# Los Angeles County Arts and Creative Recovery Initiative Creative Recovery LA SAMPLE APPLICATION

**DEADLINE:** Applications and supporting documentation must be submitted no later than 11:59 PM PST on **February 15, 2023**. Applications may not be submitted after the deadline and deadlines cannot be extended. We recommend submitting 5 days prior to the deadline to avoid last-minute technical issues that could delay submission.

#### UNIVERSAL QUESTIONS REQUIRED FOR ALL APPLICANTS

Organizational Account Information
Organization Legal Name:
Popular Name or DBA (if different from legal name):
Organization Type:
☐ 501C3 organization
☐ Model A Fiscally Sponsored Organization
Is your organization (please check one)
☐ A nonprofit <b>arts</b> organization
$\square$ A nonprofit <b>non-arts</b> organization (i.e social service, health and/or social justice nonprofit) that provides arts and culture programming
INDIGENOUS-SERVING ORGANIZATIONS Is your organization an Indigenous-serving organization with 501(c)(3) status and/or that possesses a Model A fiscal sponsorship* * that provide arts and culture or cultural heritage community programming.
□ Yes
□ No
ADDRESSES AND LOCATIONS  Address Listed on Most Recent 990. (Must be an LA County address to be eligible.)  Main Address 1:
Main Address 2:
City:
State:
Zip:
Phone Number (Format: ###-###):
Website:

Main Administrative Address
Main Administrative Address 1:
Main Administrative Address 2:
City:
State:
Zip:
Primary Arts Programming Address Is the primary arts programming address different from the organization's main /administrative address?
□ Yes
□ No
If yes, please provide primary arts programming address:
Primary Programming Address 1:
Primary Programming Address 2:
City:
State:
Zip Code:
EQUITY LENS Funding will be prioritized for <b>organizations that are located in or have a primary program location in or within one mile of Highest Need and High Need census tracts</b> (Priority Zone 1 Organizations). All other applicants that otherwise meet the eligibility criteria will receive secondary priority (Priority Zone 2 Organizations).
To find out if your organization is considered a Priority Zone 1 Organization or a Priority Zone 2 Organization, use this lookup tool <a href="https://arcg.is/158i0n">https://arcg.is/158i0n</a> . If your organization is not a Priority Zone 1 Organization and is otherwise eligible, it will be considered a Priority Zone 2 Organization. ( <a href="https://arcg.is/158i0n">Read more about Priority Zones HERE</a> )
PRIORITY ZONES  Does your organization have Priority Zone 1 Address? This can be address on 990, administrative address or arts primary programming address. This address will be verified by Los Angeles County as a Priority Zone 1 Address.
□ Yes
□ No

Priority Zone 1 Address Priority Zone 1 Address 1
Priority Zone 1 Address 2
City
State
Zip Code
Is the Priority Zone 1 Address your organization's main or administrative address? (If yes, skip next 2 questions)
Yes No
If this is not your main or administrative address, provide a link or upload a document that demonstrates that the address served as a primary program location between January 1, 2019 and December 31, 2022.
Are you providing a (choose one)  Hyperlink (enter here)  Attachment (upload)
What kind of attachment are you providing? Choose one below. Proof of programming may include any of the following:
☐ Print or electronic flyer showing the address and date(s) of programming
☐ Social media announcement showing the address and date(s) of programming
☐ Eblast showing the address and date(s) of programming
☐ Print mailer showing the address and date(s) of programming
☐ Contract or letter (from a school or university for example) attesting to organization's programming on site.
ELIGIBILITY
In order to be eligible for Creative Recovery LA, the following <b>6</b> questions must be answered "yes".
Was your organization in operation prior to March 1, 2020 and affected by the pandemic and required closures?
□Yes
$\square$ No
Can your organization demonstrate <u>at least three years</u> of providing arts and culture programming either in person or online since January 1, 2019 in Los Angeles County?
□Yes
□No

