



# Organizational Grant Program 2010-11 Guidelines



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## OVERVIEW

The Organizational Grant Program (OGP) provides two-year grants to nonprofit arts organizations for core operating support. The OGP is structured to support arts organizations based on their needs, as related to the size of their organization.

## CALENDAR

Organizational Grant Program applications are accepted annually.

Guidelines Available	September
Workshops Offered	September – November 2009
Application Deadlines	October – December 2009
Staff Review	November 2009 – January 2010
Panel Review	February – March 2010
Commission Review	May 2010
Board of Supervisors Review	July 2010
Notifications Sent	July 2010
Grant Period	July 1, 2010 – June 30, 2012

## CATEGORIES AND DEADLINES

Grant Category	Organizational Budget Size*	Grant Category Description	Deadline
OGP I	\$100,000 and less	<b>Advancement:</b> OGP I provides support to advance the artistic and/or administrative operations of arts organizations with budgets under \$100,000.	Wednesday, <b>December 9, 2009</b> at 11:00 pm
OGP II	\$100,000 to \$499,999	<b>Organizational Capacity:</b> OGP II provides support to strengthen the infrastructure of arts organizations with operating budgets between \$100,000 and \$499,999.	Wednesday, <b>November 18, 2009</b> at 11:00 pm
OGP 2.5	\$500,000 to \$1,499,999	<b>Artistic Capacity:</b> OGP 2.5 provides support for artistic growth and employment opportunities for arts organizations with operating budgets between \$500,000 and \$1,499,999.	Wednesday, <b>November 4, 2009</b> at 11:00 pm
OGP III	\$1,500,000 and greater	<b>Accessibility:</b> OGP III provides support to increase accessibility of the arts for Los Angeles County residents for organizations with operating budgets of \$1,500,000 and greater.	Wednesday, <b>November 4, 2009</b> at 11:00 pm

\*The Arts Commission defines budget size as cash revenue--less income received that is dedicated to a cash reserve, endowment and/or capital project--for the most recently completed fiscal year for which the organization possesses, at least, a submitted Federal Form 990. See the Budget Size and Required Financial Forms section for more information. In-kind support is not included when calculating the organization's budget size.

## ELIGIBILITY REQUIREMENTS

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

- a. **Tax exempt status**, as defined by the IRS.
- b. **Principal offices in Los Angeles County**, with an exception for arts service organizations with offices in Los Angeles County and primary headquarters in California.
- c. **A primary mission to provide arts programming**, as demonstrated by more than 50% of the applicant organization's budget devoted to arts programming.
- d. **A functioning board of directors** that meets regularly with at least 51% of members residing in California.
- e. **At least two (2) full and consecutive years of producing and programming history in Los Angeles County**. During the two-year period the organization is required to have produced at least four public performances and/or created and maintained an exhibition that was open to the public for 30 or more days each fiscal year. Fundraising events and programs do not qualify. Exceptions are made for organizations established for the sole purpose of mounting biennial or triennial festivals though these types of organizations are required to have mounted two or more festivals prior to application.
- f. **A submitted Federal Form 990 for a tax year ending on or after December 31, 2007**. A submitted Federal Form 990, 990-EZ or 990-N is required of all applicants. Applicants with budgets under \$25,000 shall submit a copy of their most recently submitted 990-N.
- g. For organizations with operating budgets of \$500,000 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, 2007**.
- h. **A submitted California Cultural Data Project Profile for two recently completed fiscal years**. For applicants with budgets of less than \$500,000, the most recent year of the California Cultural Data Project Profile shall correspond with the applicant's most recently submitted Federal Form 990. For applicants with budgets of \$500,000 and greater, the most recent year of the California Cultural Data Project Profile shall correspond with the applicant's most recent financial audit.
- i. If reapplying, organizations must have **met all recent Arts Commission grant conditions** during the most recent grant period. Any organization that has not met previous OGP grant contract conditions will be disqualified from reapplying for three (3) years.
- j. **No previous commitment to receive OGP funds** during 2010-11 or 2011-12. An organization that received a two-year OGP grant contract in 2009-10 cannot reapply for the 2010-11 program for the purpose of obtaining a higher score or award. An organization may apply to participate in other Arts Commission initiatives and programs.
- k. If the organization is a new or recently disqualified or declined applicant, organizations must have **attended a grant workshop in 2009**.

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.
- Individual artists.
- City or County government agencies or departments.
- Organizations with fiscal agents or sponsors.
- Social service, religious or welfare organizations.
- Organizations not open to the general public.

## ELIGIBILITY REQUIREMENTS (CONT.)

- Organizations with an accumulated deficit of more than 20% of their total operational expenses for two (2) or more years.
- Organizations that have used Los Angeles County Arts Commission grants as collateral for loans from the Arts Loan Fund and are delinquent in repaying one or more loans.

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

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

## ELIGIBLE PROJECTS

The Organizational Grant Program funds one or more specific events or activities, including operating activities that are described as having a purpose. Projects shall be based on the applicant's priority need(s), as related to the size of the organization and the focus of the OGP category. See the OGP category descriptions for examples of projects that are appropriate for each OGP 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.
- Projects can be a combination of various types of activities.
- Organizations may apply for any or all phases of a project, from its planning through its implementation. OGP grants are two-year grants. Activities requested in year one do not have to be the same as the activities that 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 new activity. Existing projects can be just as competitive as new activities.
- Projects do not need to serve large numbers of people. The Arts Commission welcomes small projects that can make a difference in a community or field.

