



# **ORGANIZATIONAL GRANT PROGRAM**

**2022-23 GENERAL TERMS AND  
INSTRUCTIONS**

**EXHIBIT B**

## WELCOME

---

On behalf of the Department of Arts and Culture's Grants and Professional Development division, congratulations on receiving a grant award for the 2022-24 Organizational Grant Program cycle. We are appreciative of your commitment and service of Los Angeles County. First established in the 1940's, the OGP program has evolved and continues to support a wide variety of arts and culture organizations to ensure that residents have access to arts and culture as a resource and tool for expression and overall well-being. The OGP program serves a large region – grantees are located in over 37 of the County's 88 cities. Through this program the County of Los Angeles fulfills its mission of measurably improving the quality of life for the diverse people and communities of Los Angeles County by fostering vibrant and resilient communities. We are proud that this program celebrates the meaningful role of arts and culture in the lives of residents and acknowledge the work of the artists, arts practitioners, arts educators and culture bearers that make this happen every day.

These OGP General Terms and Instructions contain important information you will need for managing your grant timeline, meeting requirements, and receiving payments. Please read the entire document thoroughly and visit our [website](#) to access up-to-date resources and information about managing your OGP award. If you have any questions about your grant, please contact grants staff at (213) 202-5858 or [grants@arts.lacounty.gov](mailto:grants@arts.lacounty.gov).

In light of the public health emergency posed by COVID-19 and in accordance with state and county public health orders, additional guidance may be issued to support grantees in following safety precautions, procedures or processes as information becomes available. Additionally, this guidance may be updated as the situation evolves.

The Department of Arts and Culture is committed to upholding the values of [cultural equity and inclusion](#) and racial equity in our grant programs. We look forward to working with you and thank you for your dedication to community building and service through arts and culture!



Anji Gaspar Milanović  
Director  
Grants and Professional Development



Rosalyn Escobar  
Grants Manager  
Grants and Professional Development

### **ORGANIZATIONAL GRANT PROGRAM (OGP) TEAM**

---

Anji Gaspar Milanović, Director, Grants and Professional Development  
[amilanovic@arts.lacounty.gov](mailto:amilanovic@arts.lacounty.gov)

Rosalyn Escobar, Grants Manager  
[rescobar@arts.lacounty.gov](mailto:rescobar@arts.lacounty.gov)

Ann Jensen, Associate, Grants and Professional Development  
[ajensen@arts.lacounty.gov](mailto:ajensen@arts.lacounty.gov)

*\*Please note that most correspondence will come from [grants@arts.lacounty.gov](mailto:grants@arts.lacounty.gov)*



# ORGANIZATIONAL GRANT PROGRAM GENERAL TERMS AND INSTRUCTIONS EXHIBIT B

## TABLE OF CONTENTS

**CONTRACT OVERVIEW .....4**

- Grant Period.....4
- Contract Project Budget.....4
- Matching Funds.....4
- Signing the Contract.....4

**GRANT PANEL COMMENTS .....5**

**PANEL PARTICIPATION.....5**

**REQUIREMENTS FOR CONTRACTING.....5**

- Adjusted Grant Budget.....5
- California Secretary of State – Certificate of Good Standing .....5
- Los Angeles County Vendor Registration .....5

**REQUIREMENTS FOR GRANT REPORTING .....6**

- Credit/Recognition.....6
- Letter of Acknowledgement for County Board of Supervisors .....6

**INVOICING AND REPORTING .....6**

**PROJECT AMENDMENTS .....7**

**BENEFITS AND OPPORTUNITIES FOR OGP GRANTEES .....8**

- Professional Development Program .....9
- LA Culture Net.....9
- Regional Cultural Calendar.....9

**UPDATING CONTACT INFORMATION .....9**

**CALENDAR OF IMPORTANT DEADLINES.....9**

**LA VS HATE .....10**

## **CONTRACT OVERVIEW**

---

### **Grant Period**

Organizational Grant Program (OGP) awards are granted for a two-year period. Following the Los Angeles County fiscal year, each year of the grant begins July 1 and extends through June 30 of the following year. For example, the two-year OGP award period for grants awarded in 2022-24 is divided into two years. The first year begins July 1, 2022, and ends June 30, 2023 and the second year period begins July 1, 2023 and ends June 30, 2024.

