



OGP

LOS ANGELES COUNTY ARTS COMMISSION ORGANIZATIONAL GRANT PROGRAM (OGP)

2006/2007 – GUIDELINES for ALL OGP APPLICANTS

After reviewing guidelines, please refer to the OGP Instructions for assistance in completing the electronic application.

OGP CATEGORIES, GOALS, & DEADLINES

The Organizational Grant Program accepts applications from non-profit arts organizations in all disciplines.

Application Deadlines:

OGP III (Accessibility) (over \$1,500,000) – Wednesday, October 26, 2005

Provides support for projects to increase accessibility of the arts for Los Angeles County residents.

OGP 2.5 (Artistic Capacity) (\$500,000-\$1,500,000) – Wednesday, November 30, 2005

Provides support for artistic growth and employment opportunities.

OGP II (Organizational Capacity) (\$100,000-\$500,000) – Wednesday, November 16, 2005

Provides support for projects to strengthen infrastructure for arts organizations.

OGP I (Advancement) (under \$100,000) - Wednesday, December 14, 2005

Provides support for artistic or administrative advancement projects for arts organizations.

As this is an electronic grant process, applications may be submitted after 5:00 p.m. on the due date. However, should there be any problems in transmission, staff will not be available to troubleshoot. It is *highly recommended* that grants be submitted by 5:00 p.m.

No late applications will be accepted. There are NO exceptions.

All supporting documentation sent by mail must be postmarked by the due date.

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It should not be construed that an organization meeting these minimum eligibility standards automatically qualifies for County subsidy, or that receipt of a grant in past years ensures future funding. Funding of grants is contingent upon peer panel review and the amount of money allocated to the Arts Commission by the County Board of Supervisors.

SPECIAL ELIGIBILITY CIRCUMSTANCES

The Arts Commission may consider exceptions to the above requirements:

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

INELIGIBLE ORGANIZATIONS

The Organizational Grant Program will not provide funds to:

- Organizations whose primary mission is to raise funds.
- Educational institutions which lead to a degree or diploma, including but not limited to private or public schools or scholarship programs, colleges and universities [including departments and programs therein, with the possible exception of those organizations which have their own 501(c)(3) status].
- Student groups, recreational or social organizations.
- Individual artists.
- City or County government agencies or departments.
- Organizations with fiscal agents or sponsors.
- Social service or welfare organizations.
- Organizations not open to the general public.
- Organizations with an accumulated deficit of more than 20% of the total operational revenues for 2 years or more.

OGP WILL NOT FUND THE FOLLOWING PROJECTS:

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

GRANT CONDITIONS

Organizations that have been awarded funds are required to adhere to all agreements contained within the organization's contract with Los Angeles County, including:

- OGP grants will not exceed the requested amount and are for reimbursement only. There is no advancement of grant funds. Activities must take place before invoicing for County funds.
- All OGP grants must be matched 1:1 with other earned or contributed income sources. In-kind contributions are not allowed as a match, except from schools for arts education projects. The match may be more than the amount requested.
- The Arts Commission reserves the right to determine the activities to be presented or supported commensurate with the appropriation granted. Any changes in contracted activities must be approved.
- Organizations receiving grant awards will be required to file signed project reports, submit proof of expenses (OGP I only), and provide documentation of proper acknowledgment of Arts Commission support in printed programs, catalogs, or on a Web site.
- Compliance with all applicable federal, state and local laws, rules, regulations, ordinances, and directives.

PUBLIC RECORD

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

GUIDELINES FOR ORGANIZATIONS SERVING CHILDREN/YOUTH

DEFINITIONS:

An arts education organization is one with a mission centered on providing opportunities for students between the ages of 5 and 18 to increase their knowledge and skills in one or more arts disciplines.

Examples: mentor programs, children's theaters/storytelling, youth choruses, and dance schools, among others.

An arts education program is the presentation of a single activity or sequence of activities that furthers children's knowledge and skills in one or more arts disciplines.

