

Los Angeles County Arts Commission  
Organizational Grant Program  
**2010/2011 Application Instructions**

**I. DOWNLOAD THE APPLICATION & BUDGET SHEETS**

**Software and Computer Requirements**

Applicants need Microsoft Word to fill out the application. Applicants need Microsoft Excel to fill out the Budget Worksheet. The application must be submitted by e-mail.

Most City and County libraries have computer and Internet access available to the public. These facilities also offer access to Microsoft Word or Excel software.

**Downloading the Application and Budget Sheets**

The Organizational Grant Program Application (a fillable Microsoft Word form) and Budget Worksheet (Excel file) documents are available for download on the Los Angeles County Arts Commission's Web site, [http://lacountyarts.org/ogp\\_programInfo.html](http://lacountyarts.org/ogp_programInfo.html). Links to these documents are located on the left sidebar.

Click on "Application" or [http://lacountyarts.org/OGP\\_APPLICATION\\_TEMPLATE\\_OGPApplication.doc](http://lacountyarts.org/OGP_APPLICATION_TEMPLATE_OGPApplication.doc) to download the application (a fillable Word form).

Click on "Budget Worksheet" or [http://lacountyarts.org/OGP%20Applicant\\_Project%20Budget\\_TEMPLATE.xls](http://lacountyarts.org/OGP%20Applicant_Project%20Budget_TEMPLATE.xls) to download the Budget Worksheet (Excel file) that contains *both* of the required budget forms.

Both the application and budget worksheets must be filled out using a computer. Handwritten applications and budgets will not be accepted.

**Saving Your Files**

Application - When saving the application file to your computer, the file name should indicate the name of the applicant organization or a recognizable acronym followed by "\_OGPApplication.doc" (e.g. "ABCArtsOrg\_OGPApplication.doc").

Budget Worksheet - When saving the budget worksheet file, the file name should indicate the name of the applicant organization or a recognizable acronym followed by "\_ProjectBudget.xls" (e.g. "ABCArtsOrg\_ProjectBudget.xls").

**Budget Worksheet**

There are two (2) spreadsheets contained in the Excel file. One spreadsheet or tab is marked "(10) Project Support." The second spreadsheet or tab is marked "(12) Project Expenses." Both worksheets must be completed.

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**II. APPLICANT INFORMATION**

Answer the questions following these instructions.

**(1) OGP CATEGORY FOR APPLICANT ORGANIZATION (check one):** Select your Organizational Grant Program 2010-11 category based on your organization's budget size. See the Guidelines or the application instructions for Question 5 for details.

**Deadlines vary by OGP Category:**

OGP I: Advancement	Wednesday, December 9 at 11:00 p.m.
OGP II: Organizational Capacity	Wednesday, November 18 at 11:00 p.m.
OGP 2.5: Artistic Capacity	Wednesday, November 4 at 11:00 p.m.
OGP III: Accessibility	Wednesday, November 4 at 11:00 p.m.

Applications that are e-mailed or materials postmarked after the appropriate grant category deadline -- for the applicant's budget size -- will not be considered. It is up to the applicant to accurately determine their appropriate application budget size and deadline. Incorrect budget size calculations will not be considered as a reason for accepting applications that should have been received by an earlier date. Deadlines cannot be extended.

**(2) DISCIPLINE (check one):** Select the discipline that best describes your organization. Select the discipline that best represents the organization's chief mission and programming. The discipline does not refer to the requested project. Your organization will be reviewed in the peer panel for the discipline specified in this section. In limited cases, Arts Commission staff may transfer an application to a disciplinary panel other than the one selected by the applicant to ensure appropriate panel review.

**(3) APPLICANT INFORMATION**

**Organization Information:** Enter information for the applicant organization in the appropriate fields.

**Legal Name of Organization (as it is listed on the California Secretary of State Web site <http://kepler.sos.ca.gov>):** The organization's name submitted for registration with the California Secretary of State. The County of Los Angeles will utilize the organization's legal name on the grant contract if the applicant is awarded funding. If the applicant is awarded funding, the organization must be listed on the California Secretary of State Web and the organization's status must be active at the time of contracting.

**Popular Name of Organization (if different from legal name):** The organization's name as it appears on organizational letterhead, marketing materials and business cards, if different from legal name.

**Address/City, State, Zip:** The address the Arts Commission will use for all hardcopy communication (i.e. to collect wet signatures) with the OGP applicant over the next two-and-a-half years, including important and time sensitive information regarding your application.

**Web site:** The address for your organization's Web site (i.e. <http://www.myorganization.org>).

**Federal Employee Identification Number:** The unique number assigned to your organization as identified on your IRS Determination letter.

**DUNS Number:** Dun & Bradstreet (D&B) provides a D-U-N-S Number, a unique nine-digit identification number for each physical location of your business. There is no cost to obtain a DUNS number. Visit <http://fedgov.dnb.com/webform/pages/CCRSearch.jsp> to request a D-U-N-S Number via the Web. If one does not exist for your business location, it can be created within 1 business day. If you do not have one and are awarded a grant, you will be required to obtain one at the time of contracting. OGP

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grantees are required to have a DUNS Number because statistical data is collected on various aspects of the cultural sector on a regional and national basis using this number.

**Contact Information:** Enter the primary and secondary key individuals at your organization with the responsibility of managing and completing your grant application and administering your grant agreement.

**A note about Contact Information** – Provide two different sets of direct, current contact information for the people responsible for your grant. Do not provide generic phone numbers or e-mail addresses. This contact information will be used for all communication to the OGP applicant and is the primary method by which the Grants Program will contact you, in many cases, with important and time sensitive information. If any of this contact information changes, please contact [grants@arts.lacounty.gov](mailto:grants@arts.lacounty.gov). Applicants are responsible for updating new address and contact information.

#### **(4) COUNTY SUPERVISORIAL DISTRICT INFORMATION**

**District where office is located (select one):** Identify the County district in which your physical facility or headquarters is located.

**District where most programming takes place (select one):** Identify the County district in which the majority of activities occur.

**District(s) the organization serves (check all that apply):** Identify all the County districts in which programming occurs as well as districts targeted for marketing activities.

**To determine Supervisorial district information:**

1. Go to <http://lacounty.info>
2. Click on the left-hand bar, "Directory of Services and Information."
3. Click on the letter "Z" and then on "Zip Codes."
4. Next, click on the PDF document "Zip Codes in Los Angeles County."
5. If more than one district is listed for your zip code, do the following:
  - a. Go back to <http://lacounty.info>
  - b. On the right-hand side are menu options called "Quick Resources"
  - c. Click on "Find Your District"
  - d. Fill out information as instructed.

