

**Los Angeles County Arts Commission
2010-11 Organizational Grant Program
General Terms and Instructions**

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Thank You Letters to the Los Angeles County Board of Supervisors

Please send a thank you letter from your executive director, board chair, or both, under separate cover directly to your County Supervisor at the mailing address listed below. Their leadership in supporting the Organizational Grant Program is particularly important at this time. Send copies of the letters to the Arts Commission, to the attention of the Arts Commissioners.

First District

The Honorable Gloria Molina
Supervisor, First District
500 West Temple Street, Suite 856
Los Angeles, CA 90012

Second District

The Honorable Mark Ridley-Thomas
Supervisor, Second District
500 West Temple Street, Suite 866
Los Angeles, California 90012

Third District

The Honorable Zev Yaroslavsky
Supervisor, Third District
500 West Temple Street, Suite 821
Los Angeles, California 90012

Fourth District

The Honorable Don Knabe
Supervisor, Fourth District
500 West Temple Street, Suite 822
Los Angeles, California 90012

Fifth District

The Honorable Michael D. Antonovich
Supervisor, Fifth District
500 West Temple Street, Suite 869
Los Angeles, California 90012

Arts Commission

Los Angeles County Arts Commission
Attention: Arts Commissioners
1055 Wilshire Blvd., Suite 800
Los Angeles, CA 90017

Other Things You Need to Know

The Organizational Grant Program General Terms and Instructions apply to all grants and agreements (also referred to as “awards”) that Los Angeles County issues, by and through its Arts Commission, to nonprofit organizations through its Organizational Grant Program (“OGP”).

The General Terms and Instructions are based on the administrative requirements and policies of Los Angeles County. Award recipients shall be familiar with and comply with these General Terms and Instructions.

Submission of a signed grant contract constitutes your agreement to comply with all the terms and conditions of the award, including legal, financial, administrative and programmatic responsibility for administering the award, all of which are hereby incorporated into the award by reference. While the Arts Commission may provide you with reminder notices regarding award requirements, the absence of receiving such notice does not relieve the organization of its responsibility to meet all applicable award requirements. Failing to comply with these requirements may result in the suspension or termination of the award.

OGP grants are contracts for services. Awards are distributed on a reimbursement basis for expenses made in conformity with the application approved by the Los Angeles County Arts Commission and the grant contract.

Matching Funds

Grantees shall ensure that Los Angeles County funds do not exceed fifty percent (50%) of the total cost of the supported project through the acquisition and reporting of matching funds. Contractor shall forfeit the amount of the grant for which matching funds have not been acquired and reported.

Grant Period

Organizations receiving OGP grants are awarded two-year contracts. The period of support for 2010-11 OGP grantees shall be from the date of full execution of the contract to June 30, 2012.

Authorizing Official

An authorizing official is an official of the recipient organization with authority to legally bind the organization. In the case that signatures from two authorizing officials cannot be obtained, grantees may submit a corporate resolution or affidavit from the corporation's board that the single officer signing the agreement on the corporation's behalf has the authority to bind the corporation.

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. If the organization is not registered and in good standing with the California Secretary of State, the organization will be contacted so the problem may be resolved. If an organization's business status has been suspended, only once the organization's "active" status with the California Secretary of State is confirmed will the contract be executed.

Credit/Recognition

Grantees are required to recognize support from Los Angeles County by placing the Arts Commission's logo and credit line on the organization's printed materials and Web site, and listing the Arts Commission among the organization's donors or supporters.

The following credit line shall be used for written and verbal crediting purposes: *"This [ORGANIZATION/PROJECT/PERFORMANCE/EXHIBITION] is supported, in part, by the Los Angeles County Board of Supervisors through the Los Angeles County Arts Commission."*

Arts Commission logos can be downloaded from the Arts Commission Web site for credit purposes at www.lacountyarts.org.

Experience LA

The Experience LA Web site promotes cultural attractions throughout Los Angeles County at no cost to the presenting agency. Grantees are required to post publicly accessible programs and events on www.ExperienceLA.com and include one example demonstrating one or more events were posted on the Experience LA Web site as part of the invoicing requirements.

It is recommended grantees post information on the Experience LA Web site at least three weeks in advance of the event. To post events on ExperienceLA.com, follow the instructions to "Become an Experience LA Partner" at www.experienceLA.com/About/xlapartner.htm.

DUNS Number

Dun & Bradstreet (D&B) documents businesses through its Data Universal Numbering System (DUNS). The federal government, including the National Endowment for the Arts, requires organizations to provide a DUNS number as part of their grant applications and Americans for the Arts utilizes DUNS numbers to document the number of arts-related businesses and employees in any geographical region or political jurisdiction.

