTORY/PROGRAMMING. Provide a brief history of the organization include major achievements and initiatives. Include a short description for all principal programs and state how the organization's artistic mission was advanced during the past 18-24 months through the involvement of noted artists, scholars, or other experts; significant collaborations with other organizations; development of new work, artists, audiences; innovative/challenging programming; special projects.
- B) COMMUNITY/AUDIENCE. Describe the organization's community/audience (geographically, ethnically, and in any other ways that reflect the organization's diversity or uniqueness). Describe how its audience is different or similar to the community in which most activities are held. Cite activities in the past year which were designed to reach out and include this community. **OGP III Applicants only** – Make sure to describe the types of community service the organization provides to the residents of the county (for example, special performances for children and families, free or reduced price performances for under served groups).

INSTRUCTIONS, APPLICATION, Page 8 & 9

(22) ARTS EDUCATION INFORMATION. Complete as instructed. This section is required of any organization providing any kind of arts education (K-12) activities (workshops, residencies, performances, artist/teacher training, after-school, summer and in-school), no matter the request. To confirm the organization's programs are aligned with the California Visual and Performing Arts Content Standards, visit <http://www.cde.ca.gov/standards/>. All Arts Education programs offered by applicant organizations, are required to meet elements of the VAPA standards. Training workshops for arts administrators and artists are offered by the Arts Commission. Visit the Commission website for more information.

Organization requesting support for an arts education activity/program must complete this section as it pertains to their request.

INSTRUCTIONS, APPLICATION, Page 10 - 12

(23) ORGANIZATIONAL BUDGET SUMMARY. This budget summary is similar to the California Arts Council application format. This is a cash budget. In-kind donations should only be noted in item XII on page 12. Round off all entries to the nearest dollar and be certain that the financial information provided for the recently completed year/fiscal year 2003/2004 (or calendar year 2003) in the application matches the information on the financial statement/audited statement submitted as a supplemental material.

Enter the appropriate Fiscal Year (FY) or Calendar Year (CY) at the top of each budget column.

- I.A County of Los Angeles: Remember to enter the OGP grant request amounts on this line in the appropriate years. If funds are received or projected from *other* County sources, include a schedule in the budget notes. Contributed Income, City: Specify names of any city agency in budget notes.
- II.B Operating Expenses, Other: Attach a separate schedule if these expenses total more than 10% of the budget in any year.

ORGANIZATIONAL BUDGET SUMMARY, continues

- III. Operating Surplus (Deficit): This figure is carried over from the Surplus (Deficit) at Year End line from the previous page. Enclose deficit figures within parentheses.
- IV. Carryover Fund Balance at Beginning of Year: Include only operating funds. Do not include the value of endowments, restricted funds, or capital assets. This figure should correspond to line VII of the previous year.
- V. Accumulated Surplus: Add item III. plus item IV., if appropriate.
- VI. Other Net Adjustments: Include fund transfers, special gifts, etc. Indicate deficit adjustments within parentheses.
- VII. Balance at Year End. Carry this figure forward to line IV. of the next year.
- XII. In-Kind Contributions, attach a separate schedule if these expenses total more than 10% of the budget in any year. In-kind contributions include: the donation of staff time, supplies, materials, office/performance space, and pro bono accounting and legal services.

(24) BUDGET NOTES/SCHEDULES. Are required to explain overall deficits and noticeable shifts (10% or more) in income and expense categories from year to year (including projections). If necessary, attach detailed schedules based on the organization's financial statement. Unexplained shifts in income or expenses and surplus/deficit positions from year to year may reflect negatively on the application. Budget must be entered on page 11-12.

- If the organization has a deficit greater than 20% of expenses, the organization must include with this application financial statements for the previous two years. If these are required and not attached, the application will be ineligible.
- If the organization has a carry-over deficit greater than 20% of expenses for three consecutive years, it is not eligible to apply.

INSTRUCTIONS, APPLICATION, Page 13

(25) STAFF. Complete the fields with both key artistic and key administrative staff members. Include key staff relating to the proposed project and a job description for new positions.

INSTRUCTIONS, APPLICATION, Page 14

(26) BOARD OF DIRECTORS. Complete the fields and include first and last names, their professional affiliations/job titles, city/community where they reside and their total years served. Identify officers with titles after their names.

INSTRUCTIONS, APPLICATION, Page 15

(27) SEASON INFORMATION. Use the chart provided to list activities: workshops/residencies/performances/exhibition dates from July 1, 2004 through June 30, 2005. Type of Event (e.g. workshop, performance, festival). Additional Information (e.g. free event, premiere of new work, ages of participants).

Provide the name, title and e-mail address of the person to contact regarding potential panelist/staff site visits.

INSTRUCTIONS, APPLICATION, Pages 16 & 17

(28) ARTISTIC DOCUMENTATION SAMPLE INDEX

Artistic documentation materials are required and must be included in the application package. Documentation is important to the panel and Commission review of program quality, therefore select the best materials available. Submissions should reflect the organization's artistry or expertise in the discipline and be most appropriate for that discipline. For example, music organizations are required to submit CDs or audio cassettes; visual arts organizations should submit slides, photos, etc.

For most organizations, one sample of artistic documentation is all that is necessary. In certain cases, organizations may want to provide two samples.

For instance, an arts education organization specializing in visual arts instruction must submit a study guide and may also submit slides to provide the panel with a sample of work by artist-instructors and students.