Or, call the Los Angeles Registrar Recorder's Office at (562) 466-1323 to obtain your district information.

**(5) BUDGET SIZE for the most recently completed fiscal year.** 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. (Organization with budgets of \$500,000 and greater must also possess a Financial Audit for the same year.) In-kind support is not included when calculating the organization's budget size. See the Budget Size and Required Financial Forms section of the Guidelines for more information.

**(6) TOTAL AMOUNT REQUESTED (for two years).** The allowable request is determined by the organization's budget size. 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 allowed. See *Guidelines for minimum and maximum allowable requests.*

**(7) BRIEF PROJECT DESCRIPTION:** Complete the following sentence, "The applicant requests funding from the Los Angeles County Arts Commission to support..." making sure that the description clearly

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summarizes the specific purpose of the project in one sentence. *Response limited to 150 characters maximum, including spaces.*

🕒 *EXAMPLE: "... a full time Director of Development to expand grant seeking and spearhead an individual giving program." This example consists of 102 characters, including spaces.*

🕒 *EXAMPLE: "... the rental of our main facility, Theatre ABC." This example consists of 44 characters, including spaces.*

🕒 *TIP: The following examples do not provide sufficient detail: "... outreach for our annual film festival," "... infrastructure," or "... fundraising initiatives," or "... educational outreach."*

🕒 *TIP: Applications that center on a concrete project, activity or initiative or a few related activities bundled together are likely to be viewed as more competitive by panelists.*

<b>III. ORGANIZATION &amp; PROJECT NARRATIVES</b>
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**✳️ (8) ORGANIZATIONAL BACKGROUND:** Please address the following questions in a space equivalent to **no more than three single-sided 8.5 x 11" pages with 1-inch margins.** ✳️ Denotes LA County Municipal Arts Funders Common Questions. Use the following headings and letters to organize your response.

This component requires responses to several questions. Intended to help Los Angeles County nonprofit organizations save time during the grant application process, common application questions have been developed by LA County Municipal Arts Funders: the Arts Council for Long Beach, City of Los Angeles Department of Cultural Affairs, City of West Hollywood, Culver City Cultural Affairs Division, Los Angeles County Arts Commission, Pasadena Cultural Affairs, and Santa Monica Cultural Affairs Division. The wording of common questions does not vary.

There are five questions in the Organizational Background component. Use the same alphabetical letter (A-E) and title as headings for each response. You will have the equivalent of three 8.5 x 11" pages with 1-inch margins, *approximately 12,000 characters, including spaces, total for this component.*

Draft your responses in Microsoft Word and cut and paste them into the text box provided in the fillable PDF form. The response box will automatically cut off text if you have exceeded the character limit. *(If you developed responses for another LA County Municipal Funder, then simply cut and paste your response.)*

- ✳️ **A. Mission/Purpose of Applicant Organization: Provide the applicant's mission statement. [CRITERIA 1, 2]** If applicable, summarize any additional characteristics, bylaws, governing statements or guiding principles that define the organization.
- ✳️ **B. History/Programming: Briefly describe the history of the applicant and current core programs and services. Note any significant administrative or artistic changes and/or major accomplishments and initiatives that have taken place over the past two years. [CRITERIA 1, 2, 5]**
- ✳️ **C. Planning & Leadership: Where does the applicant want to be, artistically, administratively and financially, within the next two years? What short-term goals have been established to work toward this desired state? What specific steps have been taken recently? How have board and staff members contributed to the applicant's overall planning? [CRITERION 2]**

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✳ **D. Community/Core Audience:** Describe the applicant's community/core audience in terms of geography, age, cultural and economic characteristics, as applicable. Describe how the applicant identifies community/ core audience needs (including any advisory councils) and how the applicant develops programs to meet these needs. [CRITERION 5]

✳ **E. Artistic Policy:** Briefly describe the process for making artistic decisions. Describe the applicant's practice of payment of artists. [CRITERION 1]

⌚ *TIP: If you have a strategic plan, you may wish to refer to it in Section E.*

⌚ *TIP: If a previous OGP grant was used to address issues of planning and leadership, you may wish to discuss the results in Section E.*

**(9) PROJECT DESCRIPTION: Please address the following questions in a space equivalent to no more than two single-sided 8.5 x 11" pages with 1-inch margins.**

This component requires responses to several questions. There are three sections in the Project Description component. Use the same alphabetical letter (F-H) and title as headings for each response. You will have the equivalent of two 8.5 x 11" pages with 1-inch margins, *approximately 8,000 characters, including spaces, total for this component.*

It is recommended you draft your responses in a separate document and cut and paste them into the text area provided. The response area will automatically cut off text if you have exceeded the character limit.

F. **Project Overview:** Describe the two-year project for which funds are requested. Why is it important for your organization to undertake this project at this time? Does the project relate to any previous initiatives? What are the desired outcomes? How does the proposed project further advancement (OGP I), organizational capacity (OGP II), artistic capacity (OGP 2.5), or access (OGP III)? [CRITERION 3]

G. **Project Details:** When will the project begin and end? Where will it take place? How have project leaders (such as artists or consultants) been selected? If you are relying on temporarily employed individuals or volunteers, how are they trained to conduct the program well? Describe in detail the target audience for your project. As appropriate, describe your marketing strategy. If this is a request for new staff, list desired qualifications, duties to be assigned and number of hours to be worked each week. [CRITERION 3]

⌚ *TIP: Provide the Who, What, Where, When, How and Why details in your response.*

⌚ *TIP: If your request is for salary to support of a current position, your project period will coincide with the grant period: July 1, 2010 to June 30, 2012.*

⌚ *TIP: If there is new information pertinent to the current proposed project or a change in the leadership of the organization, OGP applicants should submit an update to their submitted application for the panel review. Updates should be one page on organization letterhead, signed by an authorized individual and submitted via e-mail, fax or mail by January 31, 2010.*

H. **Project Evaluation:** List the qualitative and quantitative measures you will use to determine the effectiveness of this project. If this request is for a position, how will the individual's performance be assessed and by whom? [CRITERION 4]

Note that panelists are asked to review each applicant's evaluation plan and will assign up to five points based on its quality. Your evaluation methods should measure the proposed project.

