



Congratulations on your 2022-23 Organizational Grant Program award!

We are happy to announce that the Los Angeles County Department of Arts and Culture has awarded grants to 227 local arts organizations this year and your organization is one of them. We are pleased to be able to continue our investment of over \$4.5 million dollars in grant funding this year and want to share that we will continue to hold events to acknowledge challenges and provide meaningful spaces for dialogue as we recover and rebuild together. Award materials are forthcoming, but we wanted to share some important next steps. A full list of grantees is available on our [website](#).

Below are instructions for accepting and managing your OGP grant during the next two years. Be sure to download your official award letter which is part of this contract package and states your grant award amount and panel score. Additionally, make sure to **download and review the *OGP Grant Terms and Instructions* for recipients of this 2022-23 award**, linked [here](#).

### **IMPORTANT DATES**

- Signed contract is due back by **Friday, August 12, 2022**.
- The **grant period is for two years**:
  - Year One runs July 1, 2022, through June 30, 2023
  - Year Two runs July 1, 2023, through June 30, 2024.
- **Payments will be processed immediately after completion of the following**:
  - **Full execution by all eligible signers of the OGP agreement (via adobe sign),**
  - **Submission of the adjusted budget (via the [grant management system](#)),**
  - **Submission of first invoice through (via the [grant management system](#)).**
- **Don't wait!** We encourage you to submit your required contract materials as soon as possible to expedite the first payment.
- **Year One and Two reports are due on June 1, 2023 and June 1, 2024. Please mark these dates in your organization's calendar.**

### **INSTRUCTIONS FOR ACCEPTING YOUR AWARD**

1. **Download and Review** the full OGP Contract Package (INCLUDING EXHIBITS A & B – Grant Terms & Instructions). In this packet only the Award Letter and Grant Agreement have been attached.
2. Make sure you review each page in this email and **then download and review each page of the rest of the contract package -- Exhibits A & B from our website, [here](#).**
3. **Verify Information** in your OGP Agreement:
  - a. If you find any errors on the contract in the information listed below--please **reply to [grants@arts.lacounty.gov](mailto:grants@arts.lacounty.gov)** with the corrections by email so that we can send a revised agreement:
    - i. Organization name,
    - ii. Organization address,
    - iii. Primary and/or secondary contact information,
    - iv. Vendor Number
4. **Submit an adjusted grant budget and invoice** via the [grant management system](#).
5. **Sign your OGP Agreement** -- Our **requirements for contract signatures** may be found [here](#) and on page 3 of your [Exhibit B- General Terms and Instructions](#). Unless authorized by the Board of Directors, the **Executive and/or Artistic Directors may not sign the contract**. If the organization's board has not

approved delegated authority to sign contracts to an individual staff member, please delegate the document to authorized board members to sign.

**6. Return SIGNED CONTRACT – Three Options:**

**Option A. Electronic signatures submitted through phone or device via Adobe Sign are encouraged.**

**Contract packages have been distributed via this program.** The primary contact you assigned to this grant will receive this email along with the authorized signers whose contact information was submitted to grants staff in June via the signer survey.

For organizations who have not sent signer information, the primary contact must **delegate (not forward) the contract for signature** to the board members by following the prompts in the Adobe Sign email to obtain signatures. *Please note, forwarding the email will not work for obtaining a signature via this program.* If you are unsure how to delegate the contract out for signatures, **please contact us by August 1**, by phone 213-202-5858 or email [grants@arts.lacounty.gov](mailto:grants@arts.lacounty.gov). Once electronically signed, all parties will receive an automatic message to review and download the documents.

**Option B.** Contract and forms may be **scanned and returned via email** to [grants@arts.lacounty.gov](mailto:grants@arts.lacounty.gov); subject line: OGP Contract – Organization Name

**Option C.** Contract and forms may also be mailed to:  
LA County Department of Arts and Culture,  
ATTN: Grants/OGP CONTRACT,  
1055 Wilshire Blvd., Suite 800, Los Angeles, CA 90017

**7. Keep a copy** of the signed contract for your records.

**Failure to return the contract by Friday, August 12, 2022 (not a postmark deadline) may result in forfeiture of the grant award.**

A fully executed digital copy of the contract will be returned to your organization within four-six weeks of receipt. It is at that time that your submitted invoice for the first half of the award (Year One Invoice) will be processed for payment.

If you have any questions, please refer to your [OGP Terms and Instructions](#). Grants staff are always happy to answer any questions you might have about your grant and project and can be reached by email at [grants@arts.lacounty.gov](mailto:grants@arts.lacounty.gov).

We look forward to hearing more about the work your organization is doing in the community and how we can support and strengthen our partnership. Thank you for your service to Los Angeles County.

Kindly,



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