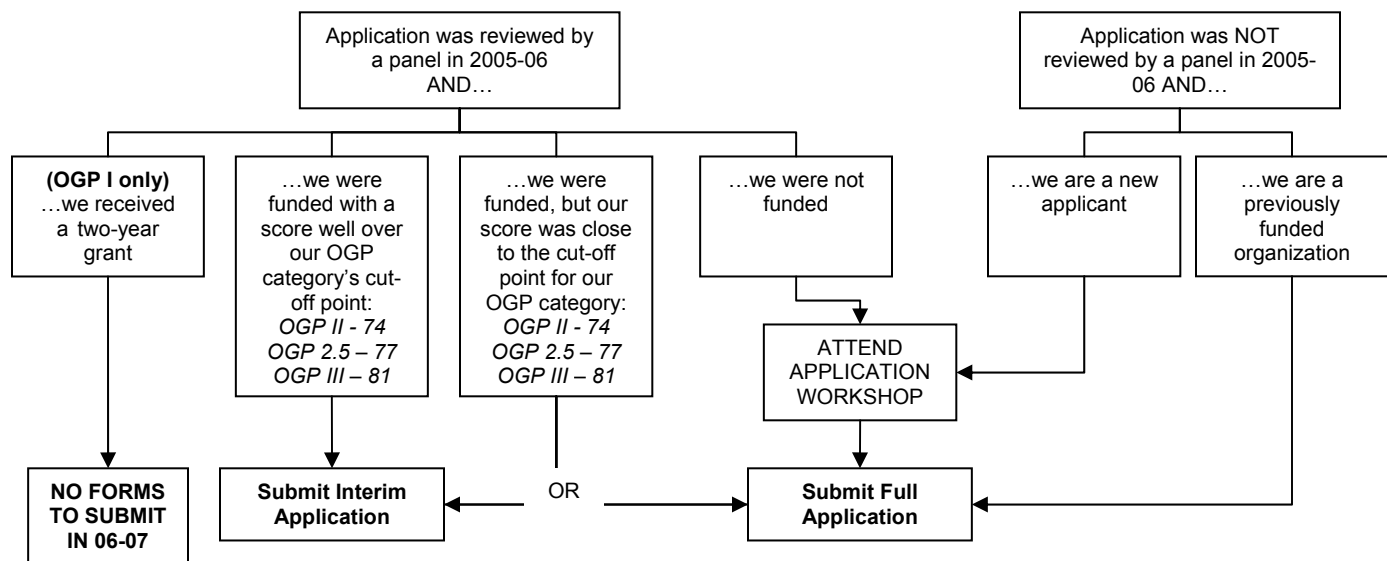
A school-based program is a subset of an arts education program and occurs in partnership with one or more schools. A school-based program must incorporate Content Standards in the curriculum and utilize lesson plans and/or study guides.

ARTS FOR ALL INITIATIVE: Arts for All: Los Angeles County Regional Blueprint is a ten-year plan which provides a series of policy changes and educational initiatives to create systemic change and institutionalize arts education in each of the 81 school districts in Los Angeles County, which serve a total of 1.7 million students, 23% of students enrolled in public school in California. The Regional Blueprint, which is the result of a year-long community-based strategic planning process, was adopted by the Los Angeles County Board of Supervisors, the Los Angeles County Arts Commission, and the Los Angeles County Office of Education in August and July 2002, respectively. Fifty-four diverse stakeholders, including the Arts Commission and the Los Angeles County Office of Education, have agreed to work together under the umbrella of a County Task Force on Arts Education to implement the various strategies of the Blueprint. For a complete update on progress made in implementing the Blueprint, please visit http://lacountyarts.org/blueprint_update04.pdf

The Arts Commission looks to its grantees to be active partners in achieving the Blueprint's objectives. Therefore, it requires every applicant to document:

1. **USE OF STANDARDS:** Both the federal government (through the No Child Left Behind Act) and the State of California have defined arts education as part of the core curriculum. In 2001, the California State Board of Education adopted Content Standards for the Visual and Performing Arts (VAPA), providing school districts with a baseline of instruction for making the arts a core curriculum subject. With Content Standards as guideposts, districts are instituting comprehensive arts education programs using grade-specific goals and activities. Nonprofit arts organizations are critical partners in this nationwide effort. Therefore, applicants that conduct arts education programs are expected to demonstrate awareness of, and adherence to, these Standards, which may be downloaded from www.laartsed.org.
2. **FINANCIAL PARTICIPATION BY SCHOOL/DISTRICT:** Financial involvement by schools/districts is a necessary proof of ongoing commitment to the project as well as the larger goals of the Blueprint. Organizations applying for a school-based program, whether hosted at the schools or at organizations' facilities, are required to demonstrate a 1:1 match provided by either individual schools or districts.
New for 2006/07 The school/district match may either be fully cash or a mix of cash and in-kind, with in-kind support not exceeding 25% of the match.
3. **EDUCATION-FOCUSED REVIEW PANELS:** All arts education organizations and arts education programs will be assessed in Arts Education panels. Even if arts education programming is only a part of the County request, it will be reviewed in an Arts Education panel. Panelists will be selected both for expertise in arts education and specific disciplines. They will evaluate applications on the basis of the Organizational Grant Program criteria and adherence to best practices in arts education.