⌚ *EXAMPLE: If you are requesting support to expand a concert series, be sure to include benchmarks or concrete outcomes against which you plan to measure the expansion of the program (i.e. ticket sales plus other tools that collect audience zip codes, demographics, feedback on the quality of the performance, suggestions for future programming, frequency of visitation, etc.).*

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**IV. BUDGETS**

**(10) PROJECT SUPPORT – BUDGET:** *To complete questions 10 and 12, download and complete the Budget Worksheet, an Excel file named “OGP Budget\_TEMPLATE.xls” available at: [http://www.lacountyarts.org/OGP%20Applicant\\_Project%20Budget\\_TEMPLATE.xls](http://www.lacountyarts.org/OGP%20Applicant_Project%20Budget_TEMPLATE.xls). Note that there are two separate spreadsheets—one for Project Support and one for Project Expenses—that must be completed. When saving the file, the file name should indicate the name of the applicant organization or a recognizable acronym followed by “\_ProjectBudget.xls” (e.g. “ABCArtsOrg\_ProjectBudget.xls”).*

Click on the “(10) Project Support” tab at the bottom of the page to fill out information about the support for your project budget. Please note that the financial categories throughout the Budget Worksheet correspond to the categories in the California Cultural Data Project.

**Detailed Instructions:** Enter the OGP request amount in the OGP REQUEST column. Do not enter any other number in the OGP REQUEST column. State how the applicant will match grant funds awarded in the CASH MATCH column by entering confirmed and anticipated sources of funding for the project requested. Enter confirmed sources of funding in bold. The total match amount must be a cash amount that is at least equal (1:1) to the OGP request. For organizations applying for a school-based program, 100% of the match must be provided by school(s) and/or school district(s).

Enter whole numbers with no decimal points. Do not enter any formulas. See the specific instructions for each support category below.

Financial categories throughout the Budget Worksheet document correspond to the budget line items in the California Cultural Data Project. List support amounts in the corresponding category for the proposed project’s income. Separate cash matches from in-kind support (which may include both goods and services donated to the organization). Except for arts education projects occurring during school hours, in-kind cannot be used as matching funds.

Identify **confirmed funds** in the project support budget explanations. Confirmed funds are those for which you already have a verbal or written pledge of support and/or have received the funds. Confirmed funds could be one year of a multi-year pledge.

**Matching funds** must be at least a 1:1 match to the Arts Commission request with contributed or earned income. The Cash Match may be more than the amount requested. For example, the OGP request may be \$5,000 with a \$10,000 match for a total project cost of \$15,000. Thus, the Grand Total Revenue Cash Match should be equal to or greater than the Grand Total OGP Request.

**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. No more than 25% of the school match may be in-kind support. 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.

**Project Support Budget: Line by Line - Enter support amounts as related to the proposed project (not organizational support).**

**1. Admissions:** How much revenue will the applicant earn as a result of visitation? This refers specifically to museums, galleries, historical societies or any organization charging an entrance fee. If the applicant

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charges an admission fee for visiting artists or show or competition entries, do not include that amount here, but on Line 18, Other Earned Revenue.

**2. Ticket Sales:** How much revenue will the applicant earn as a result of all ticket sales for performances, presentations, or special exhibitions, etc.? Do not include workshops or lectures. Subscription revenue should not be entered here, but on Line 12 of this section.

**3. Tuitions:** How much revenue will the applicant earn from payments for multi-session classes or semester-long courses offered by the applicant? Do not include one-time workshops, lectures, or lecture series.

**4. Workshop & Lecture Fees:** How much revenue will the applicant earn as a result of one-time events such as workshops, lectures, a lecture series, etc?

**5. Touring Fees:** How much revenue will the applicant earn as a result of public or private performances, exhibitions or other presentations offered away from the home or the applicant's usual presentation venue?

**6. Special Events – Other:** How much revenue will the applicant earn from events held for any purpose other than fundraising?

**7. Gift Shop/Merchandise Sales:** How much will the applicant earn as a result of gift shop sales? This includes sales at any location. If the applicant runs its own food or catering services, include any revenue from these services in this line. If the applicant receives a commission on food-related sales operated at the applicant's venue by an outside vendor, record that revenue on Line 9.

**8. Gallery Sales:** How much revenue will the applicant earn from the sale of items in the applicant's gallery?

**9. Food Sales/Concession Revenue:** How much will the applicant earn in concession commission fees as a result of restaurant and/or catering or food sales?

**10. Parking Concessions:** How much will the applicant earn from parking fees generated by a lot or garage owned or leased by the applicant?

**11. Membership Dues/Fees:** How much revenue will the applicant earn from the collection of membership dues or fees? Include donations that will be made in return for benefits such as free admission, discounts and invitations to special events.

**12. Subscriptions:** How much revenue will the applicant earn from sales of tickets purchased via a subscription offering to a series of events during a performance season?

**13. Contracted Services/Performance Fees:** How much revenue will the applicant earn from any services it performs under contract to another? Do not include fees earned from touring exhibits, performances or presentations reported above in Line 5.

**14. Rental Income – Program Use:** How much revenue will the applicant receive for renting out space for on-site events for arts and culture activity? Do not include rental expenses such as interest and depreciation.

**15. Rental Income – Non-Program Use:** How much revenue will the applicant receive for renting out space for on-site events for use other than arts and culture activity? Do not include any rental expenses such as interest and depreciation.

**16. Advertising Revenue:** How much revenue will the applicant earn from the sale of advertising space in publications or other advertising opportunities offered by the applicant?

**17. Sponsorship Revenue:** How much revenue will the applicant receive from a corporation or other organization to be used in exchange for use of the corporation's name or logo on printed materials or other agreed upon exchanges or promotions? Do not include any amounts entered on Line 21, Corporate Contributions.

**18. Other Earned Revenue:** Will the applicant receive any additional earned revenue?

**19. Trustee/Board Contributions:** How much will the applicant receive in donations from board members, trustees, or advisors? Include all board contributions whether required by the applicant's by-laws or not.

**20. Individual Contributions:** How much will the applicant receive in donations from individuals who are not board members, trustees, or advisors? Do not include any membership revenue reported in Line 11.

**21. Corporate Contributions\*\*:** How much will the applicant receive in donations from corporations, including grants and funds received from a friends group associated with the applicant or any matching gifts? Do not include any sponsorship revenue entered on Line 17 above.

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**22. Foundation Contributions\*\*:** How much will the applicant receive in donations, whether temporarily restricted or unrestricted, from a charitable foundation? Include contributions from foundations associated with corporations in this line if they are accounted for this way in the applicant's audit or internal financial reports.

**23. Government – City\*\*:** If the applicant receives multiple sources of support please provide a detailed list.

**24. Government – County\*\*:** If the applicant receives multiple sources of support please provide a detailed list.

**25. Government – State\*\*:** If the applicant receives multiple sources of support please provide a detailed list.

**26. Government – Federal\*\*:** If the applicant receives multiple sources of support please provide a detailed list.

**27. Special Events – Fundraising:** How much revenue will the applicant receive from events held specifically for fundraising purposes?

**28. Other Public Support:** What is the total amount in donations that will be received by the applicant that do not fall into the categories listed above?

