

OGP I

LOS ANGELES COUNTY ARTS COMMISSION

ORGANIZATIONAL GRANT PROGRAM I /

SMALL BUDGET ORGANIZATIONS

2002/2003 GUIDELINES/INSTRUCTIONS

Application Postmarked Deadline: Wednesday, December 12, 2001

[For organizations with budgets less than \$100,000]

[OGP I Application \[Microsoft Word Format\]](#)

OVERVIEW

The Los Angeles County Arts Commission was established in 1947 to foster excellence, diversity, vitality and accessibility of the arts of the County of Los Angeles. The Commission plays a leadership role in cultural services for the County, providing information and resources to the community, artists, arts organizations and municipalities. The administration of grant programs is an essential component of this mandate.

The Commission's Organizational Grant Programs accept applications in all arts disciplines. The Commission utilizes peer panels to review all applications and to make recommendations to the Commission. Commissioners review panel recommendations, make appropriate adjustments and submit funding recommendations to the County Board of Supervisors for final approval. Each organization recommended for funding must meet the guidelines of the grant program from which they will be awarded funds.

The Organizational Grant Programs are divided into three distinct categories based upon budget size and focus of support:

- Organizational Grant Program I/Small Budget Organizations provides support for artistic or administrative advancement for those organizations with budgets less than \$100,000.
- Organizational Grant Program II/Mid-Size Budget Organizations provides support for sustainability projects for organizations with budgets between \$100,000 and \$800,000.
- Organizational Grant Program III/Large Budget Organizations provides support for organizations with budgets greater than \$800,000 for projects designed to increase the accessibility of the arts for Los Angeles County residents.

ARTS INTERNSHIP PROGRAM

Performing, media and literary arts organizations may also be eligible to apply to participate in the Los Angeles County Arts Internship Program. All organizations must meet the eligibility

requirements of the Organizational Grant Program in order to apply, but do not need to be a current grantee.

Through the internship program, the Arts Commission provides an award to the organization of \$3,000 per student for a ten-week summer internship in Los Angeles County. Participating organizations will also receive a \$400 stipend per intern to assist with administrative costs. A separate application process is required and eligible organizations may request application instructions after January 2002.

[Visual arts organizations may be eligible to apply to the Getty Internship Program, and should contact the Getty Grant Program office at (310) 440-7320 for information and application forms.]

OGP I GOAL

The Organizational Grant Program I for Small Budget Organizations (OGP I) assists Los Angeles County resident arts organizations with budgets under \$100,000 to achieve long-range artistic and administrative goals through direct funding and management assistance services.

PROGRAM OVERVIEW

TWO YEARS OF FUNDING

OGP I is the only category which operates on a two-year cycle. Organizations make one grant request for two consecutive years. If funding is awarded, the organization will be contracted to receive two years of funding as long as it maintains its eligibility and fulfills all reporting requirements during those two years.

USE OF FISCAL RECEIVER

In this grant category organizations that meet all of the eligibility criteria but do not yet have their non-profit 501(c)(3) certification from the IRS, may apply to the Commission for funding for their first year grant only. If awarded a grant, the organization must receive its IRS designation by the second year of the contract in order to receive its second year grant funds. If proof of the 501(c)(3) designation is not provided in the second year, the remaining grant award will be forfeited.

If the applicant organization plans to use a fiscal receiver, the applicant must contact the Grants Manager at the Commission before beginning the application process to discuss fiscal receiver eligibility and special reporting requirements.

REQUEST AND AWARD AMOUNTS

Request and award amounts should not exceed 10% of the organization's revenue from the last completed fiscal year. **Exception:** no matter the budget size of the organization, applicants should not request less than \$1,000 for each of the two years. The Commission has established a minimum award amount of \$1,000 for successful applicants.

Requests

Grant request amounts for both years of funding are based upon actual cash revenue from the last completed fiscal year at the time of application. 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, 2000 (the last completed fiscal year prior to the application deadline of December 12, 2001).

Organizations may request a minimum of \$1,000 and a maximum of 10% of the organization's actual cash revenue from the last completed fiscal year.

Awards

Award amounts are based upon available funding and the organization's score as assigned by a discipline peer panel and Commission review. However, the annual grant award will not exceed 10% of the organization's actual cash revenue from the last completed fiscal year, nor will the successful applicant receive less than \$1,000, which the Commission established as a *minimum* grant award.