GRANT CYCLES/APPLICATION TYPES



OGP I – TWO-YEAR GRANT

OGP I organizations make one grant request for two consecutive years. If awarded, the organization will be contracted to receive two years of funding (both years at the same amount) as long as it maintains its eligibility and fulfills all reporting requirements during those two years. Returning grantees, please note: OGP I organizations are no longer required to submit an Interim Application [the former Second Year Report] to receive Year 2 funds.

OGP II, OGP 2.5 and OGP III – ONE-YEAR GRANT (TWO-YEAR CYCLE)

OGP II, OGP 2.5 and OGP III applicants operate on a two-year cycle. In the first year of the cycle, they submit a Full Application. In the second year of the cycle, they have the option of retaining the previous year's score and submitting an abbreviated Interim Application, formerly known as the Second Year Report. These applications will not be reviewed by a peer panel.

New for 2006/07

FULL APPLICATION SUBMISSIONS: Please note that the timeframe for the Full Application's project narrative is one year. In past years, the Arts Commission has requested a narrative that covers two years. Since the funds requested for 2006-07 may only be expended during that year, applicants should describe activities that will occur during that year ONLY. Should a grant be awarded, an organization will have the opportunity to carry over its score and submit an abbreviated Interim Application in 2007-08. It will have the option of either continuing with the project funded in 2006-07 or undertaking another project (appropriate to the OGP category's goals).

INTERIM APPLICATION SUBMISSIONS: The Interim Application option is available to organizations that submitted a full application for 2005-06. The due date for the Interim Application is the same as that for a Full Application – see due dates above. No late Interim Applications will be accepted.

Please note:

Same score ≠ same grant amount: If funded, the monetary amount of the second year award will not be determined until all new applications have been submitted and the funding formulas and scores for the entire grantee pool (new and second-year grantees) have been approved by the Arts Commission. Grant award contracts are issued separately for each year and the actual grant award will likely change.

If your previous score neared the cut-off point, that is to say, the lowest fundable score for 2005-06 (OGP II – 74, 2.5 – 77, III – 81), you may wish to submit a full application in 2006-07, as the cut-off in any category may change from one year to the next. An organization that re-applies will not have the option to revert back and accept the previous year's score.

Commission may request full application: Notwithstanding the foregoing, the Arts Commission reserves the right at its discretion to require a full application of a grantee entering its second year.

OGP I - OVERVIEW

Most recently completed year's cash revenue is less than \$100,000

OGP I is designed to provide essential support for small-budget organizations. Projects may be artistic and/or administrative in nature and the request should support a priority need.

501(c)(3) STATUS: The Arts Commission permits organizations in the process of obtaining 501(c)(3) status to apply for County funds. They must submit evidence of filing for non-profit status to the Commission by February 1, 2006 and submit their newly received 501(c)(3) determination letter to Commission staff by May 15, 2006. If the determination letter is not received by this due date, the applicant organization will not be considered for funding and will need to submit a new grant application in the next grant cycle once the determination letter has been received.

New for 2006/07

NEW DISCIPLINARY CATEGORY: A new disciplinary category has been created for arts service organizations, defined as nonprofit entities with a primary mission to provide specialized services to the arts and cultural community. These organizations may be restricted by discipline, geography, or culture, or may serve the entire arts community. Services offered may include, but are not limited to, professional development and technical assistance, including marketing, legal and financial assistance; networking opportunities; educational forums and workshops; and printed materials, including calendars, newsletters and other publications. Examples of arts service organizations are local arts councils, certain artists' membership organizations, and discipline-specific centers.

There will be a dedicated peer review panel for these organizations. Review criteria have been revised: the criterion of Artistic Quality encompasses quality of service to each group of stakeholders; consistent excellence; ability to connect members/stakeholders to resources and create opportunities that demonstrably advance them; and programming that demonstrates vitality, originality and professionalism. The criterion of Relationship with Community looks for evidence that the organization communicates/educates regarding the needs and issues of its members in the greater community, strives to achieve public access to programming, and has community support.