**29. Parent Support:** If the applicant, department, or ongoing program is a part of or subsidiary of a larger such as a university, enter any monetary support the applicant will receive from that parent on this line. This support may be in the form of a cash transfer or a budget line item.

**30. In-kind Contributions:** What is the monetary value of contributions given to the applicant in the form of goods, services, land, buildings or use of space? Examples of In-Kind revenue would be the value of a donated computer, the value of free brochure printing services, or the value of the rent on a donated space used by the applicant. To determine whether an item should be counted as in-kind revenue, consult with a financial person or the applicant's auditor.

**Project Support Total:** This will be automatically calculated in the Excel spreadsheet provided.

**(11) PROJECT SUPPORT – BUDGET EXPLANATIONS:** Explain, clarify and detail sources of support. Provide narrative details about the support identified on the Project Support Budget spreadsheet. For example, if an amount is entered in line #2, provide the number of tickets sold. In addition, if there are multiple sources of support in the Corporate, Foundation, Government (City, County, State, Federal) or Other Public Support categories, name the sources along with the amount of each contribution in the area below. [CRITERION 3] *Response limited to 4,000 characters maximum, including spaces.*

**(12) PROJECT EXPENSES – BUDGET:** *To complete questions 10 and 12, download and complete the Budget Worksheet, an Excel file named “OGP Budget\_TEMPLATE.xls” available at: [http://www.lacountyarts.org/OGP%20Applicant Project%20Budget\\_TEMPLATE.xls](http://www.lacountyarts.org/OGP%20Applicant%20Project%20Budget_TEMPLATE.xls). Note that there are two separate tabs in the spreadsheet -- one for Project Support and one for Project Expenses -- that must be completed. When saving the file, the file name should indicate the name of the applicant organization or a recognizable acronym followed by “\_ProjectBudget.xls” (e.g. “ABCArtsOrg\_ProjectBudget.xls”).*

Click on the “(12) Project Expenses” tab at the bottom of the page to fill out information about the project budget expenses. Please note that the financial categories throughout the Budget Worksheet correspond to the categories in the California Cultural Data Project.

**Detailed Instructions:** State how the OGP request amount will be expended in the OGP REQUEST columns. State how matching funds will be expended in the CASH MATCH column. The Total OGP Request amount must equal the Total OGP Request amount entered on the Project Support budget page. Enter whole numbers with no decimal points. Do not enter any formulas. See the specific instructions for each expense item below.

Financial categories throughout the Budget Worksheet correspond to the categories in the California Cultural Data Project. List expenses for the proposed project in the corresponding expense category. OGP funds cannot be used for Catering & Hospitality, Lodging & Meals and Travel expenses. In-kind

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contributions entered on the Project Support budget (line 30) should equal the In-kind contributions entered on the Project Expenses budget (line 17).

The Cash Match expenses may be more than the amount requested. For example, the OGP request may be \$5,000 with a \$10,000 match for a total project cost of \$15,000. There does not have to be a category-by-category match of funds requested. For example, an organization may expend its request in for artistic support and match this expenditure with administrative support for the same project.

**Project Expenses Budget: Line by Line - Enter expense amounts as related to the proposed project (not organizational expenses).**

**1-5. Salaries:** List the total expense for salaried and hourly employees by category. Please note that if a position includes tasks in more than one of the areas listed in the column headings, the salary for that position should be allocated over the applicable columns based percentages of time spent on each area. In general, this allocation should be the same or similar from year-to-year as long as the position description remains constant.

**6. Advertising and Marketing:** How much will be spent on promoting the project using advertising and marketing including print and broadcast fee rates, professional consulting services, printing, designers, etc.?

**7. Artist Commission Fees:** How much will be spent on hiring individual artists to create original works of art, musical pieces, theatrical pieces, or other works for use or exhibition by applicant?

**8. Artists & Performers – Non-Salaried:** How much will be spent on consultants, such as: artists, performers, designers, directors, etc.? These are people specifically hired to work on a temporary basis to participate in an exhibition, production or presentation.

**9. Catering & Hospitality:** How much will be spent on providing hospitality to visitors or guests including meals, food for meetings, gifts, etc.?

**10. Conferences & Meetings:** How much will be spent on entrance fees to conferences and/or meetings attended by applicant's personnel? Include expenses which will be incurred for meetings and/or conferences which will be held or sponsored by the applicant.

**11. Cost of Sales:** How much will be spent on inventory or merchandise intended for resale in a gift shop? If the applicant has its own food or catering services, include the cost of food and other related expenses in this line item.

**12. Equipment Rental:** How much will be spent on the rental of office or other equipment such as computer hardware, copiers, etc.?

**13. Facilities – Other:** This item should include projected expenses associated with the applicant's physical plant, whether rented or owned, and not listed in the Building and Grounds Maintenance, Rent, or Utilities items.

**14. Fundraising Expenses – Other:** How much will be spent on fundraising activities such as special events, telethons, etc.?

**15. Fundraising Professionals:** How much will be spent to hire consultants to design and perform fundraising activities?

**16. Honoraria:** During the fiscal year, how much will the applicant pay to guest speakers or lecturers?

**17. In-Kind Contributions:** What will the monetary value be of any contributions given to the applicant in the form of goods or services?

**18. Insurance:** How much will be spent on insurance premiums for insurance, including general liability, directors and officers insurance? Do not include health or worker's compensation included in Fringe Benefits Line 5.

**19. Internet & Website:** How much will be spent on Website development, including design, maintenance, Internet access, Website hosting or e-mail services?

**20. Lodging & Meals:** How much will be spent on hotel or other fees associated with overnight stays, including meals, while any personnel were on business travel?

**21. Office Expense – Other:** Please list any other office expenses which will be incurred by the applicant and not covered in the Equipment Rental & Maintenance, Postage and Shipping, Supplies, or Telephone lines.