Example:

If the organization's cash revenue in the last completed fiscal year is \$99,000, an organization may request and be eligible to receive up to \$9,900 for each year. However, if the organization's cash revenue is \$8,000, the organization should not request nor will it receive less than \$1,000 for each year (even though 10% of \$8,000 equals \$800, the minimum award is \$1,000) as a successful applicant.

MATCHING REQUIREMENT

All grants require a minimum of 1:1 match with **contributed** or **earned** funds. In-kind gifts do not qualify as an appropriate match.

Example: \$5,000 grant + \$5,000 match = \$10,000 project

ADVANCEMENT OF FUNDS

Funds awarded through the Commission's Organizational Grant Programs are available as reimbursement for accrued expenses related to the project.

The Commission does not advance any grant dollars. Should the organization receive an award from the Commission, the organization may apply to the Los Angeles Arts Loan Fund through ARTS, Inc. for no-interest loans with an OGP I grant as collateral. ARTS, Inc. may be reached at 213/627-9276.

ORGANIZATIONAL DEVELOPMENT

In addition to cash awards, organizational development opportunities might be available to OGP I grantees. Organizational development includes consulting, training, or educational support provided to the organization. Workshops on key organizational needs may be provided.

PUBLIC RECORD

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

REAPPLICATION

Applicant organizations that **do not** receive funding in 2002/2003 may reapply in the following year.

Applicant organizations that **do** receive funding should next apply for the 2003/2004 grant cycle.

PROJECT SUPPORT

OGP I WILL FUND THE FOLLOWING TYPE OF PROJECTS:

Administrative and organizational support, including:

- Marketing strategies and initiatives
- Public relations
- Development activities
- Volunteer support
- Governance and leadership
- General operations

Salaries and benefits or fees for artistic and administrative positions.

Production support, including:

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

Information technology support (25% of request maximum)

Upgraded technology can be a critical component in reducing labor demands, improving external and internal communication, and providing a competitive edge in today's world of electronic communication. To further support an organization's infrastructure, a portion of the grant request (up to 25%) may be earmarked for information technology needs such as upgrading hardware and software, e-mail, internet or creating/improving a web-site.

OGP I WILL NOT FUND THE FOLLOWING PROJECTS:

- Scholarly research or archival projects.
- Projects performed or exhibited outside of Los Angeles County.
- Projects originating outside of the County and brought into the County.
- Organizations and programs that are part of the curricula base of schools, colleges, or universities.
- Programs not accessible to the public.
- Purchase of equipment, land, buildings, or construction (capital expenditures) or maintenance of existing facilities.
- Hospitality or food costs.
- Trusts or endowments.
- Projects with religious or evangelic purposes.

GUIDELINES

WHO MAY APPLY

Organizations that:

- Qualify as tax-exempt as defined by the IRS.
- Have principal offices and whose primary mission is to provide arts programming in the County of Los Angeles.
- Have a functioning board of directors that meets regularly and holds an annual election of officers. 51% of board members must be residents of California.
- Have a 2000/2001 fiscal year (or 2000 calendar year) operating budget of less than \$100,000 (revenue).
- If reapplying, have met all grant conditions during the most recent grant period. Any organization not meeting previous contract conditions for a county grant will be automatically disqualified from reapplying for three years.
- Have been in existence for at least two consecutive years and have produced during that period not less than four public performances or created or maintained an exhibition which was open to the public for thirty or more days each fiscal year.
- Not be scheduled to receive funds from any other grant program of the Arts Commission during 2002/2003. An organization cannot receive a grant through the Organizational Grant Program for projects for which it is receiving other Commission support or funds. (Organizations wishing to participate in *Summer Nights at the Ford* or *Inside the Ford* in 2002 should not request support for their Ford performance in their Organizational Grant Program application, but may request support for performances scheduled at other venues.)
- New or previously declined applicants who have attended a 2002/2003 OGP I workshop.
- Comply with all applicable federal, state and local laws and ordinances, including but not limited to those which bar discrimination on the basis of race, color, national origin, sex, age, or disability.
- As a professional arts organization, comply with Fair Labor Standards and pay professional performers, artists, and supporting personnel at least the minimum level of compensation paid to people employed in similar activities,
or
As a community arts organization, provide community-based arts activities for lesser-served geographically-specific communities within Los Angeles County.