If an organization meets the definition of an Arts Service organization, it will likely be reviewed by the Arts Service panel, whether or not it has checked the appropriate box under "Discipline of Organization."

ORGANIZATIONAL DEVELOPMENT: In addition to grant awards, training and development opportunities are available for OGP I grantees through workshops and scholarship support. Grantee organizations will receive notification of available opportunities through the e-mail address supplied by the organization in its eGRANT (online application system) registration and in contract documents.

OGP I - PROJECT SUPPORT

OGP I WILL FUND THE FOLLOWING TYPE OF PROJECTS:

Administrative and organizational support, including:

- Marketing strategies and initiatives
- Fund development activities
- Governance and leadership
- Information technology (computers, software, website improvement)
- Strategic planning/consultancies

Salaries and benefits or fees for artistic and administrative positions.

Production support, including:

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

OGP I - ALLOWABLE REQUESTS

MAXIMUM REQUEST: An OGP I applicant organization may request up to a maximum of 10% of its actual cash revenue from the last completed budget year at the time of the application submission for each of the two years of funding. Applicants are advised to request the maximum allowable amount. Do not request more than the maximum and do not round the request up.

Explanation of “last completed budget year”: Some organizations operate on a calendar year basis (January 1 to December 31) and others operate on a fiscal year basis (July 1 to June 30, or October 1 to September 30, etc.). If the organization operates on a calendar year for accounting purposes, the organization would base its request amount on the revenue from the calendar year closing on December 31, 2004 (the last completed budget year prior to the application deadline of December 14, 2005).

Example: \$2,500 for 05/06 + \$2,500 for 06/07 = \$5,000 total OGP I request

MINIMUM REQUEST: No matter the budget size of the organization, applicants should not request less than \$1,000 for each of the two years for a total of \$2,000. The minimum award is subject to change.

The amount awarded is based upon a percentage of the amount requested and the score received.

OGP I - REVIEW CRITERIA

The following criteria will be used by panelists to evaluate **OGP I** applicants.

OGP I applicants will be expected to demonstrate:

- Artistic excellence of organization and project;
- Demonstrated alignment with elements of the VAPA Standards for arts education programs;
- Ability to carry out the project;
- Ability of the proposed project to advance the organization either artistically and/or administratively;
- Relationship with identified audience;
- Alignment of mission and programs;
- Minimum fiscal threshold (adequate financial statements to generate interim and annual reports, timely budgeting, ability to address financial issues, positive net assets);
- Collaborative relationships with other organizations.

New for 2006/07

Panelists will review returning applicants' 2005-06 final reports as part of the peer review process, as final reports speak to applicants' capacity to undertake projects.

OGP II, OGP 2.5 and OGP III – DISCIPLINARY CATEGORY

New for 2006/07

NEW DISCIPLINARY CATEGORY: A new disciplinary category has been created for arts service organizations, defined as nonprofit entities with a primary mission to provide specialized services to the arts and cultural community. These organizations may be restricted by discipline, geography, or culture, or may serve the entire arts community. Services offered may include, but are not limited to, professional development and technical assistance, including marketing, legal and financial assistance; networking opportunities; educational forums and workshops; and printed materials, including calendars, newsletters and other publications. Examples of arts service organizations are local arts councils, certain artists' membership organizations, and discipline-specific centers.

There will be a dedicated peer review panel for these organizations. Review criteria have been revised: the criterion of Artistic Quality encompasses quality of service to each group of stakeholders; consistent excellence; ability to connect members/stakeholders to resources and create opportunities that demonstrably advance them; and programming that demonstrates vitality, originality and professionalism. The criterion of Relationship with Community looks for evidence that the organization communicates/educates regarding the needs and issues of its members in the greater community, strives to achieve public access to programming, and has community support.

If an organization meets the definition of an Arts Service organization, it will likely be reviewed by the Arts Service panel, whether or not it has checked the appropriate box under "Discipline of Organization."

OGP II – OVERVIEW

Most recently completed year's cash revenue falls between \$100,000 and \$500,000

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

In addition to the grant award, funded organizations will be provided access to technical assistance services which may include workshops and scholarship opportunities.

OGP II - PROJECT SUPPORT

Examples of programs or projects that strengthen infrastructure include:

- Improved systems - accounting, graphics, personnel, box office;
- Marketing and public relations strategies and research such as audience surveys;
- Cash reserve strategies;
- Development activities such as building contributor bases;
- Earned income strategies;
- Governance and leadership;
- Development of a strategic plan;
- Salaries and benefits or fees for artistic and administrative staff positions that can be sustained through new strategies; and
- Information technology that improves Web presence, internet access, computers and needed software to increase staff efficiency.