Is your organization located in and serving Los Angeles County, as evidenced by address listed on most recently filed 990?
□Yes
□No
Does your organization have principal offices in Los Angeles County, as evidenced by address listed on most recently filed 990?
□Yes
□No
Does your organization have a functioning board of directors that meets regularly with at least 51% of members residing in California?
□Yes
□No
FEDERAL EMPLOYER IDENTIFICATION NUMBER (EIN) Please provide your Employer Identification Number (EIN):
FISCAL SPONSOR INFORMATION (FOR FISCALLY SPONSORED ORGANIZATIONS ONLY) If organization is fiscally sponsored, please provide information about fiscal sponsor. Note that Fiscal Sponsor must be located in state of California. Otherwise, skip question.
Model A Fiscal Sponsor Name:
Fiscal Sponsor Main Address 1:
Fiscal Sponsor Main Address 2:
Fiscal Sponsor City:
Fiscal Sponsor State:
Fiscal Sponsor Primary Contact Name:
Fiscal Sponsor Primary Contact Title:
Fiscal Sponsor Primary Contact Email:
Fiscal Sponsor Primary Contact Phone Number (Format: ###-###-####):
Fiscal Sponsor Zip:

#### PRIMARY ORGANIZATIONAL CONTACT INFORMATION

Identify the individual at your organization with the responsibility and authority to manage and complete your grant application and make decisions about your grant and use of funds. Do not provide generic phone numbers or e-mail addresses. Should you be awarded a grant, this contact information will be used for all communication to the grantee with important and time sensitive information.

Primary Organizational Contact First Name:
Primary Organizational Contact Last Name:
Primary Organizational Contact Title:
Primary Organizational Contact Phone (Format: ###-###-###):
Primary Organizational Contact Email:
Executive Director/Organizational Leadership Executive Director/Organizational Leadership First Name:
Executive Director/Organizational Leadership Last Name
Executive Director/Organizational Leadership Title:
Executive Director/Organizational Leadership Phone (Format: ###-###-###):
Executive Director/Organizational Leadership
COUNTY SUPERVISORIAL DISTRICT INFORMATION
District where Main Administrative/Office is located:  □ District 1
□District 2
□ District 3
□ District 4
□ District 5
<b>District where most of your programming takes place:</b> (Find your district resource: https://www.lavote.gov/apps/precinctsmaps)  □ District 1
□District 2
□District 3
□ District 4
□ District 5
District(s) your organization serves (check all that apply):
□District 1
□District 2
□District 3
□ District 4
□ District 5

#### CALIFORNIA SECRETARY OF STATE STATUS

If the applicant is awarded funding, the organization must be listed on the California Secretary of State website and the organization's status must be "active at the time of contracting. To find your status visit: https://bizfileonline.sos.ca.gov/search/business California Secretary of State Entity #: **CURRENT GRANTEES** Is your organization a current grantee of the Los Angeles County Department of Arts and Culture? □No □Uncertain **If yes**, which program(s)? Select all that apply: □Current Organizational Grant Program Grantee (FY 21/22 or FY 22/23) □Current Community Impact Grants Grantee (FY 22/23) □Current Arts Internship Program Grantee (FY 21/22 or FY 22/23) ORGANIZATION INFORMATION Arts Organization's Primary Artistic Discipline (Drop Down Menu) Crafts Dance **Design Arts** Folklife/Traditional Arts **Humanities** Literature Media Arts Multidisciplinary Music Opera/Musical Theatre **Photography** Theatre Visual Arts For Non-Arts Organizations Only: Organization Type and/or Community Served (Check all that apply): ☐ Community Building/Service ☐ Disability Community ☐ Economic Development ☐ Environmental ☐ Health/Wellness ☐ Homeless and Housing

□Immigrants
☐ Mental Health
Other (Please describe. Examples: science-based museum with arts programming, garden with arts programming, historical society or museur with arts programming.)
□Older Adults/Aging
□Social Justice
□Veterans
☐ Workforce Development
□Youth Afterschool
□Youth and Family
Mission/Purpose of the Applicant (1,000 character limit)
<b>Recent Arts and Culture Programming (2,000 character limit)</b> Briefly describe your arts and culture programming since January 1, 2019
How many arts-related classes, workshops, events, or programs did your organization produce virtually or in person since January 1, 2019 – December 31, 2022? Virtual events can be included in this response.
Overall events total:
Approximate number of programming experiences available to public annually:
Years of Arts and Culture Programming Experience  ☐ Less than 2 (not eligible for this grant program)
□3-5
□5-10
☐ More than 10
Paid Staff and Volunteers  ☐ Total Number of Paid Full Time Employees at time of application
☐ Total Number of Paid Part Time Employees at time of application
☐ Total Number of Paid Contractors at time of application
□Total Number of Volunteers at time of application