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 insures future funding. Funding of grants is contingent upon the amount of money allocated to the Commission by the County Board of Supervisors.

SPECIAL ELIGIBILITY CIRCUMSTANCES

The 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.

INELIGIBILITY

The Organizational Grant Program will not provide funds to:

- Arts organizations whose principal offices are outside the County of Los Angeles.
- 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.
- Social service or welfare organizations.
- Organizations not open to the general public.
- Organizations with an accumulated budget deficit of more than 20% of the total operational expense for two years or more.
- An organization which has used a County Arts Commission grant as collateral for a loan from the Los Angeles Arts Loan Fund through ARTS, Inc. and is delinquent in repaying that loan.

GRANT CONDITIONS

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

- County grants are for reimbursement only. Activities must take place before invoicing for County funds. County grants must be matched 1:1 with other earned or contributed income sources.
- The Commission reserves the right to determine the activities to be presented or supported commensurate with the appropriation granted. Any changes in activities contracted for must be approved.
- Organizations receiving grant awards will be required to file signed project reports, submit documentation of expenses, and provide documentation of proper acknowledgement of Commission support in printed programs, catalogs or by verbal announcement when no printed publications are used.
- Compliance with all applicable federal, state and local laws, rules, regulations, ordinances, and directives.

INSTRUCTIONS FOR FILING

BEFORE COMPLETING YOUR APPLICATION, READ ALL THE ATTACHED INSTRUCTIONS CAREFULLY.

Deadline for Filing: **Postmarked by Wednesday, December 12, 2001.** Late applications will not be accepted.

- **Notice:**
Applicants must have budgets of less than \$100,000 (actual revenue) for the last completed fiscal/calendar year. The OGP II/Mid-Size Budget Organization grant program accepts applications from organizations with budgets between \$100,000 and \$800,000 (next filing date will be in November 14, 2001). The OGP III/ Large Budget Organizations program accepts applications from organizations with budgets above \$800,000 (next filing date will be in November 7, 2001). Please call the Commission office or visit the Commission's web site to receive more information about these programs.

Use the application forms provided or create a reasonable facsimile of the forms, ensuring that all information requested is contained within the parameters of the original form. The application form may be downloaded from the Arts Commission web site at www.lacountyarts.org and filled out on your computer using Microsoft Word (PC). Most County libraries have computer and Internet access available to the public. For those who prefer to fill out the application by typewriter, some libraries and self-service copy shops have typewriters available for use by the public.

Use 10 point font or larger and a standard font type in all narrative portions of the application. All pages of the application must be typewritten. Applications not typed will not be accepted.

Include the name of the organization in the upper right hand corner of all application forms and attachments.

UPDATES

All OGP I applicants may submit an update for panel review including information that is pertinent to the current proposed project or a change in the leadership of the organization. Commission staff will send the update reminder and form to all applicants in late-January 2002. The update must be received by February 22, 2002.

APPLICATION INSTRUCTIONS

INSTRUCTIONS, APPLICATION, Page 1

- (1) **APPLICANT ORGANIZATION INFORMATION.** Enter information as requested. For the *Contact Name & Title*, note the person to call regarding any questions about the grant application.
- (2) **DISCIPLINE.** Check one discipline. The discipline indicates which peer panel will review the application. The discipline refers to the organization's chief mission or art form, rather than for the project for which the organization is requesting funding. For example, if a visual arts museum is requesting funding for an arts education project, the discipline checked should be *Visual Arts*, not *Arts Education*.
- (3) **SUMMARY PROJECT REQUEST DESCRIPTION.** Describe the project in one sentence (no more than 7 words). Use only the space provided. The project will be described in more detail on page 4.
- (4) **TOTAL AMOUNT REQUESTED FROM THE COUNTY OF LOS ANGELES.** Enter amount requested for 2002/2003 and 2003/2004. Add these figures together and enter the total. For

each of the two request years, organizations may request up to a maximum of 10% of the organization's cash revenue from the last completed fiscal year. The minimum request amount is \$1,000 for each year.

