

OGP II

LOS ANGELES COUNTY ARTS COMMISSION

ORGANIZATIONAL GRANT PROGRAM II /

MID-SIZE BUDGET ORGANIZATIONS

2002/2003 GUIDELINES/INSTRUCTIONS

Application Postmarked Deadline: Wednesday, November 14, 2001

[For organizations with budgets between \$100,000 - \$800,000]

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

OVERVIEW

The Los Angeles County Arts Commission was established in 1947 to ensure access to the arts for Los Angeles County residents. 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 II GOAL

The goal for organizations participating in the Organizational Grant Program II for Mid-Size Organizations (OGP II) is to ***increase sustainability, specifically an ability to strategize and implement change and/or adapt to changed circumstances.***

The outcome of **sustainability** under this grant program is to strengthen an organization's:

- artistic product or programs;
- management and organizational systems;
- financial health.

PROGRAM OVERVIEW

The OGP II/Mid-Size program is designed with two options.

Option One (organizational support and development) will provide organizations with base grants of approximately \$5,000 to \$20,000 (dependent upon budget size and Commission/peer panel review score). In addition, organizations will be provided access to technical assistance symposia and workshops. All participating organizations will establish goals and benchmarks, which will serve as the basis of their grant request for the following year. These goals and benchmarks will be based upon an organization's mission and/or long-range plan, will be in alignment with the grant program goals and will promote the organization's sustainability over time.

Option Two (strategic management and implementation) is designed for those organizations that have demonstrated that their Board of Directors and staff have made an organizational commitment to sustainability through a fully integrated and implemented long-range plan and successful movement toward benchmarks and goals. Option Two will provide approximately ten organizations with grants between \$10,000 and \$30,000 (dependent upon budget size and Commission/peer panel review score) and organizational/professional development opportunities through the leadership initiative. The organizations in Option Two will work closely with the Commission's Organizational Development Manager, who will direct the leadership initiative and coordinate the various elements of the program.

The two options are not necessarily sequential, although it is anticipated that some participants will move from Option One to Option Two in subsequent years. Within this structure it is also possible that those organizations selected to participate in Option Two during one year may return to Option One in subsequent years if they do not meet the more rigorous requirements of Option Two.

In applying for the OGP II/Mid-Size grant, all applicants will complete the Option One application.

Organizations that feel they are qualified and have a long-range plan may apply for Option Two funding by filling out the supplemental Option Two application and including a copy of the long-range/strategic plan for review by the panel.

UPDATES

All OGP II applicants may submit an update for panel review including information that is pertinent to the current proposed project.

All OGP II Option Two applicants are required to submit an update discussing movement toward the previous year's project, goals and benchmarks as well pertinent information relating to the current proposed project. Commission staff will send the update reminder and form to all applicants in December. The update must be received by January 31, 2002.

In the panel review process, all organizations applying to OGP II/Mid-Size program will be reviewed by a discipline peer panel and will be assigned a score. Those scoring highest in that phase and who have submitted the supplemental Option Two application will then be reviewed by a multi-disciplinary panel which will focus on the sustainability components submitted in the Option Two application. Should an organization not be successful in the Option Two panel, it would still be eligible for funding at the Option One level.

The following criteria will be used by panelists to evaluate applicants to the OGP II/Mid-Size program and should be used by an organization in deciding whether it is a more likely candidate for Option One or Option Two funding.

Option One applicants will be expected to demonstrate:

- Artistic excellence;
- Management capacity (staff and board);
- Relationship with identified audience;
- Specific mission;
- 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);
- Relationships with other organizations.

Option Two applicants will be expected to demonstrate:

- Artistic excellence;
- Management competency;
- Strategies for refining audience development;
- Focused and strategic mission;
- Leadership vision: articulation of key organizational needs and strategies;
- Fiscal threshold to include elimination of deficits/adequate data systems/timely financial statements;
- Collaborative alliances;
- Long-range planning (this includes a formal, written long-range document).

PROJECT SUPPORT

In keeping with the goals of the grant program, the Commission will fund projects and/or programs that strengthen an organization's infrastructure. Examples of programs or projects to improve an organization's infrastructure would include such things as:

- 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 or long-range plan;
- salaries and benefits or fees for artistic and administrative staff positions that can be sustained through new strategies.