The Organizational Grant Program will **not** fund the following:

- Scholarly research or archival projects.
- Projects performed or exhibited outside of Los Angeles County.
- Programs not accessible to the public.
- Purchase of major equipment, land, buildings or construction, maintenance of existing facilities or other capital expenditures.
- Travel or housing costs.
- Hospitality or food costs.
- Funds going directly into trusts, endowments or cash reserves.
- Projects with religious or evangelic purposes.
- Participation in another Arts Commission program, including projects at the Ford Theaters.

## **BUDGET SIZE AND REQUIRED FINANCIAL FORMS**

The Arts Commission defines budget size as cash revenue, less income received that is dedicated to a cash reserve, endowment and/or capital project. In-kind support is not included when calculating the organization's budget size.

Applicants shall determine the budget size for the organization's most recently completed fiscal year for which the organization possess the following required financial documents.

The fiscal year for which the organization calculates its budget size must correspond with the applicant's most recent year reflected in their California Cultural Data Profile.

### ALL APPLICANTS

1. **A submitted Federal Form 990, 990-EZ or 990-N for the organization's most recently completed fiscal year is required of all applicants.**
  - Forms filed for a tax year ending on or after December 31, 2007 will be accepted provided the form is the organization's most recent tax filing.
  - Applicants with budgets less than \$25,000 shall generally submit a copy of their most recently completed 990-N.
  - Applicants that cannot provide a submitted Federal Form 990 at the time of application will not be eligible to apply having failed to satisfy the requirement that applicants shall comply with all applicable laws.
  
2. **A submitted California Cultural Data Project Profile for two recently completed fiscal years.** For applicants with budgets of less than \$500,000, the most recent year of the California Cultural Data Project Profile shall correspond with the applicant's most recently submitted Federal Form 990, 990-EZ or 990-N. For applicants with budgets of \$500,000 and greater, the most recent year of the California Cultural Data Project Profile shall correspond with the applicant's most recent financial audit. (See the California Cultural Data Project section for more information.)

### APPLICANTS WITH BUDGETS OF \$500,000 AND GREATER

3. **Applicants with budgets of \$500,000 and greater are required to submit a financial audit for the applicant organization's most recently completed fiscal year.** If an audit for the organizations most recently completed fiscal is not available, the applicant may submit a financial audit for the previous year.
  - Financial audits for a fiscal year ending on or after June 30, 2007 will be accepted provided it is the organization's most recent audit.
  - Audits for a fiscal year ending before June 30, 2007 will not be accepted.
  - Financial reviews will not be accepted.

#### ***Example for Organizations with Budgets under \$500,000:***

If an applicant's fiscal year (FY) ends on June 30, its most recently completed fiscal year will be June 30, 2009. If the organization has a budget under \$500,000 and possesses a submitted Federal Form 990 for the FY ending June 30, 2009, it should calculate its budget for FY 2008-09, submit its Federal Form 990 for 2008 (the IRS form is identified by the year in which the tax year begins) and submit a California Cultural Data Profile for both FY 2007-08 and FY 2008-09.

However, if the organization has not yet submitted its Federal Form 990 for the FY ending June 30, 2009, the organization should calculate its budget for FY 2007-08, submit its Federal Form 990 for 2007 (the IRS form is identified by the year in which the tax year begins) and submit a California Cultural Data Profile for both FY 2006-07 and FY 2007-08.

## BUDGET SIZE AND REQUIRED FINANCIAL FORMS (CONT.)

### ***Example for Organizations with Budgets of \$500,000 and Greater:***

If an applicant's fiscal year (FY) ends on June 30, its most recently completed fiscal year will be June 30, 2009. If the organization has a budget of \$500,000 or greater and possesses a submitted Federal Form 990 *and* financial audit the FY ending June 30, 2008, it should calculate its budget for FY 2007-08, submit its Federal Form 990 for 2007 (the IRS form is identified by the year in which the tax year begins) and submit a California Cultural Data Profile for both FY 2006-07 and FY 2007-08.

However, if the organization does not possess a financial audit for the FY ending June 30, 2008, the organization should calculate its budget for the FY ending June 30, 2007, submit its Federal Form 990 for 2006 (the IRS form is identified by the year in which the tax year begins) and submit a California Cultural Data Profile for both FY 2005-06 and FY 2006-07. If the applicant does not possess a submitted Federal Form 990 *and* a financial audit for a fiscal year ending in 2007, 2008 or 2009, it is not eligible to apply.

## **GRANT REVIEW PROCESS**

Applications will be reviewed and scored by a grant 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 regions' arts sector. Grant review panels reflect the various professional groups encompassed by the arts, such as practitioners, administrators and educators as well as the diversity of the region.

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

## **AWARD REQUIREMENTS**

Applicants should be aware that OGP awards require certain administrative responsibilities that some organizations may find difficult to fulfill.

### **Legal Requirements**

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

### **Cash Match**

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

### **Reimbursement Basis Grants**

OGP grants are disbursed on a reimbursement basis. Organizations must expend a portion of their grant and an equivalent amount in matching funds before they are able to request a grant payment. Grantees must invoice the Arts Commission to receive grant payment(s). OGP I grantees must provide itemized expense reports that demonstrate that both the grant and matching funds have been expended each time a grant payment is requested.

### **Grant Amendments**

Only activities and costs consistent with the grant application or proposal approved by the Arts Commission will be reimbursed. If changes in the project are believed necessary, grantees must send a written request with justification to the Grants Division before implementation.

### **Credit/Recognition**

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

### **ExperienceLA**

Grantees are required to post publicly accessible programs and events on [www.ExperienceLA.com](http://www.ExperienceLA.com), a Web site that promotes cultural attractions throughout Los Angeles County free of charge, at least three weeks in advance of the event.