- (5) ESTIMATED NUMBER OF PEOPLE PROPOSED PROJECT WILL SERVE. Enter the number of people expected to view, participate, or otherwise engage in the project activity being proposed for 2002/2003 and 2003/2004. Add these figures together and enter the total.
- (6) COUNTY SUPERVISORIAL DISTRICT INFORMATION.
- Check the district where the principal office of the organization is located.
 - Check the district where *most* of the organization's programming/activities takes place (check one only).
 - Check the district(s) that the organization serves. Service may include actual activities presented in a district or marketing to specific communities within a district. To determine district information, call 562/462-2748 or go to the LA County On Line web site at <http://www.co.la.ca.us/> and click on the icon marked "√ Find Your Representatives."
- (7) YEAR ORGANIZATION FOUNDED. Fill in the appropriate year.
- (8) FISCAL YEAR OR CALENDAR YEAR. If the organization operates on a calendar year (CY), check the calendar year box. If the organization operates on a fiscal year (FY), check the fiscal year box and fill in the fiscal year dates, e.g. 7/1 to 6/30 or 9/1 to 8/31, etc.
- (9) ORGANIZATION'S TOTAL ATTENDANCE FIGURE FOR THE LAST COMPLETED YEAR. Fill in the total number of people who attended performances, programs, exhibitions or other activities during the last completed year.
- (10) TOTAL PAID AUDIENCE. From the total audience figure, determine the number of audience or participants who actually paid for performances, programs, exhibitions or other activities (as opposed to receiving free or complimentary admission or tickets).
- (11) SUMMARY OF ORGANIZATION'S TOTAL FISCAL ACTIVITY. Fill in the items requested. This information should be the same as the information included in the Organizational Budget Summary from page 6.

INSTRUCTIONS, APPLICATION, Pages 2 & 3

Fill in applicant name at the top of each page.

- (12) MISSION/PURPOSE OF THE ORGANIZATION. State the mission or purpose of the organization in one or two sentences. Use only the space provided.
- (13) NARRATIVE. Organize the narrative to correspond to each item below. Capitalize the headings as identified below. Use 10 point font or larger. Leave space between paragraphs. Complete in the space provided (pages 2 and 3). Do not continue on additional pages and do not type outside the boxes.

HISTORY. Describe the history of the organization and list its major accomplishments. Include any administrative or artistic changes that have taken place in the last year.

COMMUNITY. Describe the organization's community/audience in terms of geography, age, cultural or economic characteristics or in any other way that reflects the community's uniqueness. Provide demographic information. Cite activities in the past year which were

designed to reach out and include this community. Describe how its audience is different or similar to the community in which most activities are held.

INSTRUCTIONS, APPLICATION, Page 4

(14) PROJECT NARRATIVE. Project dates for this grant run from July 1, 2001 through June 30, 2003. In the space provided only, describe the two-year artistic or administrative project for which funding is requested. Be specific. Emphasize how this project matches the goal of the program to advance the organization to its next step of development. The description of second year activities should have a visible relationship to first-year activities. Show how the second-year activities demonstrate growth over first year activities. [If funding is requested for the hiring of a new staff position, a one-paragraph job description may be included as part of the *Biographies* attachment (see page xi).]

INSTRUCTIONS, APPLICATION, Page 5

(15) PROJECT BUDGET. For the project for which the organization is seeking OGP I funds, fill out the project budget categories accordingly:

- For projects involving the payment of people—artists, administrators, technical or crafts people, use the expense categories under Personnel.
- For other project expenses involving facilities, materials, supplies and so forth, use the Operating expense categories.

Fill out the 2002/2003 and 2003/2004 and Total columns as appropriate.

There does not have to be a category by category match of funds requested. For example, an organization may request artistic support and match with administrative support.

The important consideration in the Request/Match ration is that the Grand Total amount in a Request column cannot exceed the Grand Total amount in a match column. The organization's match, however, can exceed the Request amount. For example, the Request may be \$5,000 with a \$10,000 Match for a Total Project cost of \$15,000.

Technology improvements (can only be a maximum of 25% of total grant request). A portion of the grant request amount (up to 25%) may be earmarked for information technology needs such as upgrading hardware and software, e-mail, internet or creating/improving a web-site. Please indicate in the project budget chart, the amount to be allocated for technology upgrades and give a brief description of the expense in the space provided.

(16) SOURCE OF MATCH. Identify the sources from which the organization expects to receive its "matching" funds. The sources of cash income which may be used for this match are contributed income (such things as grants, corporate donations, individual gifts, etc.) or earned income from admissions, concession sales, tuition for classes and workshops, etc.