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- 22. Other\*\*:** Please list any other expenses which will be incurred by the applicant and not specifically asked for in a line item on this form. If greater than 10% of total expenses, include in the budget notes field.
- 23. Postage & Shipping:** How much will be spent on postage and shipping, including overnight, messenger services and bulk mail fees?
- 24. Printing:** How much will be spent to print materials? Do not include printing for the express purpose of marketing included in Advertising and Marketing above, or printing costs included in *any* other line item in this section.
- 25. Production & Exhibition Costs:** How much will be spent to create and produce any presentations or exhibitions, including supplies, materials and other related expenses? Do not include personnel costs.
- 26. Programs – Other:** How much will be spent to create and produce any other programs not included in Line 25 above including supplies, materials and other related expenses? This might include education programs, etc. Do not include personnel costs or items included on other lines in this section.
- 27. Professional Development:** How much will be spent on staff training, workshops, or any other professional development activities?
- 28. Professional Fees:** Are there other professional fees which will be incurred by the applicant for services that are not included in Accounting, Advertising and Marketing, Artists and Performers - Non-Salaried, Audit, Fundraising Professionals, Internet and Website, or Legal Fees, or any other lines in this section?
- 29. Public Relations:** How much will be spent on public relations, including professional consulting fees, public appearance fees, press placement fees, etc.?
- 30. Rent:** How much will be spent to lease an office, performance, exhibition, storage or any other space?
- 31. Supplies:** How much will be spent on supplies including office supplies, computer supplies or duplication services? Do not include supply expenses included on other lines in this section.
- 32. Telephone:** How much will be spent on telephone and/or data lines including mobile phone fees, 800 numbers, dedicated internet access phone lines, T-1 lines, or cable modem lines?
- 33. Touring:** How much will be spent to bring touring programs to your location or to take an exhibition or production on tour? Do not include travel or lodging fees included in other expense line items.
- 34. Travel:** How much will be spent on travel, including business travel and transportation such as airfare, parking, and commuting fees? Do not include expenses associated with tours included in Line 33, or any expense items included in Line 20 - Lodging and Meals.
- 35. Utilities:** How much will be spent for utilities, including gas, electric, heating, cooling, water, and sewer services?
- Subtotal:** This will be automatically calculated by the Excel spreadsheet provided.
- Project Expenses Total:** This will be automatically calculated by the Excel spreadsheet provided.

**(13) PROJECT EXPENSES – BUDGET EXPLANATIONS: Explain, clarify and detail the type, frequency and breakdown of expenses. In addition, provide a detailed list of expenses entered in the “other” category. [CRITERION 3] Response limited to 4,000 characters maximum, including spaces.**

Panelists rely heavily on the budget notes to understand how your organization will implement your project. The absence of any notes is often negatively noted in panel reviews. Use the budget notes fully to explain how project funds will be used. Reference the item name and number in your explanation. \*\*If any number is entered in line 22 “Other,” provide an explanation. You may choose to explain your expenses in a narrative format.

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**V. PERSONNEL**

✳ (14) **STAFF & ARTISTS:** Provide short biographies of key staff and/or artists for the applicant. Begin with the applicant's leaders (e.g. Artistic Director, Executive Director, Managing Director). If necessary, attach additional sheets of the original form to accommodate more staff/artists. [CRITERIA 1, 2] *To attach additional sheets, continue your list of Staff & Artists in a Word document. When saving your Word file, the file name should indicate the name of the applicant organization or a recognizable acronym followed by "\_ Staff.doc" (e.g. "ABCArtsOrg\_Staff.doc"). Submit this Word document electronically along with your application.*

For key project staff and/or artists, emphasize their experience in areas of direct relevance to the proposed project. All volunteer organizations should provide the biographies of volunteers who are accomplishing the day-to-day work of the organization and/or proposed project. Fill in the Name, Title and brief Biography for each Staff/Artist in the fields provided.

**VI. CALIFORNIA CULTURAL DATA PROJECT**

(15) **CALIFORNIA CULTURAL DATA PROJECT – FUNDER REPORT:** All applicants are required to complete a Cultural Data Profile and submit a Los Angeles County Arts Commission 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. [CRITERION 3] *See the Guidelines for additional details on how to complete a Cultural Data Profile and download and Arts Commission OGP Funder Report.*

The following years (Fiscal Year or Calendar Year) are submitted for the applicant's California CDP profile (select one):

both 2006 and 2007      -or-       both 2007 and 2008

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.

The California CDP profile requires substantial time to complete, so plan accordingly. The organizational profile including two years of data must be completed before an applicant can download the Funder Report to a computer.

**Instructions for downloading the Funder Report:** once you have completed and submitted your Cultural Data profile, go to the "Funder Reports" section of the California CDP website ([www.caculturaldata.org](http://www.caculturaldata.org)) and select the Funder Report for the Los Angeles County Arts Commission. Click on "Save a Copy" to save the report on your computer's desktop. The PDF document's name should indicate the name of the applicant organization or a recognizable acronym, followed by "**\_CDP.pdf**". Relevant information from the applicant's Cultural Data Profile will automatically generate a completed report.

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**(16) CALIFORNIA CDP EXPLANATIONS REQUIRED BY FUNDER:** Provide notes to explain any significant variances reflected in the CDP Funder Report. Applicants are required to explain variances, of 10% or more, in income and expense line items from year to year as well as variances of 10% or more in non-financial data, such as audience attendance. Applicants are strongly encouraged to explain other significant budget variances, to explain a deficit or surplus, to describe plan to retire a deficit, or to use a surplus. Unexplained variances may result in poor reviews or scores. [CRITERION 3]

Panelists rely heavily on budget explanations to understand your proposal. Budget notes help to explain how your organization operates. For the purposes of this application, the California CDP Explanations provide an explanation of the Organization's budget and other quantitative data. .

**VII. ARTS EDUCATION**

**(17) CHILDREN AND YOUTH SERVED:** Enter the actual or estimated total number of children served for the years listed below. Check the Actual column if the numbers you are providing are actual (rather than estimated). If the applicant organization does not serve children or youth or perform these activities, enter "N/A". [CRITERION 5] All applicants are required to answer this question, even if the proposed project is unrelated to arts education activities.

**Number of Children (ages 5-18) Served through Education Programs:** Note in the spaces provided the number of children who were involved in activities specifically intended for youth ("Through education programs") and those who attended performances, exhibitions, and or festivals intended for a general audience ("Through general audience activities") for years 1 and 2.

**Number of Transition Age Youth (16-25) Served through Education Programs:** The County is tracking the extent and impact of services to Transition Age Youth. This question reflects the new focus. If answering "Yes," include the estimated number of youth served in the chart provided.

**(18) ARTS EDUCATION – ORGANIZATIONAL ACTIVITY:**

Check one box only and complete subsequent questions as required.

**Is the applicant's discipline Arts Education? If yes, check the box. If checked, the applicant must include a Study Guide with the grant application, answer the following question, and skip to QUESTION 20.**

The Arts Commission defines an Arts Education Organization as 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.

**Does the applicant organization offer arts education programs that take place during school hours on –or– off school property? Check one box: Yes or No.**

**If the applicant's discipline (Question 2) is not Arts Education, check the box and proceed to QUESTION 19.**

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**(19) ARTS EDUCATION – PROGRAMS:**

Check one box only and complete subsequent questions as required.