Organizations may seek funding to artistically expand the organization's vision, keeping in mind that the proposal must discuss how such a project will help sustain the organization. Examples of artistic projects that promote sustainability might be:

- a small theatre company moving toward an Equity wage scale for its actors;
- a dance company hiring staff dancers;
- a music organization working with a master musician in order to improve its ability and/or increase its repertoire;
- the development of a touring program or children's program;
- the purchase of a new computer light board, to reduce tech time and improve the look of productions.

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.

In developing its request, the organization should carefully consider its current state of staff and organizational infrastructure. The goal of the proposed project is to sustain the organization. Projects that add programming or new initiatives without sufficient staff or infrastructure support may not appear sustainable to the reviewing panel.

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 between \$100,000 and \$800,000 (revenue). A financial statement from the last completed year is required of all organizations applying for an OGP II grant. The financial statements may be an independent auditor's report, a financial report prepared and signed by the organization's accountant or a financial statement signed by the Board President or Chair.
- 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 the 2002/2003 OGP II 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.
- 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.

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 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 ARTS, Inc. Loan Fund 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 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 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, November 14, 2001.** Late applications will not be accepted.

Notice:

Applicants must have budgets between \$100,000 and \$800,000 (actual revenue) for the last completed fiscal year. The OGP III/ Large Budget Organizations program accepts applications from organizations with budgets above \$800,000 (next filing date: November 7, 2001); The OGP I/Small Budget program accepts applications from organizations with budgets below \$100,000 (next filing date: December 12, 2001). Please call the Commission office to request applications for these programs or download them from our website, www.lacountyarts.org.

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, www.lacountyarts.org and filled out on your computer.

Use 10 point font or larger and a standard font type in all narrative portions of the application.

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

OPTION ONE APPLICATION INSTRUCTIONS

All organizations are required to complete the Option One Application.

Organizations seeking to apply for Option Two funding must complete the supplementary Option Two Application. Instructions for the Option Two Application follow the Option One 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 primary mission or art form.
- (3) **SUMMARY PROJECT REQUEST DESCRIPTION.** Describe the project in one sentence. Use only the space provided. The project will be described in more detail on pages 2-4. Reminder: All grants under this program are for organizational sustainability projects.
- (4) **TOTAL AMOUNT REQUESTED FROM THE COUNTY OF LOS ANGELES.**

Enter amount requested for 2002/2003.

Check whether the organization is applying for Option 1 or Option 2 category of support. The amount requested should be no more than 50% of your project budget. The County grant must be matched 1:1 with other earned or contributed income sources. Request amounts are

based on the organization's actual revenue from the last completed fiscal year. Use the following guidelines to determine your maximum allowable request amount.

For **Option One**, organizations may request up to 3.5% of their actual revenue from the last completed fiscal year, with a *minimum* grant request of \$5,000. Examples:

Revenue (Last Completed Fiscal Year)	Maximum Allowable Request @ 3.5%
\$100,000	* \$5,000
\$200,000	\$7,000
\$300,000	\$10,500
\$400,000	\$14,000
\$500,000	\$17,500
\$600,000	\$21,000
\$700,000	\$24,500
\$800,000	\$28,000

* The minimum an organization should request is \$5,000 (option 1).

For **Option Two**, organizations may request up to 5% of their actual revenue from the last completed fiscal year, with a minimum grant request of \$10,000. Examples:

Revenue (Last Completed Fiscal Year)	Maximum Allowable Request @ 5%
\$100,000	* \$10,000
\$200,000	\$10,000
\$300,000	\$15,000
\$400,000	\$20,000
\$500,000	\$25,000
\$600,000	\$30,000
\$700,000	\$35,000
\$800,000	\$40,000

* The minimum an organization should request is \$10,000 (option 2).

The amount awarded is based upon a percentage of the amount requested and the score received. It is to your organization's advantage to request the maximum amount.

(5) 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."

(6) YEAR ORGANIZATION INCORPORATED. Fill in the appropriate year.

(7) ARE ARTISTS REQUIRED TO PAY DUES? If the organization is a membership organization requiring dues from artists, check the "yes" box and fill in the amount artists are required to pay, then check whether payments are annually or monthly. If artists do not pay dues, check the "no" box.

(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) INFORMATION ON CONTRIBUTORS, AUDIENCE & ACTIVITY DATES. Fill in the requested information based upon the organization's records for the calendar or fiscal year. Information for *FY 01/02* or *CY 01* and *FY 02/03* or *CY 02* will be based upon projections.