Organizations in this category that seek funds for artistic projects will be expected to show that these projects are focused less on immediate needs and more on the long-term development of their institutions.

OGP II - ALLOWABLE REQUESTS

MAXIMUM REQUEST: OGP II applicant organizations may request up to 3.5% of their actual revenue from the last completed fiscal year, with a minimum grant request of \$4,000. It is to the organization's advantage to request the maximum amount.

MINIMUM REQUEST: No matter the budget size of the organization, applicants should not request less than \$4,000. The minimum award is subject to change.

The amount awarded is based upon a percentage of the amount requested and the score received.

OGP II - REVIEW CRITERIA

The following criteria will be used by panelists to evaluate **OGP II** applicants.

OGP II applicants will be expected to demonstrate:

- Artistic excellence of organization and project (if applicable);
- Alignment with elements of the VAPA Standards for arts education programs;
- Management capacity (staff and board);
- Ability for the proposed project to promote sustainability;
- Relationship with identified audience;
- Alignment of mission and programs;
- Adequate financial statements to generate interim and annual reports, timely budgeting, ability to address financial issues, positive net assets; and
- Collaborative relationships with other organizations.

New for 2006/07

Panelists will review returning applicants' 2005-06 final reports as part of the peer review process, as final reports speak to applicants' capacity to undertake projects.

OGP 2.5 – OVERVIEW

Most recently completed year's cash revenue falls between \$500,000 and \$1,500,000

The Arts Commission introduced this category in 2005-06 to support community anchor organizations' focus on artistic capacity. Funds will enable organizations to mount productions/exhibitions/education programs on a scale and scope that help them to reach their aesthetic/educational aspirations to a greater degree. Qualifying projects take the organization to a higher level of artistic achievement and provide employment opportunities for artists.

Another goal of this category is to improve executive leadership/management skills, particularly in the area of human resources, through technical assistance. Organizations receiving grant awards through OGP 2.5 may also receive technical assistance focused on individualized leadership coaching. This aspect of the program is managed by the Arts Commission's Director of Organizational Development.

OGP 2.5 - PROJECT SUPPORT

Organizations may seek funding to increase artistic capacity. Examples of such artistic projects include:

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

OGP 2.5 - ALLOWABLE REQUESTS

MAXIMUM REQUEST: OGP 2.5 organizations may request up to 3% of their actual revenue from the last completed fiscal year. No matter the budget size of the organization, applicants should not request less than \$10,000. Do not request more than the maximum allowable and do not round the request up. It is to the organization's advantage to request the maximum amount.

MINIMUM REQUEST: Applicants should not request less than \$10,000. The minimum award is subject to change.

The amount awarded is based upon a percentage of the amount requested and the score received.

OGP 2.5 - REVIEW CRITERIA

The following criteria will be used by panelists to evaluate OGP 2.5 applicants.

All OGP 2.5 applicants will be expected to demonstrate:

- Artistic excellence of organization;
- How the proposed project will increase artistic capacity;
- Alignment with elements of the VAPA Standards (for arts education programs);
- Management capacity (staff and board);
- Relationship with identified audience;
- Alignment of mission and programs;
- Adequate financial statements to generate interim and annual reports, timely budgeting, ability to address financial issues, positive net assets;
- Collaborative relationships with other organizations; and
- Evaluation methodology and usage of results.

New for 2006/07

Panelists will review returning applicants' 2005-06 final reports as part of the peer review process, as final reports speak to applicants' capacity to undertake projects.

New for 2006/07

Please note that OGP 2.5 applicants are now required to fill out the Organizational Development Background section of the application.

OGP III - OVERVIEW

Most recently completed year's cash revenue is more than \$1,500,000

The goal of OGP III is to make programs easily accessible to the public.

All grants under this category are to support access to arts activities—workshops, residencies, performances, exhibitions, or other arts programming.