### **Reporting**

Grantees are required to report annually on the use of funds as well update their California Cultural Data Profile annually.

### **Grant Period**

Organizations receiving 2010-11 OGP grants shall be awarded two-year contracts for two consecutive fiscal years. The period of support will be from July 1, 2010 to June 30, 2012.

## CALIFORNIA CULTURAL DATA PROJECT

The California Cultural Data Project (CDP) is an online system for collecting and standardizing information about an organization and its contributions to the cultural sector. The project is a collaboration of nearly 30 public and private funders across California, most of which require arts and culture organizations to complete a Cultural Data Profile as part of their funding application processes. Applicants need to complete a Cultural Data Profile only once each fiscal year in order to apply to any of the participating funders.

In addition to streamlining the application process, the California CDP 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.

Applicants applying to more than one funder participating in the California CDP need to complete a Cultural Data Profile only once each fiscal year. Organizations using the California CDP for the first time must enter two years of information. Subsequently, organizations will only need to enter one year of information annually.

All OGP applicants are required to complete a Cultural Data Profile and submit an OGP Funder Report with the grant application. If the Funder Report is not received with the application, the application will be considered incomplete and will be disqualified.

### IMPORTANT DETAILS

1. **Instructions:** Instructions on how to complete a Cultural Data Profile are at [www.caculturaldata.org](http://www.caculturaldata.org). You also will have access to online training and can get support from the California CDP Help Desk during regular business hours.
2. **Time Required:** Plan to spend 10 to 15 hours completing each Cultural Data Profile. We recommend that you complete the profile as soon as you have decided to apply to the OGP. We will not be able to extend the application deadlines to allow for extra time to complete the Cultural Data Profile.
3. **Minimum Data Profile Requirements:** You must submit two consecutive years of data. If you are filling out the Cultural Data Profile for the first time, please submit two years of Data Profiles. Going forward, you will only need to provide one year of data.
4. **Organizations with Parent Agencies:** If you are filling out the Data Profile 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.
5. **Basis for Financial Data:** If your organization has an annual audit or review, all financial data entered into the Data Profile must be based on audited or reviewed data. Do not enter data until after you receive your annual audit or review by an independent certified public accountant. If your organization has no audit or review, and does not plan on having an audit or review for its most recently completed fiscal year, base your Data Profile entries on your internal financial records for the last complete fiscal year.
6. **Timing:** If your annual audit or review will not be complete by the time you have to submit a Data Profile for your OGP application, enter data from your prior fiscal year based on your prior year's audit report. The most recent year of your Data Profile should be the same year for which your organization has its most recent Audit.
7. **Submitting the Data Profile:** Submitting the Cultural Data Profile activates the Web site's error checking and submission process that is designed to catch errors and inconsistencies in the entered data. If the data is inconsistent you will not be able to submit the Cultural Data Profile until you correct the errors. Please allow additional time to make corrections to the data after each Profile is submitted.

## CALIFORNIA CULTURAL DATA PROJECT (CONT.)

8. **Funder Report:** OGP applications must download a Los Angeles County Arts Commission Funder Report to attach to the grant application. To download the report, go to the Funder Reports section on My CDP, choose the fiscal year from the drop-down menu, and click 'Go.' Select the Los Angeles County Arts Commission Organizational Grant Program category to which you are applying to generate the report. Save the PDF to a location on your computer so that it can be easily retrieved and uploaded as part of the grant application.
9. **Budget Notes:** The Funder Report, as you see it when it is downloaded, becomes a central part of the grant application. Budget notes are required to explain shifts of more than 10% from year to year in any line item of the CDP Funder Report or organizational budget. Grant review panelists rely heavily on the applicant's budget notes to understand how the organization operates. The absence of budget notes or incomplete notes often negatively impact the organization's review. Use the budget notes section of the grant application to explain your specific circumstances, both positive and negative, and Explain and clarify any expenses that may be questioned. NOTE: The notes that are input by the organization into the Data Profile are not available to grant review panelists or submitted as part of your grant application.
10. **CDP Review:** The California CDP Help Desk will review each of your submitted profiles and contact you with suggested revisions. It is your responsibility to respond and to make all necessary changes to the submitted Data Profile(s). Making these suggested revisions will help you represent your organization more accurately. If revisions are completed before February 1, 2010, applicants should email the revised Funder Report to [grants@lacountyarts.gov](mailto:grants@lacountyarts.gov) for consideration by the grant review panel. Include revised budget notes along with the revised Funder Report.
11. **Questions:** Please direct questions concerning the California CDP to the California CDP Help Desk, which is available Monday through Friday from 9:00 a.m. to 5:00 p.m. Pacific Time:

### **California CDP Help Desk**

Phone: (866) 922-5237

Email: [help@caculturaldata.org](mailto:help@caculturaldata.org)

Web: [www.caculturaldata.org](http://www.caculturaldata.org)

NOTE: Project budgets, as opposed the CDP Funder Report which reflects the organization's budget, and grant narratives are not collected by the California Cultural Data Project and will remain part of the OGP application.