This information should correlate to the information provided in the Organizational Budget Summary. For example, the number of individual contributors should correlate to the revenue amount listed on the contributed income line for *Individual Contributions*. [Individual Contributors, Institutional Contributors and Members would correlate to the *Contributed Income* section of the budget. Admissions/Tickets would correlate to the *Earned Income* section of the budget.]

a) **Individual Contributors:** state the number of individual contributors.

b) **Institutional Contributors:** state the number of institutional (government, corporate, and foundation) contributors.

c) **Members:** if the organization is a membership organization or has a membership component, state the number of members.

d) **Admissions/Tickets:** list the number of people who bought tickets through subscriptions, single ticket sales, or paid to participate in classes, workshops or other activities. The information requested is for the number of people who "participated" in a paying capacity. For instance, if the organization received a contract from a school for a school performance, the number to be included would be the number of students who participated.

e) **Unpaid Audience/Constituents:** list the number of individuals who attended or participated but did not pay for tickets, admissions, classes, workshops or other activities.

f) **Audience Served:** list the total paid and unpaid audience/constituents served by the organization.

g) **Activity Dates:** state the total number of dates the organization provided performances, exhibitions, classes, workshops, etc. (i.e. 44 days or 360 days)

(10) SUMMARY OF ORGANIZATION'S TOTAL FISCAL ACTIVITY. Fill in the items requested. This information should agree with the information included in the Organizational Budget Summary on page 7.

On the *Personnel* line in the Summary, use the amount from the *Subtotal Personnel* line from the Organizational Budget Summary.

If there are *Travel* expenses noted on the Organizational Budget Summary, include those on the *Other* line item on the Summary.

INSTRUCTIONS, PROPOSED PROJECT, Pages 2-4

PROJECT NARRATIVE. In the space provided, describe the project for which funding is requested. The Project Narrative may also be given on a separate sheet of paper. In the top left corner of the sheet label Project Narrative and directly underneath, include organization name. Make sure the project relates to the key issues, 12-month goals and matches the goal of the grant program, which is to build organizational sustainability. Provide responses to the following questions:

- **Describe one or two key issues that are challenging the organization and how the staff and board of directors are addressing the challenge.**
- **Identify the organization's most important goals during the next twelve months.**
- **Describe the project for which the organization is requesting funds (include the technology request in this section, if applicable).**

This section should address the key sustainability issues facing the organization:

- detail the project's relationship to the organization's mission, goals, benchmarks;
 - identify the expected artistic and/or financial and/or administrative effects the project will have on the organization;
 - explain how the project fits--administratively, artistically and financially--into the organization's long-range plan, if it has one;
 - describe how this proposed project will help to sustain the organization.
- **Identify the individuals responsible for implementing, monitoring, and evaluating the project. If new staff is to be added, provide a job description.**
 - **Provide an estimated timeline for project activities, beginning no sooner than July 1, 2002 and ending no later than June 30, 2003.**

PROJECT BUDGET. Include a detailed project budget, identifying income and expenditures for the project for which you are requesting funds. The project budget must reflect a total equal to or greater than the request amount plus the required match (minimum 1:1 match). Make sure to include budget notes as requested on the line items. If applying for technology upgrades, include in the *Other Expenses* category and provide a budget note to describe. Project Budget Notes may also be given on a separate sheet of paper. In the top left corner of the sheet label Project Budget Notes and directly underneath, include organization name.

INSTRUCTIONS, ORGANIZATIONAL BACKGROUND, Pages 5-6

Describe the organization in narrative form addressing the following points. This information may also be given on a separate sheet of paper. In the top left corner of the sheet label Organizational Background and directly underneath, include organization name.

Mission/Purpose of the Organization: state the organization's mission. Generally this is a one or two sentence statement.

Principal Programs of the Organization: identify the main programs of the organization. Examples: music performances, arts education workshops for children, teacher training, visual arts exhibitions, poetry readings, experimental video programming, etc.

Brief History of the Organization: provide a brief history of the organization, highlighting special achievements, awards, initiatives, etc. of the organization.

Advancement of the Mission: state how the organization's artistic mission was advanced this past year through one or more of the following: involvement of noted artists, scholars, or other experts; significant collaborations with other organizations; development of new work, artists, audiences; innovative/challenging programming; special projects.

Description of the Organization's Community/Audience: describe the organization's community/audience (geographically, ethnically, and in any other ways that reflect the organization's diversity or uniqueness). Cite activities in the past year that were designed to reach out and include this community.

Constituent Support: describe how the organization is supported by its constituents through activities such as fund raising, volunteer corps, committee service, etc.

