

Organizational Grant Proposal (FY28)

Part I - Project Summary

A. Organization Information

- Official IRS Name (enter in ALL CAPS, otherwise matching how your name appears on your IRS nonprofit determination letter)
- Popular name (only if different from official IRS name)
- Street Address
- City
- Zip Code
- Mailing address
- Mailing address City
- Mailing address Zip Code
- Primary Contact First Name
- Primary Contact Last Name
- Title
- Telephone
- E-mail
- Alternate Contact First Name
- Alternate Contact Last Name
- Alternate Contact Title
- Alternate Contact E-mail
- Website

Proposal Preparation

Please share which if any of the following DCA Cultural Grant Program applicant resources you were able to use in advance of completing this proposal:

- ☐ Attended in-person grants workshop
- ☐ Participated in live online grants webinar
- ☐ Viewed recording of grants webinar
- ☐ Phone consultation with DCA grants staff
- ☐ If you were unable to use any of the above, please share a brief note why to help us improve offerings in the future:

B. Project Type

Organizations may submit up to two grant proposals, so long as one of the two proposals is submitted in the Outdoor Cultural Presentations--Festivals/Parades project category. Check one

option below to indicate the primary purpose of this grant proposal. Contact DCA staff for clarification on which category may be best for your proposal.

- ☒ Tier I (very-small) Outdoor Cultural Presentations--Festival/Parade [DCA defines this as an outdoor event showcasing a wide range of acts and presentations that will take place at a single freely accessible public site (e.g. a closed-off public street/set of adjacent streets, public park, or a public plaza); proposed event served fewer than 500 attendees in the prior year]
- ☐ Tier II (small) Outdoor Cultural Presentations--Festival/Parade [DCA defines this as an outdoor event showcasing a wide range of acts and presentations that will take place at a single freely accessible public site (e.g. a closed-off public street/set of adjacent streets, public park, or a public plaza); proposed event served between 500 and 2,000 attendees in the prior year]
- ☐ Tier III (large) Outdoor Cultural Presentations--Festival/Parade [DCA defines this as an outdoor event showcasing a wide range of acts and presentations that will take place at a single freely accessible public site (e.g. a closed-off public street/set of adjacent streets, public park, or a public plaza); proposed event served 2,000 or more attendees in the prior year]
- ☐ Indoor Artistic Project
- ☐ Field Advocacy & Sector Learning (FASL)
- ☐ Sequential Arts In-school Learning Culminating in Afterschool Public Events (SAIL-CAPE)

Artistic Discipline (Artistic & SAIL-CAPE projects only)

Select the primary artistic discipline of your proposed Artistic or SAIL-CAPE Project.

Note: For this cycle, DCA is convening discipline-specific review panels in Dance, Music, Theatre, and Transdisciplinary Arts. Because no panels will be convened for the disciplines of Culture/History, Design-Visual Arts, Literary Arts, Media Arts, and Traditional-Folk Arts this year, only a very limited amount of funding will be set aside (no more than five awards ranging between \$3,000 to \$5,000) for applicants who choose to apply in those disciplines with an “off-cycle” project. Such applicants might also consider waiting until next year’s application cycle to apply if the proposed project would require a larger grant for production.

- ☐ Dance
- ☐ Music
- ☐ Theatre
- ☐ Transdisciplinary Arts
- ☐ Culture / History (off cycle)
- ☐ Design / Visual Arts (off cycle)
- ☐ Literary Arts (off cycle)
- ☐ Media Arts (off cycle)
- ☐ Traditional / Folk Arts (off cycle)

Outdoor Festival / Parade Artistic Roster (if applicable)

Please indicate which of the following describes the extent to which your proposed outdoor festival or parade will feature new, non-affiliated artists/acts as compared to the most recent iteration of your event.

Note: A reminder an eligible project in this category must have at least four (4) non-affiliated groups or acts in its artistic roster. Proposed events with artistic rosters that change less than 30% in participants are not eligible under the Outdoor Festival / Parade project category.

- ☐ 30-40% new artists (as compared to the past two years)
- ☐ 41-50% new artists (as compared to the past two years)
- ☐ 51% or more new artists (as compared to the past two years)

C. Budget Size Category & Grant Request

Check an option that is based on your organization's "Total Revenue Less In-Kind" (line 8af) from the most recently completed fiscal year in your organization's Financial & Programmatic Profile form that you submitting with your grant application.