The Arts Commission requires that all grantees have a DUNS number and include it on the grant contract. There is no fee for registering for a DUNS number. To verify an existing DUNS number or to request a new DUNS number, go to the Dun & Bradstreet Web site at <http://fedgov.dnb.com/webform/displayHomePage.do> or call (866) 705-5711 to request a DUNS number over the phone. You will need the following information to obtain a DUNS number:

- a. Legal name of organization
- b. Organization address
- c. Name of the Superintendent or CEO
- d. Legal structure of the organization (corporation, partnership, proprietorship)
- e. Year the organization started
- f. Primary type of business
- g. Total number of employees (full and part time)

Technical Assistance Scholarships for OGP I, II and 2.5 Grantees

The Arts Commission offers technical assistance and professional development opportunities to OGP I, II and 2.5 grantees. Grantees are notified of by email, by service providers or the Arts Commission, of upcoming workshop and conference opportunities and registration instructions. It is the responsibility of the grantee to keep their contact information with the Arts Commission up to date.

Opportunities are also posted on the LA CultureNet listserv. It is strongly recommended that grantees subscribe to LA CultureNet by sending an email to laculturenet-subscribe@yahoogroups.com.

Eligible participants: Staff, board members and volunteers of OGP I, II and 2.5 organizations are all eligible to take advantage of scholarship opportunities, unless otherwise noted in the opportunity announcement.

Scholarships for Workshops

Scholarships to attend workshops at the following management support organizations are available on an ongoing basis. Grantees may attend workshops on a full scholarship, paid completely by the Arts Commission, provided participants register in advance and complete a workshop evaluation:

- Center for Nonprofit Management – www.cnmsocal.org
- Long Beach Nonprofit Partnership – www.lbnp.org

In addition, grantees are provided scholarships to attend various workshops offered through the Los Angeles County Arts Commission, including but not limited to:

- ManagEase Human Resources Workshops – information will be emailed to grantees

Participants must register for workshops in advance directly with the service provider. Participants who register for and do not attend workshops are responsible for paying for the entire workshop fee. Grant payments will be held until workshop fees are paid.

Scholarships for Conferences

Grantees are provided partial scholarships to attend conferences being held in the LA region during the grant period. Conference scholarships, paid in-part by the Arts Commission, are offered through a brief application and reimbursement process. Please respond to email instructions to take advantage of these opportunities.

- Various conferences in the LA region – information will be emailed to grantees and posted on LA CultureNet

Grant Panel Comments

Knowledgeable members of the arts community, including artists, nonprofit arts administrators and members of the academic community have recently assessed your organization's programs and management as part of the OGP peer review panel process.

Grantees are strongly encouraged to have a representative of your organization to contact the Arts Commission to obtain the panel comments that staff has compiled for each OGP applicant. To get panel feedback, call or email the grants staff at (213) 202-5858 or grants@arts.lacounty.gov to arrange for a phone appointment.

If you would like to find out more about panel service or would like to apply to serve as a grants panelist, please visit <http://www.lacountyarts.org/grantpanelist.html>.

Project Amendments

Grant activities and expenses must be consistent with those approved for funding. If changes in the project are believed necessary, you must send a written request with justification to the Grants staff before implementation.

Each Project Amendment request shall be written on the Contractor's (Grantee's) letterhead and shall, at a minimum, include the following information:

- a. OGP contract number,
- b. Specific change(s) requested,
- c. Justification for each requested change(s),
- d. Revised project budget, if applicable, or else the statement that "No revised project budget has been included in this amendment,"
- e. Contact information, including a phone number, fax number and e-mail address,

- f. A statement which reads as follows: "The parties agree to amend the terms of the contract as set forth in this amendment. Except as amended herein, all other terms and conditions of this contract shall remain in full force and effect," and
- g. Signature of an agent of the Contractor who is authorized to contractually bind the Contractor.

Contractor and County agree that each Project Amendment request received by the County shall constitute an offer, by the Contractor, to amend the contract in the manner described in the Project Amendment request. County is under no obligation to approve a Project Amendment request, and each project Amendment request shall be considered on a case-by-case basis. If the County agrees to the Contractor's Project Amendment request, the Executive Director of the Los Angeles County Arts Commission shall sign the Project Amendment request at which point it shall become an amendment to the contract. Unless and until the Contractor receives written approval from the Executive Director of the Los Angeles County Arts Commission, in the form of a signed Project Amendment request, the Contractor shall only incur costs and shall only carry out its project in a manner consistent with the terms and conditions of the original contract.

Invoicing (Requesting Payment)

County grants are paid on a reimbursement basis. Grantees must invoice the Arts Commission to receive grant payments. Grantees shall submit one or two invoices annually as soon as the grant and matching funds have been expended.