Optional: one or two reviews from 2000/2001 and/or one copy of a recent newsletter may be included. Note the name of the organization on the copy and number consecutively as Page 6A, 6B, etc.

APPLICATION, ORGANIZATIONAL BUDGET SUMMARY, Page 7

This budget page is consistent with the California Arts Council application format for mid-size and large organizations. **This is a cash budget.** In-kind donations should only be noted in item XII on page 8.

Reminder: provide budget notes to explain noticeable shifts (10% or greater) in any budget line category. Also use budget notes to explain any other unusual financial circumstances reflected in the budget. Page 9 of the application form has been provided for budget notes. Additional pages may be added if necessary. If additional pages are added, number consecutively as Page 9A, 9B, etc. In the top left corner of any additional pages label as Budget Notes and directly underneath include the organization name.

On line I.A. County of Los Angeles for FY02/03 or CY 2002, enter the amount requested in this application.

On line I.A. City, specify names of any donor city governments either on this line or in the budget notes.

APPLICATION, ORGANIZATIONAL BUDGET SUMMARY - continued, Page 8

Note the specific information requested for the following line items:

- III. Operating Surplus (Deficit): this is the same number from the line *SURPLUS (DEFICIT) AT YEAR END* from the previous page. Enclose deficit figures within parentheses. **[Note: if the organization lists a deficit, please include in the budget notes how the organization is addressing the deficit and working to eliminate the deficit. 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.]

- 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.

APPLICATION, CERTIFICATION, Page 8

Before filing the application with the Commission, be sure to obtain the signatures requested and date the application. **A minimum of two different signatures must be filed on the application**, one staff signature and one board signature. If the artistic or executive director serves as chair of the board, have another officer on the board (who has no staff duties) sign the form. Make the appropriate change to the title.

APPLICATION, ORGANIZATIONAL BUDGET SUMMARY - continued, Page 9

BUDGET NOTES. Use this page for any budget notes that are required under the guidelines (refer to instructions under *Application, Organizational Budget Summary, Page 7* above).

APPLICATION, STAFF, Page 10

Provide a list of key staff members (artistic and administrative), job titles, and short biographies (one paragraph each).

APPLICATION, BOARD OF DIRECTORS, Page 11

Provide a list of the board of directors to include names, addresses, professional affiliations, and years served. Identify officers with titles, after their names. Use the form provided or a separate sheet of paper. In the top left corner of the sheet, label it Board of Directors and directly underneath, include the organization's name.

APPLICATION, SEASON INFORMATION, page 12

Provide a list of program/performance/exhibition dates, times, locations (including addresses) from January 1, 2002 through June 30, 2002. Copies of 2001/2002 season brochure will be accepted. If copies of the brochure are used in lieu of the typed list, provide ten copies of the brochure. If the brochure is not in an 8 ½" by 11" format, place it in an 8 ½" by 11" plastic sleeve suitable for a three-ring binder (one brochure per sleeve).

Please provide the name and telephone number of the person to contact regarding site visits.

INSTRUCTIONS, ARTISTIC DOCUMENTATION SAMPLE INDEX, Page 13

Artistic documentation materials are required and must 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 audio cassettes, 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 13. 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. Include a log describing 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 in sequence as they appear on the tape, indicating title, performing artist(s), instrumentation and length. Performance recorded should be within the past year. Choral organizations should include an a capella selection, if possible. Cue the cassette tape 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, 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 Renae Williams, Grants Manager at 213/974-1343.

ARTS EDUCATION SURVEY, Page 14

Complete this form and return with your application. This information will only be used by staff and will not be reviewed by the panel.

BOARD OF DIRECTORS SURVEY – 2002/2003, Page 15

Complete this form and return with your application. This information will only be used by staff and will not be reviewed by the panel.

OPTION TWO APPLICATION INSTRUCTIONS

All organizations are required to complete the Option One Application as outlined above. In addition, organizations seeking to apply for Option Two funding must complete the supplementary Option Two Application as instructed below.

SUPPLEMENTARY OPTION TWO APPLICATION LEADERSHIP AND MANAGEMENT, PAGES 16 -18

In addition to information provided in the Option 1 application, provide the requested information below. This required information may also be given on a separate sheet of paper. In the top left corner of each sheet label Supplementary Option Two Application, and directly beneath, include Leadership & Management, the organization name and the corresponding subtitle (i.e. Board of Directors, Staff, etc.).

BOARD OF DIRECTORS (page 16)

- How often does the board meet?
- Describe or explain any board committees.
- Describe the board's role in policy-making.