## ORGANIZATIONS SERVING CHILDREN OR YOUTH

*All applicants that designate themselves as an arts education organization, serve children or youth (ages 5-18) as part of their general activities or educational activities, or request support for an arts education-related program or project should read this section carefully, including the Useful Definitions+ section.*

In September 2002, the Los Angeles County Board of Supervisors adopted [Arts for All: Los Angeles County Blueprint for Arts Education](#), a strategic plan to restore arts education--in dance, music, theatre and the visual arts--to the 1.7 million students in Los Angeles County's 81 school districts. *Arts for All* provides a series of policy changes and educational initiatives to institutionalize sequential, K-12 arts education in Los Angeles County school districts, based on the [Visual and Performing Arts Standards for California Public Schools](#). *Arts for All* proposes that systemic change can only occur through the commitment and involvement of every stakeholder group and therefore looks to its grantees to be active partners in achieving the objectives of *Arts for All*.

**APPLICANTS THAT ARE ARTS EDUCATION ORGANIZATIONS OR ORGANIZATIONS THAT SERVE CHILDREN OR YOUTH (AGES 5-18) ARE REQUIRED TO DOCUMENT THE FOLLOWING AS PART OF THE GRANT APPLICATION, REGARDLESS OF THE NATURE OF THE OGP REQUEST:**

**1. Describe the organization's arts education programs and/or activities**

Applicants will be asked to note key objectives and outcomes and describe the programs and/or activities as it relates to 1) the proposed project if the request is Arts Education related – or – 2) any of the programs the organization offers.

**2. Demonstrate use of Content Standards for the Visual and Performing Arts (VAPA)**

Both the federal government, through the No Child Left Behind Act, and the State of California have defined arts education as part of the core curriculum. In 2001, the California State Board of Education adopted Content Standards for the Visual and Performing Arts (or VAPA Standards), providing school districts with a baseline of instruction for making the arts a core curriculum subject. Using the VAPA Standards as guideposts, districts are instituting comprehensive arts education programs using grade-specific goals and activities. Nonprofit arts organizations are critical partners in the effort to support districts to meet VAPA Standards. And grant applicants that serve youth are expected to demonstrate awareness of, and adherence to, the VAPA Standards as part of the grant application. The VAPA Standards are available at <http://www.cde.ca.gov/ci/vp/cf/>.

Applicants will be asked to write the Visual and Performing Arts Content Standard(s), including the Standard number(s), that the organization's programs/activities supports under each Component Strand *and* describe how the specific program/activity addresses the Standard. Applicants will be asked to describe how they meet the VAPA Standards for programs/activities as it relates to 1) the proposed project if the request is Arts Education related – or – 2) any of the programs your organization offers.

Organizations that are listed on the *Arts for All* Arts Education Resource Directory+ ([www.LAArtsEd.org](http://www.LAArtsEd.org)) may submit a print out of their directory listing(s) in lieu of completing the application questions related to use of the VAPA Standards.

## ORGANIZATIONS SERVING CHILDREN OR YOUTH (CONT.)

APPLICANTS THAT ARE ARTS EDUCATION ORGANIZATIONS OR ARE REQUESTING FULL OR PARTIAL SUPPORT FOR ARTS EDUCATION RELATED PROJECTS OR PROGRAMS ARE REQUIRED TO PROVIDE THE FOLLOWING AS PART OF THE GRANT APPLICATION:

### 3. Study Guides/Educational Materials

Arts education organizations and those requesting support for arts education projects+ are required to submit a study guide. The study guide should relate to the proposed project, when more than one project is being proposed, the study guide should relate to the arts education program that impacts the greatest number of students.

A study guide in its most complete form has all of 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-visit activities and resources. The Arts Commission will accept less comprehensive educational aids in lieu of a complete study guide, such as study worksheets, lesson plans and other written materials that communicate key concepts to youth, artists and teachers.

APPLICANTS REQUESTING FULL OR PARTIAL SUPPORT FOR SCHOOL-BASED PROGRAMS+ ARE REQUIRED TO DOCUMENT THE FOLLOWING AS PART OF THE GRANT APPLICATION:

### 4. Financial Participation by School/District

Financial involvement by schools/districts is a necessary proof of ongoing commitment to the arts project as well as the larger goals of *Arts for All*. Organizations applying for a school-based program+, whether hosted at the school site or at another location, are required to demonstrate a 1:1 match provided by either individual schools or districts. The school/district match may either be a cash match or a mix of cash and in-kind, with in-kind support not exceeding 25% of the match.

APPLICANTS THAT ARE ARTS EDUCATION ORGANIZATIONS OR ARE REQUESTING FULL OR PARTIAL SUPPORT FOR ARTS EDUCATION RELATED PROGRAM OR PROJECT WILL BE REVIEWED BY AN ARTS EDUCATION PANEL:

### 5. Arts Education Review Panel

An Arts Education peer review panel will assess all OGP applicants that are arts education organizations or that request full or partial support for an arts education related program or project. Even if arts education programming is only a part of an OGP request, the grant application will be reviewed in an Arts Education panel. Arts education review panelists are selected both for expertise in arts education and knowledge of specific artistic disciplines.

Arts education panelists will evaluate applications on the basis of the OGP criteria, with the artistic quality [CRITERION 1] for arts education organizations or for arts education projects defined in terms of the **quality of the instruction** provided to children and youth. Quality of instruction is determined by the applicant's ability to demonstrate:

- Quality teaching *and* learning through the artistic samples,
- That artistic and teaching personnel are knowledgeable and experienced,
- Awareness of and adherence to the VAPA Standards and
- If applicable, financial involvement by schools/districts.

ORGANIZATIONS SERVING CHILDREN OR YOUTH (CONT.)