OGP III - PROJECT SUPPORT

Organizations may seek funding to provide County residents access to the arts. Examples of such projects include:

- Free and reduced tickets for low income residents coordinated with partnering organizations such as senior homes, housing developments, foster homes, community centers, etc.
- Audience development targeted for a specific segment of the population (seniors, physically challenged, community residents, college students, etc.)
- Arts education activities and programs for youth aged 5-18 (in-school, after-school, summer, etc.). Please note that these projects will be reviewed in Arts Education peer panels.
- artistic and production expenses related to educational and outreach programs

OGP III - ALLOWABLE REQUESTS

MAXIMUM REQUEST: The maximum is based on the organization's actual revenue from the last completed fiscal year. Do not request more than the maximum allowable and do not round the request up. It is to the organization's advantage to request the maximum allowable amount.

ORGANIZATION REVENUE

MAXIMUM ALLOWABLE REQUEST AMOUNT

\$25,000,000 +	Not more than .5% of actual revenue or \$200,000 (whichever is less)
\$10,000,000 - 24,999,999	Not more than .75% of actual revenue or \$125,000 (whichever is less)
\$5,000,000 - 9,999,999	Not more than 1% of actual revenue or \$75,000 (whichever is less)
\$1,500,000 - 4,999,999	Not more than 2% of actual revenue or \$50,000 (whichever is less)

MINIMUM REQUEST: The minimum grant request in this category is \$12,500. No matter the budget size of the organization, applicants should not request less than \$12,500. The minimum award is subject to change.

The amount awarded is based upon a percentage of the amount requested and the score received.

OGP III - REVIEW CRITERIA

The following criteria will be used by panelists to evaluate **OGP III** applicants.

OGP III applicants will be expected to demonstrate:

- Artistic excellence of organization and project;
- Demonstrated alignment with elements of the VAPA Standards for arts education programs;
- Alignment of mission and programs;
- Community service to County residents;
- Ability to assume fiscal responsibility for proposed project;
- Constituent support;
- Evaluation methodology and usage of results.

New for 2006/07

Panelists will review returning applicants' 2005-06 final reports as part of the peer review process, as final reports speak to applicants' capacity to undertake projects.

New for 2006/07

Please note that OGP III applicants are now required to fill out the sections on Mission, Organizational Development Background, and Individuals Responsible for Project Implementation.

REVIEW PROCESS – FOR ALL OGP CATEGORIES

UPDATES

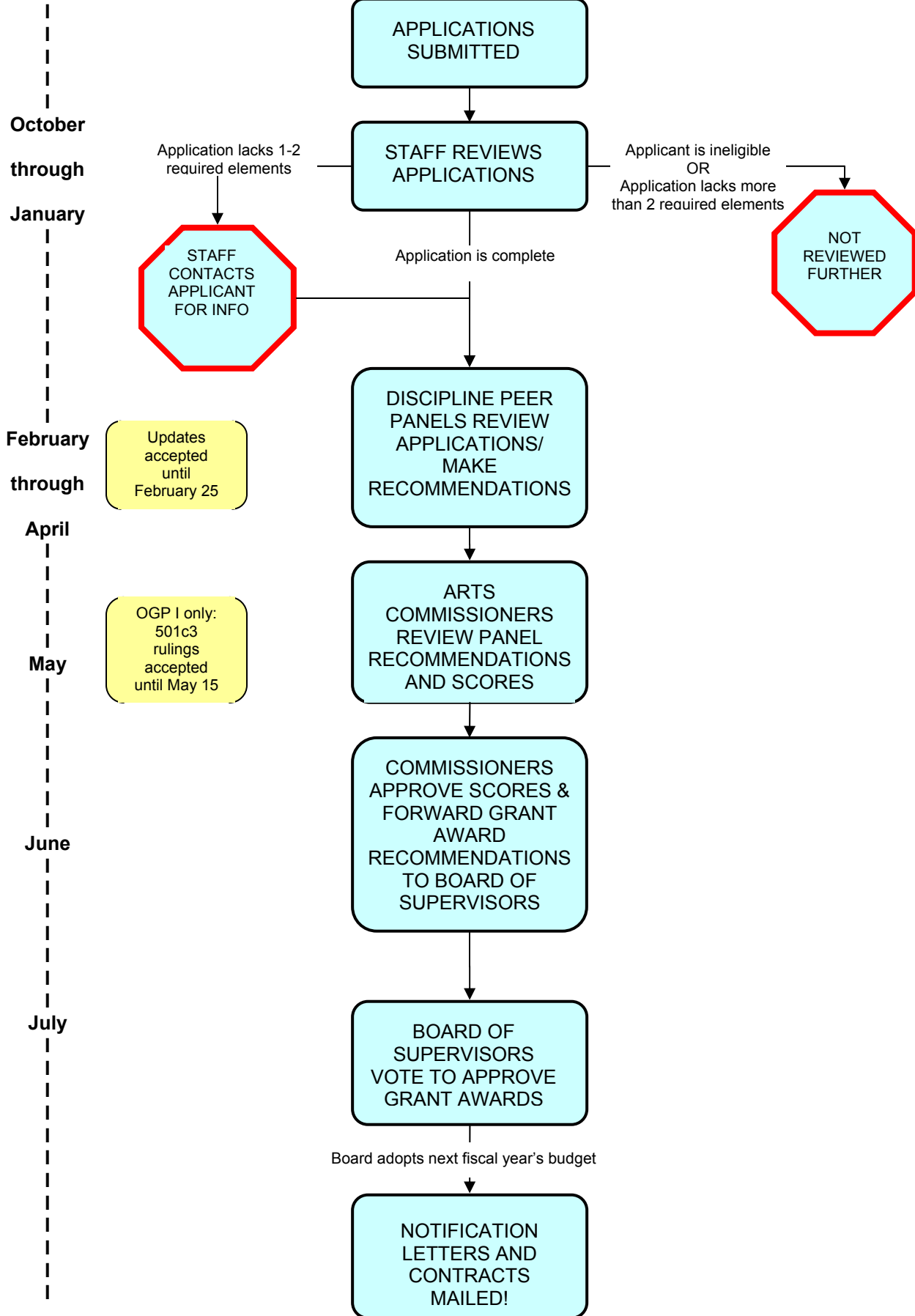
All OGP applicants should submit an update to their submitted application for the panel review if there is new information pertinent to the current proposed project or a change in the leadership of the organization. Updates should be one page on organization letterhead, signed by an authorized individual and submitted via fax or mail by February 25, 2006.