#### **BUDGET SIZES**

#### **Organizational Budget Size**

The Department of Arts and Culture defines budget size as total operating revenue less in-kind for the most recently completed fiscal year. This number must correspond with the organization's most recently submitted Federal Form 990 (Total Revenue line 9 or 12). For organizations with budgets over \$2M, this must correspond with the most recently completed audit. Budget size should not include any revenue dedicated to a cash reserve, endowment and/or capital project.

Annual budget size:

☐ Adults (25-64 years)

#### **Model A Fiscally Sponsored Organizations Budget Size**

Model A fiscal sponsors may apply on behalf of sponsored projects that otherwise meet all eligibility requirements. Note:

Annual budget for the fiscally sponsored project/site:

#### For 501(C)(3) Non-Arts Organizations Only: Arts and Culture Programming Budget Size

Provide the dollar amount of the arts programming budget for the most recently completed fiscal year. This information is required and is an indication of your organization's investments to arts and culture. This is not your organization's annual budget size.

For Arts and Non-Arts Organizations: Arts and Culture Project/Program R Check all descriptions of the specific communities/populations reached by	
culture programming since January 1, 2019.	your organization through your arts and
$\square$ Specific BIPOC Community. Please describe:	[open ended]
$\square$ Foster Youth or Former Foster Youth	
$\square$ People Experiencing Homelessness	
$\square$ Incarcerated or previously incarcerated individuals	
$\square$ Justice-impacted youth	
$\square$ Individual artists	
$\square$ Individuals with disabilities	
$\square$ Individuals in residential facilities or institutions	
$\square$ Individuals with low income	
$\square$ LGBTQ+ individuals	
☐ Military or veterans	
☐ Recent immigrants	
☐ Rural communities	
$\square$ General audience/constituency - no group specified	
$\square$ Pre-Kindergarten (0-5 years)	
$\square$ K-12 (6-17 years)	
$\square$ Young Adults (18-24 years)	

□ Older Adults (65 plus years) □ Other distinct group(s) (describe below)
BOARD OF DIRECTORS AND GOVERNANCE
Please provide a list of the applicant organization's board of directors beginning with board officers (President/Chair, Vice President/Co-Chair, Secretary, Treasurer) ENTRY FORM
Board Member Name
Board Title
Professional Affiliation (organization)
Professional Affiliation title)
City & State of Residence
Years served on Board
Please select <u>all statements</u> below that describe your organizational leadership (Executive Director/CEO/Managing Director) and Board of Directors (if applicable):
☐ Executive Director/CEO/President identifies as a woman.
$\square$ Executive Director/CEO/President identifies as a person of color.
$\square$ Executive Director/CEO/President identifies as a member of at least one of the communities we serve.
$\square$ More than half (over 50%) of our Board of Directors identify as a woman.
$\square$ More than half (over 50%) of our Board of Directors identify as people of color.
☐ None of the above describe my organization.
☐ Unsure, we do not collect this information.
COVID-19 IMPACT How was your organization affected by COVID-19 from January 1, 2021 – December 31, 2022? (Check all that apply):
□Nonprofit has had to lay off at least one of its employees (full or part time)
□Nonprofit was forced to shut down by the state or local government
☐ Had non-recoverable expenses related to rescheduled or cancelled exhibitions/programming during eligible period
☐Moved to online distribution of creative content
☐Began remote educational exhibitions/programming

 $\square$ Revenues from the nonprofit are down 25% or more compared to 2020

For arts organizations, what is the total amount of COVID-19 related losses incurred between January 1 and December 30, 2022?
<b>For non-arts organizations</b> , please enter the total COVID-19 related losses for your arts programs only between January 1 and December 30, 2022. [open-ended]
In 2021 or 2022, did you receive funding from any of the following sources? Check all that apply.  Note: this does not affect your eligibility for this grant.
☐ Paycheck Protection Program (PPP)
☐ Shuttered Venue Operators Grant (SVOG)
□ LA Arts Recovery Fund
$\square$ Small business grant from the County of Los Angeles COVID-19 relief efforts
$\Box$ Other (please write in any other relief or recovery resources you received in 2021 or 2022)
Which grants are you applying for through Creative Recovery LA? <u>Check all that apply</u> . Please ensure you are eligible for each opportunity by reviewing application guidelines.
□ Arts Relief + Recovery Grant
☐ Creative Works + Jobs for Artists Grant
☐ Reopening Culture, Tourism + Marketing Grant
☐ Creative Career Pathways for Youth Grant
□Arts for Justice-Involved Youth Grant