**Arts Education – Required Responses and Application Materials**

	Organizations serving children through general audience activities (i.e. performances, exhibitions)	Arts Education Organizations	Organizations that provide arts education programs and are NOT requesting support for an arts education-related project	Organizations that provide arts education programs and ARE requesting support for an arts education-related project	Organizations that provide arts education programs and ARE requesting support for an arts education-related project that occurs during school hours
Number of children or youth (ages 5-18) served through General Audience Activities	Report as applicable	Required	Required	Required	Required
Number of children or youth (ages 5-18) served through Educational Programs	N/A	Required	Required	Required	Required
Number of Transition Youth (ages 16-25) served	Report as applicable	Report as applicable	Report as applicable	Report as applicable	Report as applicable
Briefly describe education programs	N/A	Required	Required	Required	Required
Demonstrate how applicant meets the VAPA Standards	N/A	Required	Required (if the applicant is listed on the Arts Education Resource Directory, this question is answered by submitting a copy of the applicant's Directory listing)	Required (if the applicant is listed on the Arts Education Resource Directory, this question is answered by submitting a copy of the applicant's Directory listing)	Required (if the applicant is listed on the Arts Education Resource Directory, this question is answered by submitting a copy of the applicant's Directory listing)
Study Guide	N/A	Required	N/A	Required (even if the applicant is listed on the Arts Education Resource Directory, a Study Guide must be submitted)	Required (even if the applicant is listed on the Arts Education Resource Directory, a Study Guide must be submitted)
School or District Match	N/A	N/A	N/A	N/A	Required (no more than 25% of the match can be in-kind)
Reviewed by Arts Education Panel	No	Yes	No	Yes	Yes

## ORGANIZATIONS SERVING CHILDREN OR YOUTH (CONT.)

### +Useful Definitions

**Arts Education Organization** – An organization with a mission centered on providing opportunities for children (including students) between the ages of 5-18 to increase their knowledge and skills in one more arts discipline. Examples include children's theatres, youth choruses and dance schools.

**Arts Education Program/Activity** – The presentation of a single activity or sequence of activities that furthers children's knowledge and skills in one of more arts discipline. Examples include museum tours, an after-school theatre program, summer enrichment programs, weekend arts programming and poetry writing workshops for youth.

**Arts for All Arts Education Resource Directory** – [www.LAArtsEd.org](http://www.LAArtsEd.org) is Los Angeles County's first interactive Web site that provides centralized access to the tools and information necessary to achieve sequential K-12 arts education. The Directory, launched in February 2004, centralizes access to quality, approved, K-12 arts education programs that meet the Content Standards for California Public Schools, which include the Visual and Performing Arts Standards, for 94,000 teachers and school administrators throughout the County's 81 school districts. The Directory enables educators to strategically search for arts education programs by arts discipline, subject area, grade level, program type, and cultural origin. The site contains streaming flash video, photographs and an electronic booking form. For artists and organizations, the online Directory offers a free marketing opportunity to reach the 94,000 teachers and administrators in Los Angeles County. In order to be listed on the Directory, arts organizations and artists must apply and be approved by a peer panel comprised of arts organizations, artists, educators and parents. Applications are accepted annually, typically in August of each year.

**School-Based Program** – Any activity that takes place during school-hours that is conducted for the benefit of students. This includes activities that take place at a school site or field trips or activities that take place at a location other than a school. School-based programs are typically conducted in partnership with one or more teachers, grade levels or schools. Examples include theatre presentations for youth, public art or museum tours, visiting artist experiences or artist residencies for students.

**Arts Education Related Request** – Any OGP request that includes support for an arts education program or activity, including staff that support arts education organizations or staff that support arts education programs. Examples include partial or full requests for teaching artists, transportation for students, teacher training, director of education (for any type of organization) or director of development for an arts education organization.

### ARTS SERVICE ORGANIZATIONS

Artistic quality [CRITERION 1] for service organizations is defined in terms of the quality of service the applicant offers to each group of its stakeholders, which may encompass one or more of the following: arts organizations, individual artists and members of the public. Review panels are advised to consider 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.

If an arts service organization offers any artistic programming, exhibitions or performances for example, such programming should demonstrate strong artistic vision, that the programming is connected to the organization's mission, artistic personnel are knowledgeable and experienced and that resources are allocated to artists.

All organizations that offer arts education for youth (K-12) must demonstrate knowledge of, and adherence to, California's Visual and Performing Arts standards.

## APPLICATION CHECKLIST

Supplemental materials must be emailed or postmarked by the grant deadline.

### Required of All Applicants

1. **Grant Application** – One PDF document must be emailed to [grants@arts.lacounty.gov](mailto:grants@arts.lacounty.gov) no later than 11:00 pm Pacific Time on the applicant's appropriate grant category deadline.
2. **California Cultural Data Project Funder Report** – One PDF document must be attached to the grant application.
3. **Project Budget** – One Excel document must be attached to the grant application.
4. **Federal Form 990, 990-EZ or 990-N** – *Eight copies* of the organization's Federal Form 990 must be sent by mail and postmarked on or before the applicant's appropriate grant category deadline. Materials submitted in-person will not be accepted.
5. **Artistic Samples** – One copy of each sample must be sent by mail and postmarked on or before the applicant's appropriate grant category deadline. Materials submitted in-person will not be accepted.