REVIEW PROCESS

1. Commission staff reviews the application for eligibility.
2. If an application form is incomplete, late, and/or all required supplementary materials have not been submitted by the postmarked deadline, the application will be considered ineligible and returned to the organization.
3. A discipline peer panel then reviews all eligible applications.
4. Following the Arts Commissioners' review of the panel findings, grant recommendations are forwarded to the Board of Supervisors for consideration and final approval.

See REVIEW PROCESS flowchart, next page.

REVIEW PROCESS



CHECKLIST for Full Applications

- Application sent electronically using eGRANT (ON OR BEFORE THE DEADLINE)**

Supplemental Materials by mail (POSTMARKED BY THE DEADLINE)

If package with support materials weighs more than 16 oz., you must bring it to the post office. The post office no longer accepts packages of more than 16 oz. deposited in mailboxes.

Ten (10) copies of each of the following (collated and either individually three-hole punched or in 8 ½ x 11" clear plastic sleeves:

Reviews/Letters of Recommendation: submit 10 copies of one or two recent (2004/2005) reviews or press articles. If no reviews are available, submit one letter of recommendation from a local official or community member. *For arts service organizations only – submit 2 letters of recommendation from individual or organizational stakeholders in lieu of reviews. Letters may not be from board members.*

Promotional Materials: submit 10 copies of promotional materials (season brochures, flyers, newsletters) from the 2003/2004 or 2004/2005 season.

Staff List: submit 10 copies of the staff list, with names and titles of all full- and part-time individuals working for the organization. Do not include seasonal assistance or any temporary positions related to a single project.

Study Guide: If an arts education organization or applying for an arts education program, submit 10 copies of your study guide.

One (1) copy of each of the following:

New applicant organizations in any OGP category: One copy of the organization's 501(c)(3) Determination Letter.

OGP I organizations lacking a 501(c)(3) Determination Letter: Include a letter on the organization's letterhead confirming the organization will file paperwork by February 1, 2006 and will receive its own non-profit status and letter by May 15, 2006. OGP I organizations that do not receive their 501(c)(3) letter by May 15, 2006 will not receive funding for 2006-07.

OGP I and OGP II applicants only: Financial Statement - one *paperclipped* copy of the organization's financial statement from the last completed fiscal or calendar year. The organization may submit an audited statement or a financial report prepared by the organization's accountant and *signed by the Board President, Chair or Treasurer*. Do not submit bound or stapled statements.

OGP 2.5 and OGP III applicants only: Audited Financial Statements - one *paperclipped* copy of the organization's independently audited financial statements from the last completed fiscal or calendar year. Do not submit bound or stapled statements.

Organizations with a deficit greater than 20% of revenues, must submit one *paperclipped* copy of financial statements for the previous 2 years.