**If the applicant provides programs that target or serve children or youth, *the applicant must check this box, answer the following question, and proceed to QUESTION 20.***

**Does the applicant organization offer arts education programs that take place during school hours on –or– off school property? *Check one box: Yes or No.***

**If the applicant does not conduct programs that target or serve children or youth (ages 5-18), or if the applicant only serves children or youth through General Audience Activities (i.e. performances, exhibitions), *check the box and skip this section and proceed to QUESTION 24.***

**(20) ARTS EDUCATION – REQUESTS:**

Check all boxes that apply.

An Arts Education Related Request is 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. ***If either or both of these boxes are checked, the applicant must include eight (8) copies a Study Guide with the grant application, and the application will be reviewed by an Arts Education review panel.*** See Guidelines for more information about review by an Arts Education panel.

**Does any portion of the applicant's OGP request support arts education programs, activities or an arts education related project (e.g. partial or full support for teaching artists, transportation for students, teacher training, or a staff position that supports activities for children or youth)? *If the applicant is requesting funding to support arts education programs, activities or an arts education related project, check the corresponding box and proceed to QUESTION 21.***

**Does any portion of the applicant's OGP request support arts education programs or activities that take place during school hours, either on a school property or at another location? *If yes, check the corresponding box. If this box is checked the applicant must demonstrate that individual schools and/or districts are participating financially by providing 100% of the required match (up to 25% of the match may be in-kind). If this box is checked, the application will be reviewed by an Arts Education review panel. See Guidelines for more information about Arts Education panel review. Proceed to QUESTION 21.***

**(21) ARTS EDUCATION – ARTS FOR ALL ARTS EDUCATION RESOURCE DIRECTORY**

If the organization is listed on the *Arts for All* Arts Education Resource Directory, [www.laartsed.org](http://www.laartsed.org), check yes and attach eight copies of the organization's Directory listing(s). Select up to two (2) directory listing(s) based on the following priorities: 1) the listing is related to proposed project or 2) the listing is for programs the organization offers. If checked, yes, skip to question 24. If no, proceed to Question 22.

This question refers to the countywide directory of vetted Los Angeles arts education providers for school-day programs. The Arts Education Resource 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 photographs of the arts education providers, video streaming of artists' work, an electronic booking form to facilitate communication between teachers and arts education providers. In order to be listed on the site, all arts education providers must complete an electronic application form demonstrating how the program supports the Content Standards for

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California Schools, which include the Visual and Performing Arts Standards, and be approved by a discipline-based peer review panel comprised of artists, arts organizations, curriculum specialists, teachers, and parents. For more information on the application process, visit <http://www.laartsed.org/about.aspx> or contact Arts for All at [artsforall@arts.lacounty.gov](mailto:artsforall@arts.lacounty.gov).

**(22) ARTS EDUCATION – PROGRAMS/ACTIVITIES**

**Briefly describe the organization’s arts education program/activity, noting key objectives and outcomes. 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 your organization offers. Provide the ages of youth involved. Response limited to 5,000 characters maximum, including spaces.**

The Arts Commission defines Arts Education Programs/Activities as 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.

**(23) VISUAL AND PERFORMING ARTS CONTENT STANDARDS: Write the Visual and Performing Arts Content Standard(s), including the Standard number(s) that the organization’s program/activity support under each Component Strand and describe the specific program activity that addresses the Standard. Describe the programs and/or activities as they relate to 1) the proposed project if the request is Arts Education related –or- 2) any of the programs your organization offers. The California State Curriculum Standards are available at <http://www.laartsed.org/search.aspx> (click on the link to the “California State Curriculum Standards”).**

All Arts Education programs offered by applicant organizations are required to meet elements of the California Visual and Performing Arts Standards. This section is required of any organization providing any kind of arts education (ages 5-18) activities (workshops, residencies, performances, artist/teacher training, after-school, summer and in-school) unless the organization has been approved for inclusion on the County Arts Education Resource Directory.

Even if the County request is not directly related to arts education activities undertaken by the organization, this section must still be filled out. The complete Standards are available at <http://www.cde.ca.gov/be/st/ss/damain.asp>. In each of the text boxes in this component, describe how your organization’s arts education programs and/or activities adhere to the Content Standards.

- A. **Artistic Perception, response limited to 2,000 characters maximum, including spaces.**  
Refers to processing, analyzing, and responding to sensory information through the use of the language and skills unique to dance, music, theatre, and the visual arts.  
For example, the educational performances of an opera taught children how opera tells stories through music.
- B. **Creative Expression, response limited to 2,000 characters maximum, including spaces.**  
Involves creating a work, performing, and participating in the arts disciplines, Students apply processes and skills in composing, arranging, and performing a work and use a variety of means to communicate meaning and intent in their own original formal and informal works.  
For example, a dance program teaches youth to create, memorize and perform complex sequences of movement with greater focus, energy and intent.
- C. **Historical and Cultural Context, response limited to 2,000 characters maximum, including spaces.** Concerns the work students do toward understanding the historical contributions and cultural dimensions of an arts discipline. Students analyze roles, functions, development in the discipline, and human diversity as it relates to that discipline. They also examine closely musicians, composers, artists, writers, actors, dancers, and choreographers as well as cultures and historical periods.  
For example, choral art teaches children multicultural understanding and cross-cultural communication by learning a multicultural repertoire, engaging in relevant historical study that

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gives the repertoire context, and participating in international choral exchanges with visiting international choruses.

**D. *Aesthetic Valuing, response limited to 2,000 characters maximum, including spaces.***

Includes analyzing and critiquing works of dance, music, theatre, and the visual arts. Students apply processes and skills to productions or performances. They also critically assess and derive meaning from the work of a discipline, including their own, and from performances and original works based on the elements and principles of an arts discipline, aesthetic qualities, and human responses.

For example, students critique and derive meaning from works of theatre, film/video and electronic media by developing and applying appropriate criteria, such as characterization, diction, pacing, gesture and movement.

**E. *Connections, Relationships, Applications, response limited to 2,000 characters maximum, including spaces.***

Involves connecting and applying what is learned in one arts discipline and comparing it to learning in the other arts, other subject areas, and careers. Students develop competencies and creative skills in problem solving, communication, and time management that contribute to lifelong learning, including career skills. They also learn about careers in and related to arts disciplines.

For example, children learn how to integrate several art disciplines (dance, music and theatre) into a theatre production and evaluate their improvement after each rehearsal.

**If applicable, describe this program's relationship to one or more specific Component Strands and Content Standards in Math, Language Arts, History, and/or Science. [CRITERION 1] *Response limited to 2,000 characters maximum, including spaces.*** Explain how your organization's program relates to math, language arts, history and/or science content standards.

For instance, if your arts education program is a theatrical production of a historic event or figure, explain how it relates to that Content Standard.

