



July 16, 2025

Congratulations on your 2025-27 Organizational Grant Program (OGP) award!

The OGP allocation this year is \$5,059,000, which is an increase from FY 23-24 (the last time this cohort was awarded.) The Los Angeles County Department of Arts and Culture has awarded grants to 261 local arts organizations this year and your organization is one of them. A full list of grantees is available on our [website](#).

Below are instructions for accepting and managing your OGP grant during the next two (2) years. Be sure to download your official award letter which is part of this grant agreement 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 2025-27 award, included in your grant agreement package and additionally linked [here](#).**

### IMPORTANT DATES

- **Grant agreement must be signed by August 13, 2025.**
- The **grant period is for two years**:
  - Year One runs July 1, 2025, through June 30, 2026
  - Year Two runs July 1, 2026, through June 30, 2027
- **Year one payments will be processed in November 2025 provided your OGP agreement is executed by all authorized signers via AdobeSign on or before the August 13, 2025 deadline.**
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- **Year One and Year Two reports are due on June 2, 2026 and June 1, 2027, respectively. Please mark these dates in your organization's calendar.**

### INSTRUCTIONS FOR ACCEPTING YOUR AWARD

1. **Download and Review** the full OGP Grant Agreement Package (INCLUDING EXHIBITS A and B – Grant [Terms & Instructions](#)) and invoices. **Verify Information** in your OGP Agreement:

If you find any errors in the grant agreement in the information listed below—please **email [grants@arts.lacounty.gov](mailto:grants@arts.lacounty.gov)** with the corrections so that we can send a revised agreement:

- Organization name
- Organization address
- Primary and/or secondary contact information
- Vendor Number

2. **Sign your OGP Grant Agreement**

The **requirements for grant agreement signatures** may be found [here](#) and on page 3 of your Exhibit B- General Terms and Instructions. Unless authorized under a delegated authority by your organization's Board of Directors, **Executive and/or Artistic Directors may not sign the grant agreement**. If your organization's board has not approved delegated authority to sign grant agreements to an individual staff member, please delegate the document to authorized board members to sign.

**For organizations who have not sent signer information**, the primary contact must delegate (not forward) the grant agreement for signature to the board members by following the prompts in the AdobeSign email to obtain signatures. If you are unsure how to delegate the grant agreement out for signatures, **please contact us**

at your **earliest convenience**, 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.

3. **Keep a copy** of the signed grant agreement for your records.

**Failure to return the grant agreement by August 13, 2025 (not a postmark deadline) may result in forfeiture of the grant award.**

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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