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## APPLICATION QUESTIONS FOR EACH GRANT OPPORTUNITY

Answer all questions for each grant opportunity completely. To ensure eligibility for each program visit the guidelines before applying.

#### **RELIEF + RECOVERY GRANT**

PURPOSE: A grant program to support the recovery of the arts and creative economy sector of Los Angeles County. This grant is to ensure that nonprofit organizations providing arts services especially in communities that have been hardest nt COVID-19 t their local

hit by COVID-19 receive funding to help them hire or retain staff, contractors, and/or artists; implementing and infection prevention measures; support their operations and programs; and/or support community in recovery through the arts.
Please confirm that your organization in need of financial support for your arts and culture programs
Yes, my organization is in need of financial support for our arts and culture programs.
No, my organization is not in need of financial support for our arts and culture programs.
How do you plan to use funds? Check all that apply.
☐ Payroll costs and covered benefits for employees
☐Compensating returning employees
□Compensation for lost pay
□Rent
☐ Support of general operations
□ Program costs
☐ Maintenance of existing equipment or facilities
☐ Aid for technical assistance, counseling, business planning.
☐ Assistance to implement COVID-19 mitigation and infection prevention measures
☐ Aid to support safe reopening
Other: Please describe

### REOPENING CULTURE, TOURISM + MARKETING GRANT

PURPOSE: A grant program to support a marketing initiative that amplifies re-openings in the cultural sector and encourages arts and cultural tourism by local communities and visitors. Grantees will use funds to promote and market their arts programming to encourage diverse audiences and program participants to return to virtual or in-person programs.

Please confirm that your organization in need of financial support to market and promote your arts and culture

programs.
Yes, my organization is in need of financial support to market and promote our arts and culture programs.
No, my organization is not in need of financial support to market and promote our arts and culture programs.
If awarded, how do you plan to use funds to promote your programs to constituents or the general public? <u>Check all that apply.</u>
$\square$ Marketing and promotional initiatives to target new audiences and/or encourage existing audiences to return to performances/events
$\square$ Digital and social media content creation, including graphics (still and animated), videos, banner ads, and more
$\square$ Hiring staff, consultant or media company for marketing, advertising, social media or communications
$\square$ Boosting posts on social media (e.g. Instagram and Facebook) to reach new audiences
☐ Purchasing promotional radio spots, or traditional media buys (e.g., newspapers, magazines)
☐ Conducting an out-of-home campaign (e.g. billboards, bus, banner and Metro advertising)
$\square$ Street team promotional campaign, including flyer distribution and wheat paste poster marketing
☐ Mailing campaign
☐Website design, upgrade or creation
$\square$ Professional photography or video creation for marketing, advertising or promotional use
$\square$ Language translation for marketing and outreach materials to reach diverse audiences
□Other: Please describe

#### **CREATIVE WORKS + JOBS GRANT**

PURPOSE: A grant program to support the employment of artists for creative works, artist-led projects and public programs. Grantees may use funds for commissions, jobs, residencies, productions, performances, and other similar programs that engage artists and creative projects.

Please confirm that your organization in need of financial support for the employment of artists for creative works, artist-led projects and public programs.

Yes, my organization is in need of financial support for the employment of artists for creative works, artist-led projects and public programs.