[Emerging Arts Organizations and non-arts focused nonprofit organizations proposing an outdoor festival/parade should instead select an option that is based on your organization's "Total Revenue" line item from the most recently filed IRS Form 990 that you are submitting with your grant application]

There is some overlap between adjacent budget categories; should your budget fall into one of these overlaps, you have the option of selecting which category is a better fit for your organization. More information on budget categories and how they relate to maximum grant requests can [by clicking here](#).

- ☐ Emerging Arts Organization (less than \$20,000)
- ☐ Small Arts Budget Organization (\$10,000 to \$100,000)
- ☐ Mid-Size Budget Arts Org. (\$75,000 to \$1,000,000)
- ☐ Large Budget Arts Org. (\$800,000 to \$9,999,999))
- ☐ Extra-Large Budget Arts Org. (\$10 million or more)

Before completing this section, use DCA's [Allowable Grant Request Calculator](#) to confirm you are submitting an allowable grant request based on your organization size, project type, and proposed project budget.

When entering amounts below, do not include commas.

- Grant Amount Request:(Reminder to enter this amount into your projected DCA grant revenue in your project budget, Part V, Line 21, on Page 2)
- Total cash revenue(i.e Total Revenue Less In-Kind) for the organization's most recently completed year fiscal year (line 8af in your organization's Financial & Programmatic Profile form, submitted as part of this application):

D. Primary Thematic-Purpose of this proposal (choose one only):

- ☐ Avant-garde Exploration/Innovation
- ☐ Business Skills (FASL only)
- ☐ Collaboration(s)/Fusion(s)
- ☐ Cultural-group festival/parade celebration (heritage edu-tainment)
- ☐ Exemplary Storytelling/Expression
- ☐ Historical Learning/Extending Legacy of Traditional Practice(s)
- ☐ Multi-generational Family-friendly Activities
- ☐ Pre-professional Talent Development (aspiring-artist training)
- ☐ Premiere New Work(s) by/with LA-area Artist(s)
- ☐ Rehabilitation/Empowerment (socio-spiritual wellness)
- ☐ Showcasing Variety to Stoke Multi-dimensional Respect

Specific Topic (within the theme selected above):

Provide a 5- to 7-word description of the specific *topic* your project will explore within the theme you selected above.

E. Los Angeles City Council District in which the applicant is headquartered (select one)

To determine the council district of any address within the City of Los Angeles, use the City's [Neighborhood Info](#) app.

F. City Council District location(s) of in-person project activities and services described in your proposal

(select a maximum of 4 choices or select All for online projects). **Note:** If your project is sited within 5 or more districts, your selection here indicates which districts are to be served with DCA funding, while others can be served with matching funds. Please be reminded that if you are awarded a contract based on this proposal your services cannot include new districts or changed districts.

To determine the council district of any address within the City of Los Angeles, use the City's [Neighborhood Info](#) app.

Online/Virtual Project Activities

Applicants with projects that feature online/virtual activities and services are reminded that activities must be produced within the municipal boundaries of the City of Los Angeles. In addition, public funds should not be used to reach an anonymous audience; online projects—like in-person projects—must feature a mechanism for audience feedback as well as *some* means to collect meaningful metrics to report to DCA.

Does your project include eligible online/virtual activities?

- ☐ Yes
- ☐ No

G. Project Start & End Dates

Enter the planned start- and finish-dates of your proposed project (typically spanning no more than a 6-month period). Please ensure your proposed project takes place within the allowable window of July 1, 2027 and June 30, 2028.

- Engagement of audiences and artists would BEGIN on:
- Engagement of audiences and artists would FINISH on:

H. Public impact of proposed services

Note: Project participants include project administrators, artists, instructors, students, and others involved in the project.

- Estimated number of project participants:
- Estimated number of audience members for the proposed project:

I. Special Constituencies

Select up to five target groups to benefit from the social-change intentions of your proposed project:

- ☐ Adults (general)
- ☐ Artists
- ☐ Correctional residents (adults and/or juveniles)

- ☐ Differently-abled persons (with physical or mental challenges)
- ☐ Future or current tourists (regional, national, or international)
- ☐ Homeless and formerly homeless persons
- ☐ Immigrants and/or new arrivals in the USA
- ☐ Lesbian/Gay/Bisexual/Transgender persons