The amount in the total column(s) should agree with the Grand Total Cash Match columns in the Project Budget section.

INSTRUCTIONS, APPLICATION, Page 6

(17) ORGANIZATIONAL BUDGET SUMMARY. This budget page is consistent with the California Arts Council application format. This is a cash budget. In-kind donations should only be noted

in item XII. on page 7. Round off all entries to the nearest dollar and be certain that the financial information provided for fiscal year 2000/2001 (or calendar year 2000) in the application matches the information on the financial statement submitted as an attachment.

Information in the first column should be actual amounts taken from the organization's most recently completed financial year. Information in the second column should be the current year budget. Information in the third column will be a projection for the next year.

- Under County of Los Angeles, remember to enter the grant request amounts on this line in the appropriate years.
- Under Contributed Income, City, specify names of any donor city governments in budget notes on page 8.
- Under Operating Expenses, Other, attach a separate schedule if these expenses total more than 10% of the budget in any year.
- Budget notes are required to explain overall deficits and noticeable shifts (10% or more) in income and expense categories from year to year (including projections). If necessary, attach detailed schedules based on the organization's financial statement. Unexplained shifts in income or expenses and surplus/deficit positions from year to year may reflect negatively on the application. Budget notes may be entered on page 8.
- If the organization has a deficit greater than 20% of expenses, the organization must provide financial statements for the previous two years. If these are required and not attached, the application will be ineligible.

INSTRUCTIONS, APPLICATION, Page 7

(18) ORGANIZATIONAL BUDGET SUMMARY - Continued

- III. Operating Surplus (Deficit): This figure is carried over from the Surplus (Deficit) at Year End line from the previous page. Enclose deficit figures within parentheses.
- IV. Carryover Fund Balance at Beginning of Year: Include only operating funds. Do not include the value of endowments, restricted funds, or capital assets. This figure should correspond to line VII of the previous year.
- V. Accumulated Surplus: Add item III. plus item IV., if appropriate.
- VI. Other Net Adjustments: Include fund transfers, special gifts, etc. Indicate deficit adjustments within parentheses.
- VII. Balance at Year End. Carry this figure forward to line IV. of the next year.
- XII. In-kind contributions: Include the value of in-kind fees and services, including in-kind capital acquisitions, space rental, and volunteer services (artistic, administrative and technical). If the total exceeds 10% of total income (from budget, previous page), attach a schedule.

(19) CERTIFICATION

Before filing the application with the Commission, obtain the required signatures, provide the telephone numbers requested, and date the application.

INSTRUCTIONS, APPLICATION, Page 8

(20) BUDGET NOTES. Use this page for any budget notes that are required under the guidelines (refer to instructions under *Instructions, Application, Page 6* above).

INSTRUCTIONS, APPLICATION, Page 9

- (21) ORGANIZATIONAL DEVELOPMENT PROJECT. In addition to cash awards, organizational development opportunities may be available to OGP I grantees. Organizational development includes consulting, training, or educational support provided to the organization. Workshops on key organizational needs may be provided. It is important to complete this section so that Commission staff might better determine the needs of small budget organizations.
- (22) LONG RANGE GOALS. Briefly describe 2-3 goals which the organization plans to accomplish within the next three years.

INSTRUCTIONS, APPLICATION, Page 10

ARTISTIC DOCUMENTATION SAMPLE INDEX

Artistic documentation materials should be included in the application package. Documentation is important to the Panel and Commission review of program quality, therefore select the best materials available. Submissions should reflect the organization's artistry or expertise in the discipline and be most appropriate for that discipline. For example, music organizations must submit CDs or audiocassettes; visual arts organizations should submit slides, etc.

For most organizations, one sample of artistic documentation is all that is necessary. In certain cases, organizations may want to provide two samples. For instance, an arts education organization specializing in visual arts instruction may want to submit samples of education guides and also submit slides to provide the panel with a sample of work by artist-instructors and students.

Follow the guidelines below when submitting audio/visual materials. Fill out the information as requested on page 10. Use additional sheets as necessary to provide complete information.

SLIDES OR PHOTOS (10 Maximum)

Number sequentially, top indicated, and label each slide or photo with the name of the applicant organization and identity of artist(s). Include the date of the slide or photo and the date the contents were performed, produced or exhibited. Provide a description of content in one or two sentences, if applicable.