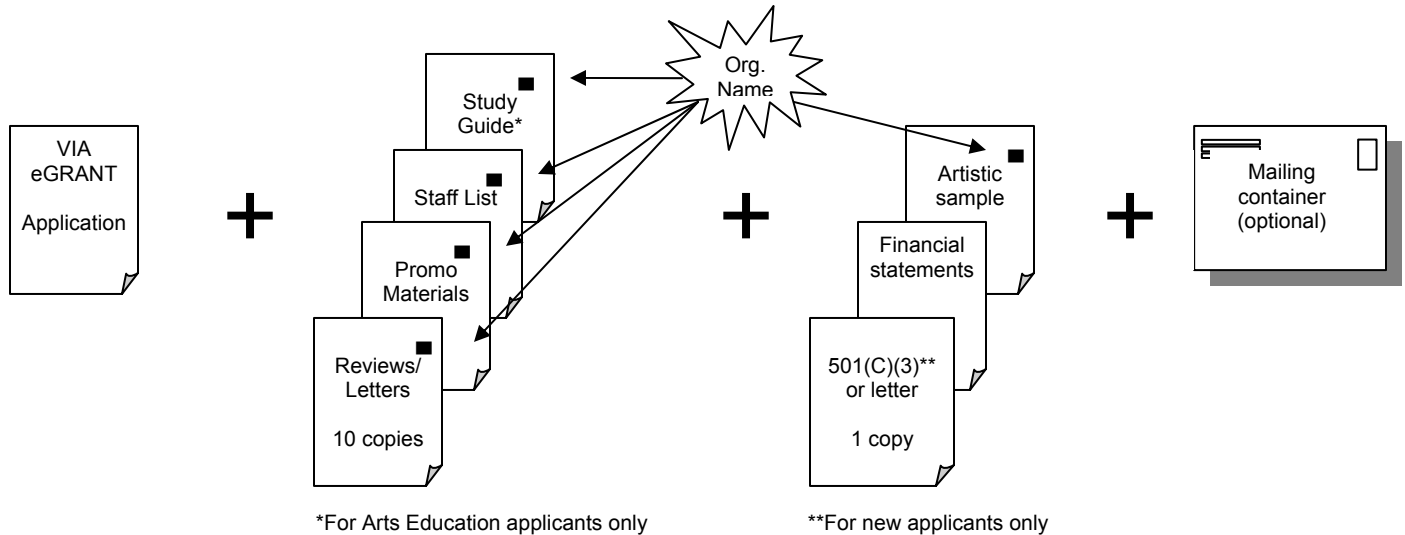
Artistic Documentation: no more than one copy of each form of artistic documentation referenced in the application under "Artistic Documentation." Make sure to label the artistic documentation with the applicant organization's name.

A self-addressed and stamped mailing container for return of artistic documentation materials—only if the organization wants artistic materials returned. Materials without proper mailing containers or postage will not be returned and will be discarded or recycled.

PREPARING YOUR APPLICATION PACKAGE – for Full Applications

VIA MAIL

1. Collate 10 sets (each set should have one of each of the items below)
2. Place each set in a three-hole-punched plastic sleeve OR individually hole-punch items.



1. Include the name of the organization at the top right corner of all supplemental materials.
2. Do not submit any stapled, taped, paste-up or odd-sized materials. All materials (except for promotional materials) must be on standard 8 1/2" by 11" paper. Do not place materials in a binder.
3. Secure materials with a rubber band.

CHECKLIST for Interim Applications

Application sent electronically using eGRANT (ON OR BEFORE THE DEADLINE)

Supplemental materials by mail (POSTMARKED BY THE DEADLINE):

OGP II applicants only: Financial Statement - one *paperclipped* copy of the organization's financial statement from the last completed fiscal or calendar year. The organization may submit an audited statement or a financial report prepared by the organization's accountant and *signed by the Board President, Chair or Treasurer*. Do not submit bound or stapled statements.

OGP 2.5 and OGP III applicants only: Audited Financial Statements - one *paperclipped* copy of the organization's independently audited financial statements from the last completed fiscal or calendar year. Do not submit bound or stapled statements.

CONTACT INFORMATION

ADDRESS QUESTIONS TO:

Janine Perron, Director of Grant Programs
Los Angeles County Arts Commission
374 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Telephone: 213/974-1343
FAX: 213/625-1765
E-mail: jperron@lacountyarts.org [note new address]