- ☐ Low income families or persons
- ☐ Minority or ethnically-defined populations
- ☐ Parents/Guardians with children
- ☐ People in addiction or rehabilitation groups
- ☐ People living with chronic/terminal illnesses (HIV, cancer, etc.)
- ☐ Seniors (age 65+)
- ☐ Veterans and active duty persons

- ☐ Women (with women specific programs)
- ☐ Youth (pre-k through elementary ages)
- ☐ Youth (middle school ages)
- ☐ Youth (high school ages)
- ☐ Young adults and pre-professionals (college age)
- ☐ Youth at greater risk (due to living in foster care, City's Gang Reduction Zones, etc.)
- ☐ Other:

Part II: Organization Narrative

(Detailed guidelines for this section: <http://dearedesign.org/grants/narrative/>)

☀ A. Mission/Purpose of Applicant:

Provide the applicant organization's mission statement. (Limit: 1500 characters excluding spaces)

Note: A reminder to please provide your current, board-approved **organization** mission statement (not a program, or project-specific mission or vision).

☀ B. History/Programming:

Briefly describe the history of the applicant and current core programs and services. Note any significant administrative or artistic changes and/or major accomplishments and initiatives that have taken place over the past two years. (Limit: 3000 characters excluding spaces)

☀ C. Planning & Leadership:

Where does the applicant want to be, artistically, administratively and financially, within the next two years? What short-term goals have been established to work toward this desired state? What specific steps have been taken recently? How have board and staff members contributed to the applicant's overall planning? (Limit: 3000 characters excluding spaces)

☀ D. Community/Core Audience:

Describe the applicant's community/core audience in terms of geography, age, cultural and economic characteristics, as applicable. Describe how the applicant identifies community/ core audience needs (including any advisory councils) and how the applicant develops programs to meet these needs. (Limit: 3000 characters excluding spaces)

☀ E. Artistic Policy:

Briefly describe the process for making artistic decisions. Describe the applicant's practice for payment of artists. (Limit: 3000 characters excluding spaces)

Part III: Project Narrative

(Detailed guidelines for this section: <http://dcaredesign.org/grants/narrative/>)

F. Project Description

Describe the artistic project (which may be a section of a larger/longer program) for which you are seeking DCA support.

Begin with a two sentence paragraph that quickly and completely describes your request, such as:

"We are seeking DCA support to produce and present 3 educational workshops and 2 public, culminating concerts that will take place in the Fall of 2027 in South LA. The 5 activities detailed below are a subset of an annual program of 9 workshops and 6 concerts in three other regions of LA County that are briefly mentioned as context."

The remaining paragraphs of your Project Narrative should provide critical details such as: relevant themes, highly likely locations/partnerships (built on prior successful relationships), and educational outcomes.

Your narrative may end with notes about how this project advances your organization's accomplishments and goals, and why this project should be funded in part by public tax-dollars. (Limit: 3000 characters excluding spaces)

G. Based on prior outcomes and outputs of prior/related projects, please forecast feasible impact(s): (Limit: 3000 characters excluding spaces):

1. Provide participant/audience metrics from at least one prior experience as numerical data with a brief written summary.
2. Note how you may adjust your services based on the metrics enumerated above.
3. For each of the target groups selected in Question I of the Proposal Summary page, provide a statement of "social change" intentions. If the proposed project also advances social-equity leadership by transmitting organization-values expressed through employment-decisions that result in program-experiences which uplift social minorities, then please describe the specific values, paid workers, and program-engagers that represent a commitment to "lifting while you climb."
4. Justify the cost-per-head ratio of the proposed project in respect to the DCA funding requested as well as the depth or breadth of social change indicated above.

☀ Part IV: Staff & Artists

Provide short biographies of key staff and/or artists that will be involved in your project. Begin with the applicant's leaders (e.g. Artistic Director, Executive Director, Managing Director). If necessary, attach as many completed versions of this page as needed to detail key/paid staff and/or artists. (Limit for each biography: 750 characters)

Note: DCA staff is aware of the forecasting required to create a successful grant proposal, however project-concepts without a lead artist (named and reserved by verbal agreement) are too hypothetical to be highly competitive, therefore every application **MUST** list (name and describe) at least ONE key/guest artist with their biography. Even projects that are chiefly run by staff artists, can benefit from a special guest who may represented a spark of freshness for the

topic of your theme. The overall quality of future artist-selections will be judged by the panel from the List of Past Paid Artists in the Supplementary Materials, but the most competitive proposals will also include at least ONE guest artistry within this Bio Section with the staff leadership. In the end, the Staff plus Key/Guest Artists Bio Section should provide alignment with the Past Paid Artist Supplement so panel-reviewers can judge each proposal's level of preparedness for high-quality employment.