### Required of Some Applicants

6. **Financial Audit** – *Eight copies* of the organization's most recent financial audit must be sent by mail and postmarked on or before the applicant's appropriate grant category deadline. Materials submitted in-person will not be accepted. *REQUIRED OF OGP 2.5 AND OGP III APPLICANTS ONLY.*
7. **501(c)(3) Determination Letter** – One copy of the organization's IRS Determination letter must be sent by mail and postmarked on or before the applicant's appropriate grant category deadline. Materials submitted in-person will not be accepted. *REQUIRED OF NEW APPLICANTS ONLY.*
8. **Arts for All Arts Education Resource Directory Listing** – *Eight copies* of the organization's Arts Education Resource Directory Listing must be sent by mail and postmarked on or before the applicant's appropriate grant category deadline. Materials submitted in-person will not be accepted. *REQUIRED OF ARTS EDUCATION ORGANIZATIONS AND ORGANIZATIONS THAT PROVIDE ARTS EDUCATION PROGRAMS AND/OR ACTIVITIES THAT ARE LISTED ON THE ARTS EDUCATION RESOURCE DIRECTORY. SUBMIT THE LISTINGS EVEN IF THE APPLICANT IS NOT REQUESTING SUPPORT FOR AND AN ARTS EDUCATION-RELATED PROJECT.*
9. **Arts Education Study Guide** – *Eight copies* of the organization's Study Guide must be sent by mail and postmarked on or before the applicant's appropriate grant category deadline. Materials submitted in-person will not be accepted. *REQUIRED OF ARTS EDUCATION ORGANIZATIONS AND ORGANIZATIONS THAT ARE REQUESTING PARTIAL OR FULL SUPPORT OF AN ARTS EDUCATION-RELATED PROJECT.*
10. **Two Years of Financial Documentation** – One copy of the organization's internal financial statements for the past two years and one copy of the organization's Federal Form 990 for the year preceding the organization's most recent fiscal year. *REQUIRED OF ORGANIZATIONS WITH AN ACCUMULATED DEFICIT OF 10% OR MORE FOR THE LAST FISCAL YEAR.*

### Optional

11. **Promotional Materials** – *Seven copies* of promotional materials must be sent by mail and postmarked on or before the applicant's appropriate grant category deadline. Materials submitted in-person will not be accepted.

## APPLICATION CHECKLIST (CONT.)

12. **Reviews/Letters of Recommendation** – *Eight copies* of reviews/letters of recommendation must be sent by mail and postmarked on or before the applicant's appropriate grant category deadline. Materials submitted in-person will not be accepted.
13. **Self-Addressed, Postage-Paid Mailing Container** – If the organization would like their artistic samples returned, one self-addressed, postage-paid envelope or other mailing container must be sent by mail with the applicant's mailed materials. Only artistic samples will be returned.

## HOW TO APPLY

**THE GRANT APPLICATION AND INSTRUCTIONS ARE AVAILABLE ON THE LOS ANGELES COUNTY ARTS COMMISSION WEB SITE:** [http://www.lacountyarts.org/ogp\\_programInfo.html](http://www.lacountyarts.org/ogp_programInfo.html).

Download the Application (Word file) and Budget Worksheet (Excel file) by clicking on the corresponding links in the left sidebar on the Web page. The Application, Budget Worksheet and California CDP Funder Report (available for download only through the California CDP Web site) must be submitted via e-mail to [grants@arts.lacounty.gov](mailto:grants@arts.lacounty.gov). All other supplemental materials must be submitted via US mail to the address below.

## CONTACT

If you have questions about applying for a grant, please contact the Arts Commission's Grants staff:

Web Site: <http://www.lacountyarts.org>  
Email: [grants@arts.lacounty.gov](mailto:grants@arts.lacounty.gov)  
Phone: (213) 202-5858

Address: **Los Angeles County Arts Commission  
Attn: OGP Submission  
1055 Wilshire Blvd., Suite 800  
Los Angeles, CA 90017**

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## OGP I: ADVANCEMENT

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### **Budget Size**

OGP I is for organizations whose cash revenue is under \$100,000 as reported on their most recently submitted Federal Form 990, less the amount of income or cash revenue received that is dedicated to a cash reserve, endowment and/or capital project.

### **OGP Category Focus**

OGP I provides essential support for small-budget organizations. The program provides support to advance the artistic and/or administrative operations of arts organizations. Requested projects may be artistic and/or administrative. The request should support a priority need.

### **Allowable Funding Requests**

OGP I applicant organizations may request a maximum of 30% (15% for each of the two years of requested funding for a total of 30%) of its budget size, calculated using the "budget size" guidelines stated above.

The amount an organization is awarded is based on a percentage of the amount requested and the score received in the grant review process. Applicants are advised to request the maximum allowable amount. Applicants should round their request to the nearest whole dollar. Do not request more than the maximum amount allowed.

#### Example

Formula:  $\text{Organization Budget Size} \times 30\% = \text{Maximum Allowable OGP I Request}$

Example: The applicant reports total revenues of \$63,000 at the close of its fiscal year in June 2009. The organization multiplies its budget (\$63,000) times 30% to arrive at the maximum allowable request amount of \$18,900.

In the project budget section of the application, the applicant should request \$9,450 in support for year one and \$9,450 in support for year two, for a total OGP I request of \$18,900.

*Minimum Request:* No matter the budget size of the organization, OGP I applicants should not request less than \$2,850 for each of the two years for a total of \$5,700. The minimum award is subject to change.

### **Organizational Development Opportunities**

In addition to grant awards, OGP I grant recipients are eligible to receive full or partial scholarships to participate in local training, professional development and conference opportunities.

### **Project Examples**

OGP I provides support for a broad range of administrative, organizational or production types of projects. Projects can be a combination of various types of activities. Examples of projects that can advance the artistic and/or administrative operations of arts organizations follow.