No, my organization is not in need of financial support for the employment of artists for creative works, artist-led

projects and public programs.
Does your organization have a demonstrated history of programs or projects that engage artists for creative works, artist-led projects, and public programs since January 1, 2019? (Must mark yes in order to be eligible)
□Yes
□No
If yes, what is/are the name(s) of this/these program(s) or activity(ies)? Briefly describe program activities, including history, and number of artists [and creative works, projects, or programs] supported annually. (1000 characters).
Provide link(s) to organization's program(s):
If awarded, how do you plan to use funds? Check all that apply.
☐ Employment of artists (inclusive of artists, culture bearers, creative workers, and culture makers working in any artistic discipline including but not limited to visual, performing, literary, traditional/folk, and media arts)
☐Program activity that supports creative works, artist led projects, and public programs
□Artist Commissions
□Artist Residencies
Other: Please describe

#### CREATIVE CAREER PATHWAYS FOR YOUTH GRANT

PURPOSE: A grant program for nonprofits to support career pathways and training programs in the arts and creative fields for youth, early career and emerging professionals underrepresented in the arts and creative sector, so that those who have historically experienced barriers to accessing these careers are job ready as the economy recovers and stabilizes. Grantees will use funds for training and career pathway programs as well as general operating funds to support the capacity and fiscal sustainability of the applicant organization.

Please confirm that your organization in need of financial support for career pathways and training programs in the arts and creative fields for youth, early career and emerging professionals underrepresented in the arts and creative sector.

Yes, my organization is in need of financial support for career pathways and training programs in the arts and creative fields for youth, early career and emerging professionals underrepresented in the arts and creative sector.

No, my organization is not in need of financial support for career pathways and training programs in the arts and creative fields for youth, early career and emerging professionals underrepresented in the arts and creative sector.

Does your organization have a demonstrated history since January 1, 2019, of providing creative career pathways and training programs in the arts and creative field for those underrepresented in the arts and creative sector? (Must mark yes in order to be eligible)
□Yes
□No
If yes, what is/are the name(s) of this/these program(s) or activity(ies)? Briefly describe the program, including history, and number of youth served annually (1000 characters)
Provide link to organization's program:
Approximately how many youth were served in 2021 by this program?
Approximately how many youth were served in 2022 by this program?
Who has been served by this program since 2019? Check all that apply.
□Youth
□Opportunity Youth
□Systems-impacted youth
□Historically underrepresented and/or precluded youth

# Applicants must briefly describe plans to use the funds to support career pathways or training programs for youth underrepresented in the arts and creative sector.

Which of the following best describes the type of program you offer? Check all that apply.
☐ Career exploration and exposure
□ College and career readiness
☐ Work-based learning (e.g. fellowships, internships, apprenticeships)
☐ Technical skill building or certification programs
☐ Supported employment in the arts
Other: Please describe
Which of the following creative industries categories does this program prepare youth to work in? Check all that apply
□Architecture
☐ Film and Digital Media
□Fashion
☐ Fine and Performing Arts
☐ Creative Goods and Products
□ Nonprofit Arts
☐ Other creative industry not listed above (please specify)
If awarded, how do you plan to use the funds to support your program? Check all program activities that apply:
☐ Career exploration and exposure
□College and career readiness
☐ Fellowships, internships, apprenticeships, and/or work-based learning
☐ Technical skill building or certification programs
☐ Youth jobs in the arts
☐ Stipends/payment to youth participants
Other: Please describe
☐ Program planning
☐ Program implementation
☐ Program evaluation
☐General operating costs (rent, staffing, technology enhancements, etc.)

#### ARTS FOR JUSTICE-INVOLVED YOUTH GRANT

A grant program for nonprofits that use the arts to support justice system-involved youth, justice system-impacted youth and communities, and youth at greater risk of becoming justice system-involved. Grantees will use funds for arts-based youth development programs, as well as general operating funds to support the capacity and fiscal sustainability of the applicant organization.