1.

- Name
- Title

• Short Biography

2.

- Name
- Title

• Short Biography

3.

- Name
- Title

• Short Biography

4.

- Name
- Title

• Short Biography

5.

- Name
- Title

• Short Biography

Would you like to add more members?

- ☐ Yes
- ☐ No

Part V: Proposal Income:

(Detailed guidelines for this section: <http://dcaredesign.org/grants/proposal-income/>)

Use this budget sheet to describe the forecasted income sources **for the proposed project only** (i.e. this should not be an organizational, year-long, or a program-wide budget). Use the "Budget Notes" column to provide explanatory/contextual information on the dollar values entered.

A. Earned Income

	Total	Budget Notes
1. Admissions	\$	
2. Ticket Sales	\$	
3. Tuitions	\$	
4. Workshop & Lecture Fees	\$	
5. Touring Fees	\$	
6. Special Events - Other	\$	
7. Gift Shop/Merchandise Sales	\$	
7a. Gallery Sales	\$	
8. Food Sales/Concession Income	\$	

	Total	Budget Notes
8a. Parking Concessions	\$	
9. Membership Dues/Fees	\$	
10. Subscriptions	\$	
11. Contracted Services/Performance Fees	\$	
12. Rental Income – Program Use	\$	
13. Rental Income – Non-Program Use	\$	
14. Advertising Income	\$	
15. Sponsorship Income	\$	
16. Other Earned Income	\$	
Total	- {y}	

DCA Grant Request Reminder:

IMPORTANT: Line 21 "**Government - City**" below should match the value entered as your DCA grant request listed in Question C (Budget & Grant Request) of the Project Summary on Page 1 of this form.

B. Contributed Income

	Total	Budget Notes
17. Trustee/Board Contributions	\$	
18. Individual Contributions	\$	

	Total	Budget Notes
19. Corporate Contributions**	\$	
20. Foundation Contributions**	\$	
21. Government – City**	\$	
22. Government – County**	\$	
23. Government – State**	\$	
24. Government – Federal**	\$	
25. Special Events – Fundraising	\$	
26. Other Public Income	\$	
27. Parent Organization Income	\$	
28. In-kind Contributions	\$	

GRAND TOTAL INCOME (automatically calculated)

****For Corporate, Foundation and Government, if there are multiple sources of income in each category, please provide a detailed list in the box below.**

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Part VI: Proposal Expenses:

Use this budget sheet to describe the forecasted expenses **for the proposed project only** (i.e. this should not be an organizational budget). Use the "Budget Notes" column to provide explanatory/contextual information on the dollar values entered.

A. Salaries & Fringe

	Total	Budget Notes
1. Artists & Performers – Salaries	\$	
2. Program – All Other – Salaries	\$	
3. Fundraising – Salaries	\$	
4. General & Administrative – Salaries	\$	
5. Fringe Benefits	\$	
Total	- {y}	

B. Operating Expenses

	Total	Budget Notes
6. Accounting	\$	

	Total	Budget Notes
7. Advertising, Marketing & PR	\$	
8. Artist Commission Fees	\$	
9. Artists & Performers - Non-Salaried	\$	
10. Catering & Hospitality	\$	
11. Conferences & Meetings	\$	
12. Equipment Rental	\$	
13. Facilities – Other	\$	
14. Fundraising Expenses – Other	\$	
15. Fundraising Professionals	\$	
16. Honoraria	\$	
17. In-Kind Contributions	\$	
18. Insurance	\$	
19. Internet & Website	\$	
20. Lodging & Meals	\$	
21. Office Expense – Other	\$	

22. Other	\$
23. Postage & Shipping	\$
24. Printing	\$
25. Production & Exhibition Costs	\$
26. Programs – Other	\$
27. Professional Development	\$
28. Professional Fees	\$
29. Rent	\$
30. Supplies	\$
31. Telephone	\$
32. Touring	\$
33. Travel	\$
34. Utilities	\$
Total	- {y}

GRAND TOTAL EXPENSES (automatically calculated)

Cost Per Head

The following number is the Grand Total of Expenses divided by the total number of participants and audience members summed in **Question H: "Public impact of proposed services"**. This is your cost per head ratio.