Administrative and organizational support:

- Marketing strategies and initiatives
- Fund development activities
- Governance and leadership
- Information technology (computers, software, Web site improvement)
- Strategic planning/consultancies
- Salaries and benefits or fees for artistic and administrative positions

Production support:

- Festivals
- Concerts
- Exhibits
- Film and video
- Recordings
- Radio broadcasts
- Photography
- Visual Arts
- Costumes
- Sets
- Arts or production supplies
- Leasing space
- Equipment leasing or rent

**OGP I Review Criteria**

OGP I applications will be reviewed and scored by a peer panel according to the following criteria:

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

Each question on the application ties back to one or more of these criteria. The criteria appear in square brackets following each question.

Panelists may also review returning applicants' final reports, as available, as part of the peer review process. Final reports demonstrate an applicants' capacity to undertake projects.

*\*An Arts Education peer review panel will assess all OGP applicants that are arts education organizations that request support for an arts education-related project or that request support for a project that serves children or youth. Even if arts education programming is only a part of an OGP request, the grant application will be reviewed in an Arts Education panel. Arts education panelists will evaluate applications on the basis of the OGP criteria, with the artistic quality (Criterion 1) for arts education organizations or for arts education projects defined in terms of the **quality of the instruction** provided to children and youth.*

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## OGP II: ORGANIZATIONAL CAPACITY

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### **Budget Size**

OGP II is for organizations whose cash revenue is between \$100,000 and \$499,999 as reported on their most recently submitted Federal Form 990, less the amount of income or cash revenues received that is dedicated to a cash reserve, endowment and/or capital project.

### **OGP Category Focus**

OGP II provides support for projects that increase the organizational capacity and infrastructure of mid-size arts organizations. Competitive OGP II applicants will have assessed the structure of their organization, determined the primary factors impeding progress and arrived at a mission-driven and sustainable plan of action to address one or more of these factors.

### **Allowable Funding Requests**

OGP II applicant organizations may request a maximum of 12% (6% for each of the two years of requested funding for a total of 12%) of its budget size, calculated using the “budget size” guidelines stated above.

The amount an organization is awarded is based on a percentage of the amount requested and the score received in the grant review process. Applicants are advised to request the maximum allowable amount. Applicants should round their request to the nearest whole dollar. Do not request more than the maximum amount allowed.

#### Example

Formula:  $\text{Organization Budget Size} \times 12\% = \text{Maximum Allowable OGP II Request}$

Example: The applicant reports total revenues of \$275,000 at the close of its fiscal year in June 2009. The organization multiplies its budget (\$275,000) times 12% to arrive at the maximum allowable request amount of \$33,000.

In the project budget section of the application, the applicant should request \$16,500 in support for year one and \$16,500 in support for year two, for a total OGP II request of \$33,000.

*Minimum Request:* No matter the budget size of the organization, applicants should not request less than \$10,500 for each of the two years for a total of \$21,000. The minimum award is subject to change.

### **Organizational and Leadership Development Opportunities**

In addition to the grant award, OGP II grant recipients are eligible to receive full or partial scholarships to participate in local training, professional development, executive/leadership development and conference opportunities.

## Project Examples

Examples of programs or projects that strengthen infrastructure include:

- Improved systems, including accounting, graphics, personnel, box office systems
- Marketing and public relations strategies and research
- Development activities
- Earned income strategies
- Governance and leadership development
- Strategic planning
- Salaries and benefits or fees for artistic and administrative staff positions that can be sustained through new strategies
- Information technology that improves Web presence, computers and needed software to increase staff efficiency

NOTE ABOUT ARTISTIC PROJECTS: Organizations in this category that seek funds for artistic projects will be expected to show that the project is focused less on immediate needs and more on the long-term development of their institutions.

## OGP II Review Criteria

OGP II applications will be reviewed and scored by a peer panel according to the following criteria:

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

Each question on the application ties back to one or more of these criteria. The criteria appear in square brackets following each question.

Panelists may also review returning applicants' final reports, as available, as part of the peer review process. Final reports demonstrate an applicants' capacity to undertake projects.

*\*An Arts Education peer review panel will assess all OGP applicants that are arts education organizations that request support for an arts education-related project or that request support for a project that serves children or youth. Even if arts education programming is only a part of an OGP request, the grant application will be reviewed in an Arts Education panel. Arts education panelists will evaluate applications on the basis of the OGP criteria, with the artistic quality (Criterion 1) for arts education organizations or for arts education projects defined in terms of the **quality of the instruction** provided to children and youth.*

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## OGP 2.5: ARTISTIC CAPACITY

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### **Budget Size**

OGP 2.5 is for organizations whose cash revenue is between \$500,000 and \$1,499,999 as reported on their most recently completed financial audit, less the amount of income or cash revenues received that is dedicated to a cash reserve, trust, endowment and/or capital project.

### **OGP Category Focus**

OGP 2.5 supports community anchor organizations' focus on artistic capacity. Program support enables organizations to mount productions, exhibitions and/or education programs on a scale and scope that help them to reach their aesthetic and/or educational aspirations to a greater degree. Qualifying projects take the organization to a higher level of artistic achievement and provide employment opportunities for artists.

### **Allowable Funding Requests**

OGP 2.5 applicant organizations may request a maximum of 8% (4% for each of the two years of requested funding for a total of 8%) of its budget size, calculated using the "budget size" guidelines stated above.

The amount an organization is awarded is based on a percentage of the amount requested and the score received in the grant review process. Applicants are advised to request the maximum allowable amount. Applicants should round their request to the nearest whole dollar. Do not request more than the maximum amount allowed.