Please confirm that your organization in need of financial support for justice system-involved youth, justice system-impacted youth and communities, and youth at greater risk of becoming justice system-involved.
$\square$ Yes, my organization is in need of financial support for justice system-involved youth, justice system-impacted youth and communities, and youth at greater risk of becoming justice system-involved.
□ No, my organization is not in need of financial support for justice system-involved youth, justice system-impacted youth and communities, and youth at greater risk of becoming justice system-involved.
Does your organization have a demonstrated history providing programs that use the arts to support any of the following populations since 2019? See definitions in <u>guidelines</u> . (Check all that apply):
□ Justice system-involved youth
□ Justice system-impacted youth
□ Justice system-impacted communities
☐ Youth at greater risk of becoming justice-system involved
If yes, what is the name of this program or activity?
Briefly describe program, including history, and approximate number of youth served annually. (1000 characters).
Provide link to organization's program:
Approximately how many were served by this program in calendar year 2022?
If awarded, how would funds be used to support your arts program that serves justice-involved youth? Check all boxes
that apply.
Programming (Check all that apply)
$\Box$ Arts education and/or direct instruction in an artistic or cultural practice (either in school or out-of-school) $\Box$ Family and community engagement centered in arts and/or cultural practice,
☐ Arts-based youth leadership programs (including stipends to youth participants)
$\square$ Peace-building and community healing centered in creative or cultural practices
☐ Cultural organizing
$\square$ Case management, mentorship, advisement, and relationship-centered support
☐ Hosting and transportation
☐Other – please describe
$\square$ Artistic works, artist support, artist-led cultural activities, or arts-based narrative change
□ Program planning
☐ Program implementation
□ Program evaluation
General operating costs (rent. staffing technology enhancements, etc.)

#### REQUIRED FINANCIAL FORMS FOR ALL ORGANIZATIONS

Note that omitting one or more of the required financial documents will result in disqualification of the application due to not meeting the application requirements.

For all applicants, regardless of budget size: you must submit all required attachments in order to be eligible even if

you have previously submitted for prior Los Angeles County grant applications. There are no exceptions. Failure to submit required documentation at time of application will result in ineligibility. No grace period will be available to submit required documentation following application submission.  $\Box$ 501(c)(3) IRS determination letter as proof of organization's tax-exempt status with Federal Employee Identification Number (EIN) □ A submitted Federal Form 990 (2020 or 2021), 990-EZ or 990-N for the organization's most recently completed tax year ending on or after December 31, 2020 listing an LA County address. Applicants with budgets less than \$50,000 should submit a copy of their most recently completed 990-N or 990-EZ. ☐ Screenshot from the California Secretary of State showing "ACTIVE" Status. Applicants may find and download certificate or take a screenshot at the California Secretary of State website: https://www.sos.ca.gov/businessprograms/business-entities/information-requests/ ☐ For all organizations with operating budgets of \$2,000,000 and above, a financial audit is also required for the applicant organization's most recently completed fiscal year for a tax year ending on or after June 30, 2020. Audits for a fiscal year ending before June 30, 2020 will not be accepted unless the most current audit is not available. ADDITIONAL REQUIREMENTS FOR FISCAL SPONSORS A copy of the agreement between organization and fiscal sponsor, or verification letter from the fiscal sponsor attesting to Model A Fiscal Sponsorship ☐ Fiscal sponsor's most recent 990 listing a state of California address ☐ Fiscal sponsors with budgets of \$2 million or more are required to submit a financial audit for fiscal year ending on or after June 30, 2020. If an audit for the organization's most recently completed fiscal year is not available, the applicant may submit a financial audit for the previous year.

#### FINALIZING AND SUBMITTING YOUR APPLICATION

Application and required materials must be submitted via Community Partners no later than 11:59 p.m. on February 15, 2023. Deadline cannot be extended. All applications are time stamped upon submission. Applications that do not include all required attachments by 11:59 p.m. Pacific Time on the date of the deadline will not be considered.

DISCLAIMER: All submitted application materials are documents of public record upon submission to the Los Angeles County Department of Arts and Culture and subject to public records requests.

#### **CERTIFICATION INSTRUCTION**

Full Name:

Provide the Name and Title of the authorized official submitting this application. This individual must be a representative of the applicant organization with authority to submit this application on behalf of the applicant organization. By entering in their name below, the authorized individual certifies that they have reviewed the content of this application and certifies that the information contained in this application is true and correct to the best of their knowledge. Once this section is complete, please click the green "Submit" button on the left to finalize and submit your grant application.

Title:
Telephone #:
Email Address:
□ As the authorized official, I have personally reviewed the content of this application and certify under penalty of perjury that the above information is complete and accurate to the best of my knowledge. I understand that making an material misrepresentation and/or falsification of eligibility to secure a grant may be punishable as a felony and may result in termination of the grant and render the applicant organization ineligible for future grants and may also be subject to other penalties imposed by Federal, State and/or local law.

Click the "Submit" button to finalize and submit your grant application.