**VIII. ORGANIZATIONAL LEADERSHIP**

**☀ (24) BOARD OF DIRECTORS**

**Provide a list of the applicant's board of directors. If necessary, attach additional sheets of the original form to accommodate more board members. [CRITERION 2] *To attach additional sheets, continue your Board of Directors list in a Word document. When saving your Word file, the file name should indicate the name of the applicant organization or a recognizable acronym followed by "\_Board.doc" (e.g. "ABCArtsOrg\_Board.doc"). Submit this Word document electronically along with your application.***

Complete the fields, beginning with the President, Vice-President, Secretary, and Treasurer. At least three (3) board members are required. Eleven (11) slots are provided in the application form. For more board members, follow the template in the application to provide board member names, board titles, profession, city and state in a Word document.

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**IX. ARTISTIC DOCUMENTATION INDEX**

**(25) ARTISTIC SAMPLES:** *One artistic sample must be included with the application. A maximum of two (2) artistic samples may be submitted.*

**Specific Instructions for Artistic Documentation:** Make sure that the title on the Artistic Documentation Index corresponds to the title on the sample work itself. Each different DVD, CD, or Publication should be considered one artistic work sample. Applicants may submit up to two artistic documentation samples. The following are accepted formats for submission:

- **DVD (strongly encouraged for Dance, Multi-Disciplinary, Media, Theatre and Traditional and Folk Art):** Up to 5 minutes. In general for the performing arts, panelists prefer to review substantive artistic excerpts rather than short edited clips with heavy narration. List each different DVD as one work sample on the Artistic Documentation Index. Include track/chapter information in the Artistic Documentation Index. Place selection(s) in priority order.
- **Audio CD: (strongly encouraged for Music):** Up to 5 minutes. List each different CD as one work sample on your Artistic Documentation Index. Include track information in your Artistic Documentation Index. Place your selection(s) in priority order.
- **Images on CD (strongly encouraged for Visual Arts):** Up to 10 images. Digital files of completed artwork. All images must be numbered (1 through 10). Digital files must be in JPG format, 300 DPI, 5MB or smaller. This format is best used for exhibition materials.
- **Published Material (strongly encouraged for Literary & Visual Arts):** This format is best used for literary publications and museum and gallery catalogues.

Artistic documentation is crucial for evaluating the artistic quality of the applicant and/or project [CRITERION 1]. Samples should be recent, of high quality, and as relevant to the application and/or project as possible. Label each sample clearly with the name of the applicant and the corresponding work sample letter from the Artistic Documentation Index ("Sample A" or "Sample B").

**Do not submit Promotional Materials as artistic documentation.** Promotional Materials (i.e. season brochures, flyers, postcards, newsletters, reviews and letters of support) may be sent via U.S. mail as Supplemental Materials and do not count as artistic samples.

Preview the artistic documentation before submitting to ensure that there are no technical problems that might interfere with the panel's review of the work. Panelists generally spend no more than three to five minutes on the work sample(s) for each application. Please be aware that the entire sample (not just the selected segment) is considered a part of the application package and may be reviewed.

- ⌚ *TIP: For most organizations, one sample of artistic documentation is all that is necessary. In certain cases, organizations may want to provide two samples. Panelists will not review more than two samples.*
- ⌚ *TIP: Theatre and dance organizations are expected to submit video/DVD footage. Still images are not considered useful by the panelists and may negatively affect your organization's review.*
- ⌚ *TIP: Consider the quality of the recording/video/DVD itself as well as the artistic content in determining which piece of artistic documentation to send. A poor-quality sample can distract panelists from the quality of your content.*
- ⌚ *TIP: DVDs/videos with one (1) three- to five-minute segment from a single production are more effective in conveying the depth and quality of an applicant's work. Promotional pieces, such as a quick montage of several performances, provide less constructive information about artistic quality.*

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**X. SITE VISITS**

**(26) SITE VISITS:** The Arts Commission encourages grant peer review panelists to observe the work of applicant organizations prior to the panel review, as there is no substitute for the direct, live experience. We would appreciate it if you would provide a pair of complimentary tickets if you receive a call from a panelist.

**Provide a contact (Name, Phone, and E-mail) and a list of workshops, performances, exhibitions or events occurring in January, February and March 2010 for panelists to observe the organization's work.**

Use this section to share information about events between January and March 2010 that are open to the public. This information will be communicated to panelists, who are encouraged to conduct site visits prior to the panel review date. If details of some events have not yet been finalized, you may contact the grants staff with this information after submitting the grant application.

**XI. CERTIFICATION**

**(27) CERTIFICATION:** Provide the Name and Title of the Authorized Official submitting this application. This individual has the authority to sign legally binding documents on behalf of the applicant organization.

The person named must be a representative of the applicant organization who is authorized to bind the organization to contracts. For example, an executive board officer (i.e. President) or an executive staff member with signing authority (i.e. Executive Director or CFO).

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

**XII. PREPARING YOUR APPLICATION FOR SUBMISSION**

**(28) FINAL CHECKLIST:** Identify the required and optional documents that will be submitted with this application. Review the checklist carefully to determine which documents, how many copies, and by which submission method are required for your application. Supplemental Materials submitted via e-mail must be submitted by 11:00 pm PST on the application deadline. Supplemental Materials submitted via US mail must be postmarked by the application deadline.

***PLEASE READ CAREFULLY:*** E-mail the 1) Grant Application, 2) California Cultural Data Project Funder Report and 3) Project Budget in **one e-mail** with the Subject line reading "OGP SUBMISSION" and do not include any other words, characters or symbols in the subject line. Applications that do not include all three attachments or applications received after 11:00 p.m. Pacific Time on the date of the appropriate category deadline will not be considered. Applications will be time stamped.

*All other materials must be sent by mail and postmarked by the applicant's appropriate grant category deadline. Applications with materials postmarked after this date will not be considered Materials submitted in-person will not be accepted.*

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*Applications that are e-mailed or materials postmarked after the appropriate grant category deadline -- for the applicant's budget size -- will not be considered. It is up to the applicant to accurately determine their appropriate application budget size and deadline. Incorrect budget size calculations will not be considered as a reason for accepting applications that should have been received by an earlier date. Deadlines cannot be extended.*

Specific instructions for preparing all Supplemental Materials follow the Checklist.

**Required of All Applications**

**Grant Application** – One (1) Word or PDF document must be e-mailed 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. [Submission via e-mail.](#)

**California Cultural Data Project Funder Report** – One (1) PDF document must be e-mailed 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. [Submission via e-mail.](#)

- For applicants with budgets of less than \$500,000, the most recent year of the California CDP profile shall correspond with the applicant's most recently submitted Federal Form 990.
- For applicants with budgets of greater than \$500,000, the most recent year of the California CDP profile shall correspond with the applicant's most recent financial audit.