Please note that the **invoicing and reporting deadlines have changed this year. First payment for each of the two years will be processed at the beginning (July) of each of the fiscal years and reports will be due in June of each of the two years** of the grant period.

All funds must be incurred or expended prior to the June 1, 2023, deadline in Year 1 and June 1, 2024, deadline in Year 2 and expended by June 30, 2024.

### **Contract Project Budget**

The OGP contract *Project Scope* for all organizations will state that the funds will be used for “general operating support” to allow organizations to have the maximum amount of flexibility in using their funds for what they most need.

The OGP grant amount you were awarded is approximately 47% the original grant request. As a result, your OGP project budget will likely be scaled down accordingly and an update must be provided via an *Adjusted Grant Budget* form via our online grant management system.

More details about this requirement can be found in the *Requirements for Grantees* section of this document. If the OGP award amount seriously impacts the scope of work or project budget, please refer to the *Project Amendment* section of this document for further instructions.

### **Matching Funds**

Grantees must demonstrate and report matching funds that ensure Los Angeles County grant funds *do not exceed fifty percent (50%)* of the *total cost* of the supported project. **Please note that the contract provides that you may forfeit some or the entire grant award if you cannot comply with this requirement.**

### **Signing the Contract**

The contract may be executed in one of two ways.

#### **Two signatures:**

1. The contract may be executed by two members of your organization's board of directors in the following order. To be effective, **the first signature must be of the President, Vice-President, or Chairman, and the second signature must be of the Secretary, Assistant Secretary, Chief Financial Officer, or Treasurer.**

A contract signed by the President and Secretary is acceptable. A contract signed by the President and the Vice-President, or by the Secretary and the Chief Financial Officer, is **not** acceptable.

- or -

#### **One signature:**

2. Your organization's board of directors may delegate the authority to sign the contract to a single person (e.g., the Executive Director), and this person may sign the contract on behalf of your organization. In such case, **you must provide evidence of the person's current authority to sign the contract.** Such evidence typically takes the form of a resolution

adopted by your organization's board of directors, or your organization's articles of incorporation.

**Please note:** A person may hold more than one position within your organization. For example, an Executive Director may also sit on the board, and may sign contracts however they must do so using their executive board title (see above for the types of board members that are allowed to sign the OGP contract).

## **GRANT PANEL COMMENTS**

---

Knowledgeable members of the arts community, including artists, nonprofit arts administrators and members of the academic community have assessed your organization's programs and management as part of the OGP peer review panel process. To schedule a brief phone appointment and discuss panel feedback, use this link: [https://calendly.com/rosalynescobar\\_lacountyarts](https://calendly.com/rosalynescobar_lacountyarts) or contact grants staff by email at [grants@arts.lacounty.gov](mailto:grants@arts.lacounty.gov).

## **PANEL PARTICIPATION**

---

Participation as a panelist for grant programs is highly encouraged of our grantees. Benefits include a better understanding of the panel process and government grantmaking, as well as opportunities to network with peers in your field. To find out more about panel service, to apply to serve as a panelist or to recommend someone for panel service please visit our [website](#).

## **REQUIREMENTS FOR CONTRACTING**

---

The following requirements must be met by your organization prior to the signing of your contract:

### **Adjusted Grant Budget**

Grantees must provide the Department of Arts and Culture with an updated budget demonstrating all projected income and expenses related to the project scope and reflective of your final award amount. Forms must be submitted online using the *Adjusted Grant Budget* form. To open the form, visit: <http://www.apply-lacdac.smapply.io>. **Note: Forms must be submitted prior to final execution of the contract; any delays in submission of this form may delay final execution of the grant contract.**

### **California Secretary of State – Certificate of Good Standing**

Los Angeles County ensures that each grantee organization is registered to do business in California and is in good standing with the California Secretary of State before the grant contract can be fully executed. To verify your organization's standing with the Secretary of State, visit: <https://businesssearch.sos.ca.gov/>. It is the responsibility of the organization to contact and follow up with the Secretary of State to resolve any issues before the contract is executed.