AUDIO CASSETTE TAPES/COMPACT DISKS

Music organizations must submit audio-based artistic documentation. Label with name of applicant organization and identity of artists. Include a log of selections as requested in sequence as they appear on the tape, indicating title, performing artist(s), instrumentation and length. The performance recorded should be within the past year. Choral organizations should include an a capella selection, if possible. If providing a cassette tape, cue to the appropriate start point.

VIDEO CASSETTE TAPES

Label with the name of the applicant organization and identity of the artist(s). Only VHS tapes are acceptable. Include a log of selections on the tape as requested, a brief description of the activity shown, and the approximate sequence length. Select a total of the best five minutes of tape. Cue the tape to the appropriate start point.

STUDY GUIDES/EDUCATIONAL MATERIALS

For those organizations applying for arts education programming, please submit relevant samples of study guides or other educational materials utilized by teachers and/or students.

For assistance in determining the appropriate documentation, contact the Grants Manager at 213/974-1343.

INSTRUCTIONS, APPLICATION, Page 11

ARTS EDUCATION SURVEY

Complete this form and return with your application. This information will only be used by staff and will not be reviewed by the panel. In-school activities may include activities held both on and off school grounds, but during the regular school hours.

GRANT SUBMISSION

GRANT APPLICATION SUBMISSION REQUIREMENTS

Application type must be 10-point font or larger.

Include the name of the organization at the top of each page of the application and all supplements.

Do not submit any stapled, bound, taped, paste-up or odd-sized materials. All materials must be on standard 8 1/2" by 11" paper, suitable for photocopying.

One original application and one copy of the application are required.

Use the following checklist to ensure that you have all items before submitting the application.

1 application (with original signatures) paperclipped, and one copy paperclipped, as follows:

Application pages 1-11.

Board roster: names, addresses, and professional affiliations; identify officers with titles. [If the organization is using a fiscal receiver, submit the board roster for the fiscal receiver organization.]

Biographies: provide one paragraph biographies of key personnel (artistic and administrative) (maximum of 1 page), including personnel to be hired in conjunction with requested project. Do not submit resumes. If requested project is for a new position, include a one-paragraph job description.

Promotional materials: submit one example only of promotional material (flyers, ads, brochures, newsletters) from the 2000/2001 or 2001/2002 season.

Reviews: submit one or two recent (2000 or 2001) reviews or press articles. If no reviews are available, submit one letter of recommendation from a local official or community member.

Programming: provide a list of programming for 2000/2001 and 2001/2002 which should include production, exhibition, activity name, dates, locations, and Supervisorial district(s) of events or activities.

Also include the following items with the application:

For organizations using a fiscal receiver only: signed letter of agreement between the organization and the fiscal receiver covering the management of grant funds and outlining the responsibilities associated with the completion of the proposal.

One copy of the organization's 501(c)(3)-determination letter. [For organizations using a fiscal receiver, provide the 501(c)(3)-determination letter of the fiscal receiver organization.]

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 or Chair. [If the organization is using a fiscal receiver, also submit the financial statement of the fiscal receiver.] The statement must not be bound or stapled.

Artistic Documentation: one copy of the artistic documentation as noted on page 10 of the application. The artistic documentation should be labeled with the applicant organization's name.

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

DEADLINE

Grant application packages must be postmarked by Wednesday, December 12, 2001. Late applications will not be accepted.

COMMISSION ADDRESS

R. Renae Williams, Grants Manager
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: rrwilliams@bos.co.la.ca.us
Web site: www.lacountyarts.org

PROCESSING

If an application form is incomplete, late, not typewritten, and/or if all required supplementary materials have not been submitted, the application will be considered ineligible and returned to the organization.

REVIEW

Commission staff reviews the application for eligibility. A discipline peer panel then reviews all eligible applications.

Following the Commission review of the panel findings, grant recommendations are forwarded to the Board of Supervisors for consideration.

Grant notifications will be mailed July 2002, after adoption of the 2002/2003 budget by the Board of Supervisors.

QUESTIONS

If you have questions regarding this application, contact Renae Williams, Grants Manager, at the above telephone number or e-mail address.

[OGP I Application \[Microsoft Word Format\]](#)