**Project Budget** – One (1) Excel document must be e-mailed 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. [Submission via e-mail.](#)

**Federal Form 990, 990-EZ or 990-N** – *Eight (8) 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. Submission via US mail.](#)

- Provide the Form 990 for the most recently completed fiscal year.
- Applicants with budgets less than \$25,000 shall generally submit a copy of their most recently completed 990-N.
- Applicants with budgets between \$25,001 and \$499,999 must submit an IRS Form 990 or 990EZ for the organization's most recently completed fiscal year. *Internal financial statements will not be accepted.*

**IMPORTANT FINANCIAL INFORMATION**

***Failure to file with the IRS:*** Non-profit organizations that are required to file but have neither submitted a Form 990 nor IRS Form 8868 (Application for Automatic Extension) to the IRS for the most recently completed fiscal year are not eligible for Arts Commission funding, having failed to satisfy the requirement that applicants "comply with all applicable federal...laws..."

***Amended 990s:*** If the organization submits supplemental information or files an amended Form 990, 990-EZ, or 990-N with the IRS, it must also send a copy of the information or amended return to the Arts Commission.

**Artistic Samples** – One (1) 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. Submission via US mail.](#)

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**Required of Some Applications**

**Financial Audit** – *Eight (8) 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.** Submission via US mail.

- Submit one (1) *paper-clipped* copy of the financial audit for the organization's most recently completed fiscal year. Do not submit bound or stapled statements. *The submitted audit needs to be the same audit that was used to complete the applicant organization's California Cultural Data Project profile.*

**501(c)(3) Determination Letter** – One (1) 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.** Submission via US mail.

**Additional Sheets for Staff & Artists and/or Board of Directors, if applicable** - One (1) Word or PDF document must be e-mailed 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. Submission via e-mail.

**Arts for All Arts Education Resource Directory Listing** – *Eight (8) copies* of the organization's Directory listing(s) 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/ACTIVITIES THAT ARE LISTED ON THE DIRECTORY. SUBMIT THE LISTING(S) EVEN IF THE APPLICANT IS NOT REQUESTING SUPPORT FOR AND AN ARTS EDUCATION RELATED PROJECT.** Submission via US mail.

**Arts Education Study Guide** – *Eight (8) 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.** Submission via US mail.

For organizations showing an accumulated deficit of greater than 20% of expenses on your California CDP/OGP Funder Report - **one paper clipped copy of the organization's 1) internal financial statements, 2) Form 990 and 3) Financial Audit (for organization's with a budget greater than \$500,000) FOR THE PREVIOUS TWO YEARS IS REQUIRED.** Submission via US mail.

**Optional**

**Promotional Materials** – *Eight (8) copies* of up to three (3) pieces 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. Submission via US mail. Season brochures, flyers, postcards, and newsletters are examples of Promotional Materials.

- Provide the name, title and type of Promotional Material/s to be submitted with the application. Three (3) blanks are provided in the Checklist section of the application.

**Reviews/Letters of Recommendation** – *Eight (8) 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. Submission via US mail.

- Provide the name, title and type of Reviews and/or Letters of Recommendation to be submitted with the application. Four (4) blanks are provided in the Checklist section of the application.

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- If no reviews are available, submit one or more letters of recommendation from local officials or community members.
- *For Arts Service organizations only – submit two (2) letters of recommendation from individual or organizational stakeholders in lieu of reviews. Letters may not be from board members.*

**Self-Addressed and Stamped Mailing Container** – If the organization would like their artistic samples returned, one (1) 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. **Submission via US mail.**

**Preparing Supplemental Materials for submission via e-mail.**

The only components of the 2010-11 OGP application that may be electronically submitted are:

1. **OGP Application** (fillable Word file) – The Word document's file name should indicate the name of the applicant organization or a recognizable acronym, followed by “\_OGPApplication.pdf”.
2. **Budget Worksheet** (Excel file) – The Excel document's file name should indicate the name of the applicant organization or a recognizable acronym, followed by “\_ProjectBudget.xls”.
3. **California Cultural Data Project/OGP Funder Report** (PDF file) - The PDF document's name should indicate the name of the applicant organization or a recognizable acronym, followed by “\_CDP.pdf”.
4. **Additional sheets for Staff & Artists and/or Board of Directors, if applicable** - the Word document file name/s should indicate the name of the applicant organization or a recognizable acronym, followed by “\_Staff.doc” (for additional Staff & Artists) or “\_Board.doc” (for additional Board of Directors).

**IMPORTANT:** *Type the phrase “OGP SUBMISSION” in the e-mail subject line when you submit your application and the above attachments. These must be submitted via e-mail by 11:00 pm PST on the deadline according to the applicant's OGP Category.*

**Preparing Supplemental Materials for submission via US mail**

When assembling all materials to be submitted via US mail:

- A. Individually hole-punch each document that requires submission via U.S. mail.
  - Odd-sized promotional materials do not need to be hole-punched. Smaller materials such as brochures and postcards may be gathered together in 8.5 x 11” clear plastic sleeves.
- B. Collate eight (8) sets, when applicable.

**Post Office Requirements and Recommendations**

1. If the package of support materials weighs more than 16 oz., you must bring it to the post office. The post office does not accept packages of more than 16 oz. deposited in mailboxes.
2. It is not necessary to send materials by priority or express mail, or other expedited service.
3. It is strongly recommended that, if using the USPS, you pay an addition fee for Certified Mail service. When you use Certified Mail, you receive a receipt stamped with the date of mailing. A unique article number allows you to verify delivery online.

**MAIL MATERIALS TO:**

Los Angeles County Arts Commission  
ATTN: OGP SUBMISSION  
1055 Wilshire Blvd., Suite 800  
Los Angeles, CA 90017

**Make a copy of your application for your records.**

**No walk-in submissions are permitted.**

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You are ready to submit your application when you have:

- Answered all of the questions in all of the application sections;
- Reviewed the narrative and financial sections for accuracy;
- Checked for omissions, spelling and grammar;
- Proofread for errors (preferably with the help of someone outside the organization);
- Gathered your supplemental materials (financials, artistic samples, promotional materials, reviews, etc.); and
- Collected the electronic signature of an authorized official at your organization.

Please be advised that staff is available from 9:00 a.m. to 5:00 p.m. and can only assist applicants during weekdays. No walk-in submissions are permitted. We strongly encourage applicants to submit their applications early to allow adequate time to address possible technical issues.

The staff of the Arts Commission's Grants staff may be reached at (213) 202-5858 or [grants@arts.lacounty.gov](mailto:grants@arts.lacounty.gov).