### **Los Angeles County Vendor Registration**

Grantees must have a current vendor number registered with Los Angeles County, and be enrolled in direct deposit. To obtain a vendor ID and register with the Vendor Self Services (VSS) Portal, visit <http://camisvr.co.la.ca.us/webven/>. If you have questions related to your vendor number, contact vendor relations at [ISDVendorRelations@isd.lacounty.gov](mailto:ISDVendorRelations@isd.lacounty.gov) or visit their website: <http://isd.lacounty.gov/vendor-assistance/>.

Upon registration in VSS, **grantees are required** to enroll in Direct Deposit in order to expedite payments. At any time during the duration of the contract, a grantee may submit a written request for an exemption to this requirement. The Auditor-Controller, in consultation with the contracting department, will decide whether to approve exemption requests. Enrollment information can be found at [Vendor Deposit Application \(lacounty.gov\)](#) Please follow the "Direct Deposit" instructions listed at <https://directdeposit.lacounty.gov/>.

**REQUIREMENTS FOR GRANT REPORTING**

The following requirements **must be met by your organization in order to ensure compliance with reporting procedures for the grant award.** If you fail to comply with applicable requirements, your contract may be suspended or terminated, and you may forfeit some or the entire grant award.

❖ **Credit/Recognition**

Grantees are required to acknowledge the Los Angeles County Board of Supervisors and Arts and Culture on all materials, websites, publications, flyers, and announcements (printed or digital) through placement of the Department of Arts and Culture logo and use of the following credit line:

*"This [ORGANIZATION / PROJECT / PROGRAM / PERFORMANCE / EXHIBITION] is supported, in part, by the Los Angeles County Board of Supervisors through the Department of Arts and Culture."*

The Arts and Culture logos can be downloaded [here](#). In addition to the logo and credit line, any printed list of contributors to an organization or program funded by this grant should include the "Los Angeles County Department of Arts and Culture". Grantees are also encouraged to use the Department of Arts and Culture's handles and hashtags when posting on social media: @LACountyArts #LACountyArts.

❖ **Letter of Acknowledgement and Impact for County Board of Supervisors**

Grantees are required to send one email to their Board Supervisors at some point during the course of the two grant years. A copy of the email sent should be saved for reporting purposes.

The letter should provide short details on the impact of the grant on your organization as well as the communities served. Letters should be sent on behalf of the executive director, board chair or both, directly to the County Supervisor where your office is located at the corresponding email address listed below. To confirm your organization's Los Angeles County Supervisorial District, please visit <http://rrcc.lacounty.gov/OnlineDistrictmapApp/> and select the option to find your district using the main address for your organization. A quick online video tutorial with instructions on how to do a search can be found [here](#). If the organization serves more than one district, please send letters to each applicable district and Supervisor. Copies of letters sent by email must be attached with final grant reports. These letters will be reviewed for compliance by grants staff at time of report review and may be shared with the Los Angeles County Arts Commission. *We also invite you to share the news of your grant and thank the Board of Supervisors on social media using the social media handles provided below.*

**Email and Social Media Contact information for the LA County Board of Supervisors and the Los Angeles County Department of Arts and Culture**

<b>Supervisorial District</b>	<b>Supervisor</b>	<b>Email Address</b>	<b>Social Media Handle</b>
District 1	Hilda Solis	<a href="mailto:firstdistrict@bos.lacounty.gov">firstdistrict@bos.lacounty.gov</a>	@HildaSolis
District 2	Holly J. Mitchell	<a href="mailto:seconddistrict@bos.lacounty.gov">seconddistrict@bos.lacounty.gov</a>	@HollyJMitchell
District 3	Sheila Kuehl	<a href="mailto:thirddistrict@bos.lacounty.gov">thirddistrict@bos.lacounty.gov</a>	@SheilaKuehl
District 4	Janice Hahn	<a href="mailto:fourthdistrict@bos.lacounty.gov">fourthdistrict@bos.lacounty.gov</a>	@SupJaniceHahn
District 5	Kathryn Barger	<a href="mailto:kathryn@lacbos.org">kathryn@lacbos.org</a>	@KathrynBarger
Board of Supervisors			@LACountyBOS
Department of Arts and Culture and the Arts Commission		lacac@arts.lacounty.gov	@LACountyArts #LACountyArts #OGPArtsFunding

**INVOICING AND REPORTING**

OGP contracts run through June 30, all project expenses must be incurred by the annual report deadline date and expended by June 30 of each OGP year.