Grantees shall invoice the Arts Commission at least once and no more than twice each fiscal year, as follows:

For Year 1 (2010/11)

- a. One "Partial Invoice" and one "Final Invoice and Report Package" for Year 1 or
- b. One "Final Invoice and Report Package" for Year 1

For Year 2 (2011/12)

- a. One "Partial Invoice" and one "Final Invoice and Report Package" for Year 2 or
- b. One "Final Invoice and Report Package" for Year 2

Final invoices are due by May 16 of each year. Organizations scheduled to expend at least 50% of their Year 1 or Year 2 unpaid grant award during the last 45 days of the fiscal year (from May 16 to June 30) shall submit invoices no later than June 30.

Instructions - Partial Invoice

Each Partial Invoice request shall be written on the Contractor's letterhead and shall, at a minimum, include the following information:

1. The Contractor name, specific reimbursement amount being requested and OGP contract number in a statement which reads as follows: "*The [NAME OF ORGANIZATION] requests partial payment in the amount of \$ [AMOUNT REQUESTED] upon completion of part of our project as provided in our Los Angeles County Contract Code [OGP CONTRACT NUMBER, EXAMPLE OGP II-56-0910].*"
2. Tax I.D. Number,
3. Contact information, including a phone number, fax number and e-mail address, and

4. Signature of an agent of the Contractor who is authorized to contractually bind the Contractor.
5. Proof of Recognition
 - a. Include **one example** verifying of recognition of Arts Commission support. Provide only one example even if the Arts Commission was recognized using more than one method. When submitting a multi-page document, use a Post-It note or something similar to call attention to the page on which Arts Commission recognition appears.
6. Proof of Expenses – *REQUIRED FOR OGP I GRANTEES ONLY*
 - a. OGP I grantees shall submit documentation verifying project expenses. *FOR OGP I GRANTEES FUNDED BY THE COUNTY FOR LESS THAN FOUR CONSECUTIVE YEARS*, acceptable expense documentation is limited to:
 - i. Computer reports, from in-house accounting systems such as Quick Books or Quicken that include the date, check number, payee, check amount, and a brief description of the expense;
 - ii. Copies of canceled checks (front and back of check) showing proof of payment;
 - iii. Bank statements, cash register receipts, credit card statements showing proof of payment (small receipts shall be copied on 8.5" by 11" paper; several receipts may be copied onto the same sheet of paper),
 - iv. Signed and dated contracts or letters of agreement stating duties, dates of employment, or services; and/or
 - v. Signed and dated statement from an individual including time period worked, amount paid, and service performed.
 - b. OGP I grantees shall submit documentation verifying project expenses. *FOR OGP I GRANTEES FUNDED BY THE COUNTY FOR AT LEAST THREE CONSECUTIVE YEARS*, acceptable expense documentation includes:
 - vi. If an in-house accounting system is not utilized, documentation may include the following: A type-written, itemized list of expenses, grouped by expense type, which includes date, check number, payee, check amount, and description.
 - vii. If a non-computer generated list is submitted, there may be a periodic audit of the organization's expense records and a request for the Contractor to submit additional expense documentation.
 - c. When submitting expenses of several different types (i.e. salaries, facilities, insurance), group expenses by category and provide a cover sheet listing the categories and amounts for each.
 - d. Proof of expenses shall demonstrate Los Angeles County funds do not exceed fifty percent (50%) of the total cost of the supported project. The total expenses submitted must equal at least twice the amount of the invoice. For example, Contractors shall submit proof of expenses totaling at least \$4,000 to invoice for \$2,000.
 - e. Organizations should retain copies of canceled checks, invoices and bank statements for accounting purposes.

Instructions - Final Invoice and Report Package

Each Final Invoice request shall be written on the Contractor's letterhead and shall, at a minimum, include the following information:

1. The Contractor name, specific reimbursement amount being requested and OGP contract number in a statement which reads as follows: “*The [NAME OF ORGANIZATION] requests full payment in the amount of \$ [AMOUNT REQUESTED] upon completion of all of our project as provided in our Los Angeles County Contract Code [OGP CONTRACT NUMBER, EXAMPLE OGP II-56-0910].*”
2. Tax I.D. Number,
3. Contact information, including a phone number, fax number and e-mail address, and
4. Signature of an agent of the Contractor who is authorized to contractually bind the Contractor.