STAFF (page 17)

In addition to the information provided on page 10, provide an organizational chart with job descriptions and compensation.

GOVERNANCE AND LEADERSHIP (page 18)

Describe the governance and leadership of the organization:

- Explain the process the organization undertakes to determine programming (selecting and scheduling the season, identifying and selecting performers, curators, artists, etc.)
- Explain the annual budget process.

SUPPLEMENTARY OPTION TWO APPLICATION, PLANNING, PAGE 19

Provide answers to the questions and explain any "No" responses in the space provided. If additional space is necessary, add a page and identify it as Page 19A.

SUPPLEMENTARY OPTION TWO APPLICATION, EVALUATION, PAGE 20

Describe the methodology the organization uses to evaluate programs, projects, exhibitions, or performances. Include specific examples of how evaluation methodology has impacted the organization's artistic, administrative, or programming decisions. This information may also be given on a separate sheet of paper. In the top left corner of the sheet label Supplementary Option Two Application, and directly beneath, include Evaluation and the organization name.

SUPPLEMENTARY OPTION TWO APPLICATION AUDIENCE DEVELOPMENT AND MARKETING, PAGE 21

Describe the organization's strategy for refining and/or increasing your audience by discussing the items below. This information may also be given on a separate sheet of paper. In the top left corner of the sheet label Supplementary Option Two Application, and directly beneath, include Audience Development and Marketing, and the organization name.

- How does the organization currently evaluate its audiences?
- What audiences is the organization not currently reaching that it feels it should be serving?
- What strategies are in place to assist the organization in reaching these audiences?
- What is the organization going to change about its current marketing strategies in order to reach these audiences?

SUPPLEMENTARY OPTION TWO APPLICATION, ORGANIZATIONAL DEVELOPMENT, PAGE 22

The Arts Commission has implemented an arts leadership initiative to provide training and professional development opportunities to leaders of mid-size organizations. Initiative participants include individual staff members (Artistic Directors and Executive Directors) of OGP II, Option 2 grantees, who must commit to participate in all related activities. The initiative consists of various components including peer coaching, professional/skill development workshops, and a stipend for the organization to be used towards a consultancy or conference/seminar attendance. A portion of the stipend must also be used towards a study trip to visit with another non-profit organization in the country for knowledge building.

- Describe a potential study trip. Include the following: name of possible organizations or types of organizations to study, their location and reputation within the U.S., type of knowledge to be gained, and discuss how this trip will benefit the organization.
- Describe a consultancy project or the attendance of a conference/seminar (new to the organization) that would assist the organization in strengthening its infrastructure.

The proposed study trip, and consultancy/conference attendance project can address sustainability issues that have been identified in the application; however, the organization may also suggest a project that focuses on another compelling need for the organization. This information may also be given on a separate sheet of paper. In the top left corner of the sheet label Supplementary Option Two Application, and directly beneath, include Organizational Development and the organization name.

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-size materials. All materials must be on standard 8 1/2" by 11" paper, suitable for photocopying.

One (1) original application and one (1) copy of the application are required.

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

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

Option 1 Application pages 1-15.

For Option 2 applicants only: Option 2 Application pages 16-22.

One paperclipped copy of the organization's long-range plan.

Also include the following items with the application:

One copy of the organization's 501(c)(3) determination letter.

One paperclipped copy of the organization's financial statement from the last completed fiscal or calendar year. The statement must not be bound or stapled. The financial statements may be an independent auditor's report, a financial report prepared and signed by the organization's accountant or a financial statement signed by the Board President or Chair.

If the organization has a budget deficit greater than 20% of expenses, the organization must provide financial statements for the previous two years. If these are required and not included, the application will be ineligible.

The artistic documentation material as noted on page 13 of the application. The artistic documentation should be labeled with the applicant organization's name.

If a season brochure is submitted in lieu of a word-processed list of program/performance/exhibition dates, **10 copies** of the brochure must be submitted. The brochures need to be 3-hole punched or placed in a plastic sleeve suitable for a 3-ring binder (one brochure per plastic sleeve).

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, November 14, 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

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 ineligible.

REVIEW

Commission staff reviews the application for eligibility. A discipline peer panel then reviews all eligible applications. Option Two applications are also reviewed by a multi-disciplinary panel focusing on the administrative capacity of the organization. Applicants may be invited to appear before the Commission to explain their proposed project.

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

Grant notifications will be mailed around mid-July, 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 II Application \[Microsoft Word Format\]](#)