OGP grantees will receive half of the grant award each grant year via submission of the payment request/invoice through the [grant management system](https://apply-lacdac.smapply.io/) at <https://apply-lacdac.smapply.io/>.

Please note:

- NEW! Requests for Year 1 and Year 2 payments will **now be due by August each year** (beginning of the grant cycle). Subsequently, grantees may submit their annual report forms and documentation by June 1 of the following year (the end of the cycle).
- Submission of the request for the Year 1 or Year 2 payment **must be completed via the online grant management system**.

Payment requests and annual reports must be submitted through the online grants system and should include the items below:

Year 1 Report and Requirements	Year 2 Final Report and Requirements
<ol style="list-style-type: none"> <li>1. Invoice Form</li> <li>2. Report Forms</li> <li>3. Proof of recognition of the Department of Arts and Culture.</li> </ol>	<ol style="list-style-type: none"> <li>1. Invoice Form</li> <li>2. Report Forms</li> <li>3. Proof of recognition of the Department of Arts and Culture.</li> <li>4. Copy of Thank you letter of “acknowledgement” and “summary of impact” to the Board of Supervisors (sent anytime during the grant cycle).</li> <li>5. Up to 2 high resolution images (300 dpi, at least 1,000 pixels across) that have not been submitted in prior applications or reports.</li> <li>6. Authorization for use of images.</li> <li>7. <i>Demographics Questionnaire</i>-organizations will provide quantifiable data about participation and project reach via this section in the report form.</li> <li>8. Zip codes of program locations (<i>required</i>).</li> </ol>
<p><b>*IMPORTANT NOTE: All grantees are required to maintain financial records to verify compliance for up to three (3) years after your contract expires.</b> The grantee will compile, maintain and permit access to records as required by applicable regulations, guidelines or other directives. If you are selected for an audit, you must have and submit proof of expenses for review by grants staff upon request.</p>	

- At minimum one letter must be sent to the Board of Supervisors. The grantee may use information directly from the Year 1 or Year 2 report forms. Refer to page 6 for additional information about where to email these letters.

For detailed instructions and information about invoicing and reporting requirements and our online reporting system, please visit <https://www.lacountyarts.org/funding/organizational-grant-program/manage-your-grant/grant-requirements>.

### **PROJECT AMENDMENTS**

Grant activities and expenses must be consistent with those approved for funding. If changes in the project are necessary, you must:

1. Contact the Department of Arts and Culture's Grants and Professional Development staff by emailing [grants@arts.lacounty.gov](mailto:grants@arts.lacounty.gov) to set up a project amendment phone appointment.

2. Complete and submit the online *Project Amendment* form **within** the applicable grant cycle via <https://apply-lacdac.smapply.io/>;
3. In the online *Project Amendment* form provide the following information, at minimum:
  - a. OGP contract number,
  - b. Specific change(s) requested,
  - c. Justification for each requested change,
  - d. Revised project budget, if applicable.
  - e. Contact information, including a phone number and e-mail address.

No project amendment is in effect until grantee receives written approval from the Department of Arts and Culture. Until such time as grantee receives such approval, grantee shall only incur costs and shall only carry out its project in a manner consistent with the terms and conditions of the *original* contract.

## **BENEFITS AND OPPORTUNITIES FOR OGP GRANTEES**

---

### **What is the OGP Professional Development Program?**

The Department of Arts and Culture provides an array of professional development opportunities to organizations that receive OGP grants. They are designed to bolster organizational capacity by providing learning and networking opportunities for the individuals who lead and staff your organizations. Information about the Professional Development Program can be found on the [Professional Development](#) webpage.

The OGP Professional Development Program has three strands:

- 1) Workshops and networking convenings designed specifically for the local arts community.
- 2) Subsidized workshops, courses, and certificate programs addressing nonprofit management issues and topics put on by professional development training and technical assistance providers contracted by the Department of Arts and Culture.
- 3) A scholarship program that allows grantees to identify other professional development opportunities and attend at a reduced rate. Advance application is required. Refer to the [professional development webpage](#) for details about this program.