Each Report Package shall, at a minimum, include the following information:

5. Project Report
 - a. Include **one original and signed** Project Report. The grantee is required to submit a Project Report with the Final Invoice for each year only. Partial invoices may be sent without a report.
 - b. Project Report templates for the applicable OGP category shall be downloaded from the Los Angeles County Arts Commission Web Site at www.lacountyarts.org. Grantees shall complete the form associated with the OGP category for which the organization received funding.
6. Proof of Recognition
 7. Include **one example** verifying of recognition of Arts Commission support. Provide only one example even if the Arts Commission was recognized using more than one method. When submitting a multi-page document, use a Post-It note or something similar to call attention to the page on which Arts Commission recognition appears.
7. Proof of the organization’s updated California CDP profile
 - a. Include a copy of the organization’s “My CDP” page
 - To generate a copy of the organization’s “My CDP” page log in to your California CDP account at <http://www.caculturaldata.org/home.aspx>
 - On the left side of the screen, click on the “My CDP” button
 - Print a copy of the page, which will reflect the status of all your Data Profiles, Funder Reports for your grant applications, and Saved Reports.
8. Proof of Experience LA Posting – *REQUIRED FOR GRANTEES PRODUCING PUBLICLY ACCESSIBLE PROGRAMS AND EVENTS ONLY*
 - b. Grantees producing publicly accessible programs and events shall include **one example** demonstrating one or more events were posted on the Experience LA Web site. Acceptable proof of posting(s) may either be an Experience LA posting printed prior to an event or a listing of past events for the Contractor.
9. Proof of Expenses – *REQUIRED FOR OGP I GRANTEES ONLY*
 - f. OGP I grantees shall submit documentation verifying project expenses. *FOR OGP I GRANTEES FUNDED BY THE COUNTY FOR LESS THAN FOUR CONSECUTIVE YEARS*, acceptable expense documentation is limited to:
 - i. Computer reports, from in-house accounting systems such as

- Quick Books or Quicken that include the date, check number, payee, check amount, and a brief description of the expense;
- ii. Copies of canceled checks (front and back of check) showing proof of payment;
- iii. Bank statements, cash register receipts, credit card statements showing proof of payment (small receipts shall be copied on 8.5" by 11" paper; several receipts may be copied onto the same sheet of paper),
- iv. Signed and dated contracts or letters of agreement stating duties, dates of employment, or services; and/or
- v. Signed and dated statement from an individual including time period worked, amount paid, and service performed.
- g. OGP I grantees shall submit documentation verifying project expenses. *FOR OGP I GRANTEES FUNDED BY THE COUNTY FOR AT LEAST THREE CONSECUTIVE YEARS*, acceptable expense documentation includes:
 - vi. If an in-house accounting system is not utilized, documentation may include the following: A type-written, itemized list of expenses, grouped by expense type, which includes date, check number, payee, check amount, and description.
 - vii. If a non-computer generated list is submitted, there may be a periodic audit of the organization's expense records and a request for the Contractor to submit additional expense documentation.
- h. When submitting expenses of several different types (i.e. salaries, facilities, insurance), group expenses by category and provide a cover sheet listing the categories and amounts for each.
- i. Proof of expenses shall demonstrate Los Angeles County funds do not exceed fifty percent (50%) of the total cost of the supported project. The total expenses submitted must equal at least twice the amount of the invoice. For example, Contractors shall submit proof of expenses totaling at least \$4,000 to invoice for \$2,000.
- j. Organizations should retain copies of canceled checks, invoices and bank statements for accounting purposes.

Ineligible Expenses

Expenses that are not eligible for reimbursement include:

- a. Scholarly research or archival projects;
- b. Projects performed or exhibited outside of Los Angeles County;
- c. Programs not accessible to the public;
- d. Purchase of major equipment, land, buildings or construction, maintenance of existing facilities or other capital expenditures (expected life of five years or more);
- e. Travel or housing costs;
- f. Hospitality or food costs;
- g. Funds going directly into trusts, endowments or cash reserves;
- h. Projects with religious or evangelic purposes; or
- i. Participation in another Arts Commission program, including projects at the Ford Theatres.

Instructions - Submitting an Invoice

E-mailed or faxed invoices will not be accepted. Mail invoices and report packages to:

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

Direct questions regarding invoicing to Charlotte Frazer, Grants Associate at grants@arts.lacounty.gov or (213) 202-5858.

Payment Schedule

Payments can be expected in approximately four weeks following the Arts Commission's receipt of a complete and correct Partial Invoice or Final Invoice and Report Package.

Grants and Professional Development Staff

If you have any questions concerning administrative or technical requirements, please contact the Grants and Professional Development staff at (213) 202-5858 or grants@arts.lacounty.gov.

Charlotte Frazer, Grants Associate

grants@arts.lacounty.gov

Lindsey Delahanty, Grants Manager

grants@arts.lacounty.gov

Angela Gaspar-Milanovic, Technical Assistance Programs Manager

amilanovic@arts.lacounty.gov

Emiko Ono, Director of Grants and Professional Development

grants@arts.lacounty.gov