



# INVOICING INSTRUCTIONS

## ORGANIZATIONAL GRANT PROGRAM (OGP)

### GRANT CONDITIONS

- OGP grant awards are distributed on a reimbursement basis for accrued expenses related to the funded project.
- OGP grant awards must be matched 1:1 with outside funds for the same project.
- The grant period is July 1<sup>st</sup> through June 30<sup>th</sup>.
- An organization may submit invoices after July 1<sup>st</sup> and before **May 31<sup>st</sup>** unless the bulk of expenses for its funded project falls in June, in which case it may invoice up to June 30.
- Grantees may submit either:
  - a. One invoice for Year 1 and one invoice for Year 2, or
  - b. Two partial invoices for Year 1 and two partial invoices for Year 2.
- Non-reimbursable expenses are travel; hospitality/food; purchase or renovation/maintenance of equipment, land or facilities that is considered a capital expenditure (has an expected life of five years or more); or funds for an endowment and cash reserve.

### FIRST (PARTIAL) INVOICE PACKET (if applicable)

- Invoice Cover Letter
- Proof of Recognition
- **OGP I Grantees Only** -Copy of proof of project expenses

### SECOND OR FINAL INVOICE PACKET

- Invoice Cover Letter
- Project Report
- Proof of Recognition
- **OGP I Grantees Only** -Copy of proof of project expenses
- ExperienceLA Posting (for public events)

### INVOICE COVER LETTER -ORIGINAL, DATED AND SIGNED

When submitting the invoice, use your organization's letterhead and employ the following wording:

"We request (full/partial) payment in the amount of \$\_\_\_\_\_ upon completion of (all/part) of our project as provided in our Los Angeles County Contract Code \_\_\_\_\_."

[The contract code begins with the fiscal year of the grant award-OGP category of award and is found in the upper right corner on the first page of the contract/agreement.] Example: **OGPII-56-0809**

[Tax I.D. Number]

A member of the board or staff with signing authority must sign the invoice cover letter. The date of the letter must be consistent with the date the invoice packet is mailed.

## **PROJECT REPORT - ORIGINAL, COMPLETED AND SIGNED**

The organization is required to submit a project report with the final invoice for each year only. Partial invoices may be sent without a report.

Project Report Forms can be accessed from the Los Angeles County Arts Commission Web site at [www.lacountyarts.org](http://www.lacountyarts.org) under Grants and then by clicking on For Grantees. Make sure to complete the appropriate form based on the OGP category in which the organization received funding. The forms on the Web site may be downloaded and filled out using Microsoft Word (PC).

## **PROOF OF RECOGNITION**

As part of the invoice packet, include **ONE EXAMPLE ONLY** of verification of recognition of Arts Commission support, even if the funds supported more than one project or the Arts Commission was recognized in more than one publication.

[Note: although the grant may specifically provide for salaried personnel or contracted services, recognition of the Commission is required in printed and/or Web-based materials.]

Recognition may take the form of an Arts Commission logo placement or a listing of the Arts Commission among the organization's donors/supporters:

- In printed materials – flier, newsletter, program, press release, and/or
- On organization's Web site.

If you submit a multi-page program, please use a Post-It note or something similar to call attention to the page on which Arts Commission recognition appears.

## **OGP I GRANTEES ONLY - PROOF OF PROJECT EXPENSE**

OGP I organizations are required to submit documentation verifying project expenses as part of the invoice packet. The proof of expenses submitted must equal at least twice the amount of the invoiced/requested amount. For example, you must submit proof of expenses totaling at least \$4,000 to invoice for \$2,000.

If submitting expenses of several different types, e.g. administrative salaries, artistic fees, copying, mailing, etc., please group expenses by category and provide a cover sheet listing the categories and amounts for each.

### **For First Time OGP I Grantees**

Expense documentation could include items such as:

- Computer reports, from in-house accounting systems such as Quick Books or Quicken, which must include date, check number, payee, check amount, and brief description as to the nature of the expense;
- Copies of canceled checks (front and back of check) showing proof of payment;
- Bank statements, cash register receipts, credit card statements showing proof of payment;
- Signed and dated contracts or letters of agreement stating duties, dates of employment, or services;
- Signed and dated statement from an individual including time period worked, amount paid, and service performed.

[Note: all small receipts must be copied onto 8 ½" by 11" paper; several receipts may be copied onto the same sheet of paper.]

### **For Returning OGP I Grantees Only** (funded by LACAC for at least the past 3 consecutive years)

If an in-house accounting system is not utilized, documentation may include the following:

- Typed itemized list of expenses, grouped by type, and must include date, check number, payee, check amount, and description. If a non-computer generated list is submitted, there may be a periodic audit of the organization's expense records and the need to submit additional expense documentation. Organizations should retain copies of canceled checks, invoices and bank statements for accounting purposes.

## **EXPERIENCELA POSTING**

Upon receiving County funding, grantees are required to post publicly accessible activities on [www.ExperienceLA.com](http://www.ExperienceLA.com), which promotes cultural attractions throughout Los Angeles County.

To **become a partner** and post events (at no charge), simply log onto the site and click on the link "Partner with ExperienceLA" in the bottom sidebar entitled "Get Connected." Events should be posted at least three weeks prior to the activity date.

If you are **already a partner**, simply log onto [www.experientela.com/login](http://www.experientela.com/login), which will take you to the Partners Control Panel where you can add events/edit your profile.

To **demonstrate proof of posting**, you may either (1) [prior to the event] print out the Web page on which your event appears, or (2) [after the event takes place] log on to ExperienceLA ([www.experientela.com/login](http://www.experientela.com/login)) and select the "Events" tab from the navigation bar. Click on the "Sort by" drop-down menu and select "All Past Events." Then, click on "Print Event List" in the upper right-hand corner. Please submit this printout with your invoicing package.

If you encounter difficulties, please contact [webmaster@experientela.com](mailto:webmaster@experientela.com).

*Payment usually takes about 3-4 weeks from the Arts Commission's receipt of a complete invoice packet.*

## **INVOICE SUBMISSION**

Send invoice packet via regular mail to:

Charlotte Frazer, Grants Assistant  
Los Angeles County Arts Commission  
1055 Wilshire Blvd., Suite 800  
Los Angeles, CA 90017

E-mailed or faxed invoices will not be accepted.

## **QUESTIONS?**

Please contact Charlotte Frazer, Grants Assistant, with any questions at 213.202.5858 or [cfrazer@arts.lacounty.gov](mailto:cfrazer@arts.lacounty.gov).