### **Who Can Attend?**

Department of Arts and Culture workshops are open to all staff of all grantee organizations, with no limit on attendance.

Workshops provided by outside professional development and technical assistance providers and full or subsidized scholarships to attend these events are open to staff and board members from an OGP grantee organization. The following provisions apply:

- 1) Organizations with budgets less than \$5,000,000 may request scholarships for any members of their staff or board.
- 2) Organizations with budgets between \$5,000,000 and \$15,000,000 should reserve scholarship opportunities for mid-career and emerging leaders on their staff or artistic ranks.
- 3) Organizations with budgets over \$15,000,000 should reserve scholarship opportunities for emerging level staff.
- 4) Eligible organizations may use the scholarship program for up to 5 half or full day courses per grant year (running July-June). Note: sending multiple people to the same class or conference counts as multiple uses of the scholarship. Be tactical in how you use these opportunities, and who attends them!
- 5) All scholarship requests require advance application and are subject to approval by the Department of Arts and Culture.



## How Does the Department of Arts and Culture Decide on Topics for Convenings?

Topics are determined by current strategic priorities (such as the Cultural Equity and Inclusion Initiative), review of mid- and final-year OGP grantee reports, and aggregated survey responses from workshops and convenings across all Department of Arts and Culture programs. Sample topics include promising practices in nonprofit management, human resources, artistic documentation, and arts advocacy rules and tools.

## How Do I Learn More?

We send email blasts regularly to grantees with workshop opportunities and information on local conferences. Additional information and instructions on how to sign up for workshops is always available at [lacountyarts.org](http://lacountyarts.org). You should also follow us on Facebook and Twitter @lacountyarts and sign up for the [Arts and Culture monthly newsletter](#).

## LA Culture Net

Opportunities are also posted on the LA Culture Net listserv. It is strongly recommended that grantees subscribe to LA CultureNet by using this link: <https://groups.io/g/laculturenet/join>.

## Regional Cultural Calendar

The *Discover Los Angeles* website is a digital platform connecting events and destinations countywide with links to regional public transit. *DiscoverLosAngeles.com* offers a platform for outreach and accessibility and provides a web portal that supports online information dissemination.

Grantees are encouraged to post publicly accessible programs and events on <http://www.discoverlosangeles.com>. To do so, create an organization user account via this link <https://www.discoverlosangeles.com/user?destination=what-to-do/events/submit>

## UPDATING CONTACT INFORMATION

---

Grantees must notify the Department of Arts and Culture of changes to their organization's contacts or other organizational information. A *Contact and Change of Information* form can be found in the grant management system online at <https://apply-lacdac.smapply.io/>. Once logged in, find and fill out the form and submit it for review by grants staff. Grantee must also notify [LA County Vendor Services](#) separately to maintain current information in the vendor system.

## CALENDAR OF IMPORTANT DEADLINES

---

In order to ensure compliance and timely reporting and communications, note important dates in the calendar below. Please share this calendar with any staff who should be aware of these deadlines.

Please ensure that **all** of these deadlines are on your organization's calendar so that the primary organizational contact is aware and able to manage the grant requirements within the OGP program timeline.

**Adjusted Grant Budget and Final Signed Contracts Due** August 12, 2022

**Year 1 OGP Grant Cycle Begins** July 1, 2022

**Year 1 Invoice Deadline** August 12, 2022

**Reporting Workshop for Year 1** May 2023

**Year 1 Report Deadline** June 1, 2023

**Year 2 OGP Grant Cycle Begins** July 1, 2023

**Year 2 Invoice Deadline** August 1, 2023

Reporting Workshop for Year 2

May 2024

Year 2 Report Deadline

June 1, 2024

**End of Grant Cycle – Time to Reapply in the Fall**

**July 1, 2024**

## **LA VS HATE**

---

We encourage grantees to visit the webpage for [LA vs Hate](#) where you will find resources and free artwork intended to be used across social media to unite your community in the effort to recognize, report and resist hate in our county. LA vs Hate is a community-centered creative campaign to encourage and support all residents of Los Angeles County to unite against, report and resist hate. If you are the victim or witness of a hate incident or hate crime you can [report the incident/crime with 211 LA](#). Your report is confidential and 211 is not affiliated with law enforcement.