Follow the guidelines below when submitting audio/visual materials. Fill out the information as requested on page 16 & 17. Attach additional sheets as necessary to provide complete information.

SLIDES OR PHOTOS (10 Maximum)

Number sequentially, top indicated, and label each slide or photo with the name of the applicant organization and identity of artist(s). Include the date of the slide or photo and the date the contents were performed, produced or exhibited. Provide a description of content in one or two sentences, if applicable.

AUDIO CASSETTE TAPES/COMPACT DISKS

Music organizations must submit audio-based artistic documentation (could include video). Label with name of applicant organization and identity of artists. Include a log of selections as requested in sequence as they appear on the tape, indicating title, performing artist(s), instrumentation and length. The performance recorded should be within the past year. Choral organizations should include an a capella selection, if possible. If providing a cassette tape, cue to the appropriate start point.

VIDEO CASSETTE TAPES

Label with the name of the applicant organization and identity of the artist(s). Only VHS tapes are acceptable. Include a log of selections on the tape as requested, a brief description of the activity shown, and the approximate sequence length. Select a total of the best five minutes of tape. Cue the tape to the appropriate start point.

STUDY GUIDES

Arts Education organizations are required to submit a study guide as one form of artistic documentation. The study guide should relate to the proposed project and/or the Arts Education program which impacts the largest number of students. Study guides should include the following components: artist name and program title, artist background, curriculum connections; program objectives, program summary, vocabulary words, overview of art form, pre and post activities and resources.

OGP APPLICATION AND REQUIRED MATERIAL SUBMISSION - CHECKLIST

Complete application and all supplemental materials must be electronically submitted/postmarked by the OGP deadline.

Application Postmarked Deadlines: Late or incomplete applications will not be accepted.

OGP III (Accessibility) (over \$1.5M) – Wednesday, October 27, 2004

OGP 2.5 (Artistic Capacity) (\$500,000-\$1.5M) – Wednesday, November 10, 2004 (new category)**

OGP II (Organizational Capacity) (\$100,000-\$500,000) – Wednesday, December 1, 2004

OGP I (Advancement) (under \$100,000) - Wednesday, December 15, 2004

GRANT APPLICATION SUBMISSION REQUIREMENTS - CHECKLIST

All OGP applications must be completed and submitted using eGRANT.

Include the name of the organization at the top right corner of all supplemental materials.

Do not submit any stapled, bound, taped, paste-up or odd-sized materials. All materials must be on standard 8 1/2" by 11" paper, suitable and ready for photocopying.

Following is a checklist of required supplemental materials to be mailed and postmarked by the appropriate deadline. Arrange materials in this order and rubber-band them.

All OGP categories using eGRANT:

COPY of Application

Supplemental Materials:

Reviews/Letters of Recommendation: submit one copy of one or two recent (2003 or 2004) reviews or press articles. If no reviews are available, submit one letter of recommendation from a local official or community member.

Promotional Materials: submit 10 copies, 3-hole punch or in 8.5 x 11 clear plastic sleeves - of promotional materials (season brochures, flyers, newsletters) from the 2003/2004 or 2004/2005 season.

Also include the following items with the application:

For new applicant organizations in any OGP category: One copy of the organization's 501(c)(3) determination letter.

For OGP I organizations only - without their 501(c)(3) determination letter: Include a letter on the organization's letterhead confirming the organization will file paperwork by February 1, 2005 and will receive its own non-profit status and letter by May 15, 2005] OGP I organizations that do not receive their 501(c)(3) letter by May 15, 2005 will not receive funding for 2005/2006.

For OGP I and OGP II applicants only: Financial statement - one *paperclipped* copy of the organization's financial statement from the last completed fiscal or calendar year. The organization may submit an audited statement or a financial report prepared by the organization's accountant and *signed by the Board President, Chair or Treasurer*. Do not submit bound or stapled statements.

For OGP 2.5 and OGP III applicants only: Audited financial statements - one *paperclipped* copy of the organization's independently audited financial statements from the last completed fiscal or calendar year. Do not submit bound or stapled statements. For this year only (05/06), organizations with budgets between \$500K-\$800K may submit a copy of their reviewed or in-house financial statements in lieu of audited statements.

Organizations with a deficit greater than 20% of expenses, must submit one *paperclipped* copy of financial statements for the previous 2 years.

Artistic Documentation: one copy of the artistic documentation as noted in the application. Make sure to label the artistic documentation with the applicant organization's name.

A self-addressed and stamped mailing container for return of artistic documentation materials—only if the organization wants artistic materials returned. Materials without proper mailing containers or postage will not be returned and will be discarded or recycled.

Grant notifications will be mailed by mid-July 2005, after adoption of the 2005/2006 budget by the Board of Supervisors.

PROCESSING

If an application form is incomplete, late, and/or all required supplementary materials have not been submitted by the postmarked deadline, the application will be considered ineligible and returned to the organization.

REVIEW

Commission staff reviews the application for eligibility. A discipline peer panel then reviews all eligible applications. Following the Commission review of the panel findings, grant recommendations are forwarded to the Board of Supervisors for consideration and final approval.

ARTS COMMISSION ADDRESS/QUESTIONS?

Janine Perron, Director of Grant Programs
Los Angeles County Arts Commission
374 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Telephone: 213/974-1343
FAX: 213/625-1765
E-mail: jperron@bos.co.la.ca.us