Organizational Grant Proposal (FY26)

▦ 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 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.

☐ Artistic Project
☐ Sequential Arts In-school Learning Culminating in Afterschool Public Events (SAIL-CAPE) [These projects feature multi-week series of in-school Pre-K to 12 arts education workshops and must culminate in one or more public events taking place afterschool in

the evening or weekends; proposal must include by a detailed, CA Arts Standards-aligned curriculum]

☐ Field Advocacy & Sector Learning (FASL) [This type of project is not artistic/cultural in nature, but is in support of artists and/or arts organizations; examples are seminars or educational services]

☐ Tier I (very-small) Outdoor Festival/Parade [DCA defines this as an outdoor event that will take place at a single public site (e.g. public street, set of adjacent streets, set of sidewalks, public park, public plaza, ….) over one day or over one weekend; proposed event served fewer than 500 attendees in the prior year]

☐ Tier II (small) Outdoor Festival/Parade [DCA defines this as an outdoor event that will take place at a single public site (e.g. public street, set of adjacent streets, set of sidewalks, public park, public plaza, ….) over one day or over one weekend; proposed event served between 500 and 2,000 attendees in the prior year]

☐ Tier III (large) Outdoor Festival/Parade [DCA defines this as an outdoor event that will take place at a single public site (e.g. public street, set of adjacent streets, set of sidewalks, public park, public plaza, ….) over one day or over one weekend; proposed event must have served 2,000 or more attendees in the prior year]

🔢 Artistic Discipline

Select the primary artistic discipline of your proposed Artistic or SAIL-CAPE Project:Disciplines marked by an asterisk (*) are "on cycle" for the current application process. On-cycle proposals that are recommended for funding in FY2025-26 would then be eligible for second-year renewal consideration in FY2026-27. Off-cycle proposals will receive funding consideration for one year only in FY2025-26.

☐ Culture / History(projects that promote ideas and accomplishments of past, non-living artists)
☐ Dance*
☐ Design / Visual Arts
☐ Literary Arts
☐ Media Arts
☐ Trans-Disciplinary / Multi-Disciplinary Arts*(innovative, transdisciplinary projects which connect and/or combine living artists in presentations which cannot be adjudicated within DCA's other singularly focused arts discipline-panels)
☐ Music*
☐ Theatre*
☐ Traditional / Folk Arts(feature public activities and artists whose practice emphasize adherence to tradition rather than innovation)

🔢 **Outdoor Festival / Parade Artistic Roster**Please indicate which of the following describes the extent to which your proposed

outdoor festival or parade will feature new artists/acts as compared to the most recent iterations of the festival/parade: Note: Proposed events with artistic rosters that change less than 30% in participants are not eligible under the Outdoor Festival / Parade project category. &gd _nnjga_`jc'

☐ 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" from the most recently completed fiscal year in the DataArts report 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)

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)

_____

I have completed the Data Arts Funder Report

☐ Yes
☐ No

Total cash revenue(i.e Total Revenue Less In-Kind) for the
organization's most recently completed DataArts report that will be
submitted as part of this application:

_____

☑ **D. Impact of proposed project:**

Select no more than two options that best describe what the DCA grant funding will specifically support with the proposed project.

☐ Community dialogue
☐ Life-long learning
☐ Cultural-arts jobs
☐ Free or low cost social activities

▤ **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.

☐ 1
☐ 2
☐ 3
☐ 4
☐ 5
☐ 6
☐ 7
☐ 8
☐ 9
☐ 10
☐ 11
☐ 12
☐ 13
☐ 14
☐ 15
☐ Elsewhere in Los Angeles County _____

☑ **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.

☐ 1
☐ 2
☐ 3
☐ 4
☐ 5
☐ 6
☐ 7
☐ 8
☐ 9
☐ 10
☐ 11
☐ 12
☐ 13
☐ 14
☐ 15

☐ All (Select only if your project primarily serves an online audience, features broadcast/podcast deliverables, or provides a city-wide distributed publication),

▤ 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; ensure your proposed project takes place no longer than nine months within the allowable window of July 1, 2025 and June 30, 2026.

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://dcaredesign.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 anysignificant administrative or artistic changes and/or major accomplishments and initiatives that have taken place over the past twoyears. (Limit: 3000 characters excluding spaces)

_____
_____
_____

■ C. Planning & Leadership:

Where does the applicant want to be, artistically, administratively and financially, within thenext two years? What short-term goals have been established to work toward this desired state? What specific steps have beentaken 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 andeconomic characteristics, as applicable. Describe how the applicant identifies community/ core audience needs (including anyadvisory 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 2024 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 for the applicant. 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)

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

🔢 6.

Name   _____

Title   _____

Short Biography   _____

🔢 7.

Name   _____

Title   _____

Short Biography   _____

🔢 8.

Name   _____

Title   _____

Short Biography   _____

🔢 9.

Name   _____

Title   _____

Short Biography   _____

🔢 10.

Name   _____

Title   _____

Short Biography   _____

▭ 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 <u>not</u> 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   _____   _____

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   _____   _____

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   _____   _____

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)

_____ ({{ SUM(earnin.0,earnin.2,earnin.4,earnin.6,earnin.8,earnin.10,earnin.12,earnin.14,earnin.16,earnin.18,earnin.20,earnin.22,earnin.24,earnin.26,earnin.28,earnin.30,earnin.32,earnin.34,inc.0,inc.2,inc.4,inc.6,inc.8,inc.10,inc.12,inc.14,inc.16,inc.18,inc.20,inc.22) }})

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

_____
_____
_____

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	_____	_____

B. Operating Expenses

	Total	Budget Notes
6. Accounting	_____	_____
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	_____	_____

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.

Cost Per Head Ratio: _____