#### Example

Formula: Organization Budget Size x 8% = Maximum Allowable OGP 2.5 Request

Example: The applicant reports total revenues of \$800,000 at the close of its fiscal year in June 2009. The organization multiplies its budget (\$800,000) times 8% to arrive at the maximum allowable request amount of \$64,000.

In the project budget section of the application, the applicant should request \$32,000 in support for year one and \$32,000 in support for year two, for a total OGP 2.5 request of \$64,000.

*Minimum Request:* No matter the budget size of the organization, applicants should not request less than \$17,500 for each of the two years for a total of \$35,000. The minimum award is subject to change.

### **Organizational and Leadership Development Opportunities**

In addition to the grant award, OGP 2.5 grant recipients are eligible to receive full or partial scholarships to participate in local training, professional development, executive/leadership development and conference opportunities.

## Project Examples

Examples of programs or projects that support artistic capacity are:

- Commission of new work
- Increased rehearsal time for performing artists
- Employment of more experienced costume, lighting, and production designers
- Increased work hours of artistic staff (e.g. PT to FT)
- Exhibition of a highly acclaimed artist
- Development of a touring program
- Additional training opportunities for teaching artists
- Development of pre- and post-visit educational materials
- An extension to an exhibition's time frame
- New artistic position that impacts the artistic product, i.e. technical director

## OGP 2.5 Review Criteria

OGP 2.5 applications will be reviewed and scored by a peer panel according to the following criteria:

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

Each question on the application ties back to one or more of these criteria. The criteria appear in square brackets following each question on the application.

Grant review panelists may also review returning applicants' final reports, as available, as part of the peer review process. Final reports demonstrate an applicants' capacity to undertake projects.

*\*An Arts Education peer review panel will assess all OGP applicants that are arts education organizations that request support for an arts education-related project or that request support for a project that serves children or youth. Even if arts education programming is only a part of an OGP request, the grant application will be reviewed in an Arts Education panel. Arts education panelists will evaluate applications on the basis of the OGP criteria, with the artistic quality (Criterion 1) for arts education organizations or for arts education projects defined in terms of the **quality of the instruction** provided to children and youth.*

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## OGP III: ACCESSIBILITY

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### **Budget Size**

OGP III is for organizations whose cash revenue is \$1,500,000 or greater as reported on their most recently completed financial audit, less the amount of income or cash revenues received that is dedicated to a cash reserve, trust, endowment and/or capital project.

### **OGP Category Focus**

OGP III supports public access to arts activities and programs. Program support enables organizations make productions, exhibitions, workshops, performances, residencies or other arts activities easily accessible to the public.

### **Allowable Funding Requests**

OGP III applicant organizations may request a maximum based on its budget size calculated using the "budget size" guidelines stated below and the OGP III allowable request chart.

The amount an organization is awarded is based on a percentage of the amount requested and the score received in the grant review process. Applicants are advised to request the maximum allowable amount. Applicants should round their request to the nearest whole dollar. Do not request more than the maximum amount allowed.

<b>ORGANIZATION REVENUE</b>	<b>ALLOWABLE REQUEST</b>
\$1,500,000 - 4,999,999	\$70,000 or 4% of actual revenue (2% for each year) which ever is greater, but not to exceed \$100,000
\$5,000,000 - 9,999,999	2% of actual revenue (1% for each year) but not to exceed \$150,000
\$10,000,000 - 24,999,999	1.5% of actual revenue (.75% for each year) but not to exceed \$250,000
\$25,000,000 +	1% of actual revenue (.5% for each year) but not to exceed \$400,000

### Examples

Formula:            Organization Budget Size x Allowable Request = Maximum Allowable OGP III Request

Example #1:    The applicant reports total revenues of \$2,500,000 according to its most recently approved board audit. The organization multiplies its budget (\$2,500,000) times 4% to arrive at the maximum allowable request amount of \$100,000.

In the project budget section of the application, the applicant should request \$50,000 in support for year one and \$50,000 in support for year two, for a total OGP III request of \$100,000.

Example #2: The applicant reports total revenues of \$8,750,000 according to its most recently approved board audit. The organization multiplies its budget (\$8,750,000) times 2% to arrive at the maximum allowable request amount of \$175,000.

In the project budget section of the application, the applicant should request \$87,500 in support for year one and \$87,500 in support for year two, for a total OGP III request of \$175,000.

*Minimum Request:* No matter the budget size of the organization, OGP III applicants should not request less than \$35,000 for each of the two years for a total of \$70,000. The minimum award is subject to change.

**Project Examples**

Examples of programs or projects that support access to the arts are:

- Audience development targeted for a specific segment of the population (seniors, physically challenged, community residents, college students, etc.);
- Arts education activities and programs for youth aged 5-18 (in-school, after-school, summer, etc.). Please note that these projects will be reviewed in Arts Education peer panels; and
- Artistic and production expenses related to educational and outreach programs.

**Review Criteria**

OGP III applications will be reviewed and scored by a peer panel according to the following criteria:

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

Each question on the application ties back to one or more of these criteria. The criteria appear in square brackets following each question on the application.

Grant review panelists may also review returning applicants' final reports, as available, as part of the peer review process. Final reports demonstrate an applicants' capacity to undertake projects.

*\*An Arts Education peer review panel will assess all OGP applicants that are arts education organizations that request support for an arts education-related project or that request support for a project that serves children or youth. Even if arts education programming is only a part of an OGP request, the grant application will be reviewed in an Arts Education panel. Arts education panelists will evaluate applications on the basis of the OGP criteria, with the artistic quality (Criterion 1) for arts education organizations or for arts education projects defined in terms of the **quality of the instruction** provided to children and youth.*