

Congratulations on your District's Advancement Grant award! This General Terms and Instructions document contains all the information you will need to manage your grant, meet grantee requirements, and receive payments.

Please read this entire document thoroughly and visit our website at <https://www.lacountyartsedcollective.org/manage-my-grant> to access up-to-date resources and information about managing your grant award.

## 1.0 CONTRACT OVERVIEW

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Grantees must meet all applicable award requirements. If you fail to comply with requirements, your contract may be suspended or terminated, and you may forfeit some or your entire grant award. Grantees can contact Advancement Grant Program Specialist at any time to discuss the grant funded project and terms of the contract.

### 1.1 Grant Period

The grant period is from July 1, 2025 through June 30, 2026. County grant funds must be expended after the contract execution date. Matching funds may be applied to Project expenditures anytime during the Grant Period. *Please note that the invoicing and reporting deadline is May 15, 2026, unless a written extension is issued.*

### 1.2 Signing the Contract

The contract must be executed with two signatures:

- The district's superintendent, and
- A School Board President or a member of the School Board authorized to act on its behalf. Alternatively, a resolution adopting or approving this Agreement may be substituted for a School Board signature.

### 1.3 Matching Funds

Grantees must demonstrate and report matching funds that ensure Los Angeles County (County) grant funds do not exceed fifty percent (50%) of the total cost of the project. Please note that the contract provides that you may forfeit some or your entire grant award if you do not comply with this requirement.

## 2.0 REQUIREMENTS FOR CONTRACTING

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The following requirements must be met by your school district prior to the signing of your contract:

### 2.1 Grant Acceptance Form

To accept the grant award, grantees must provide the Department of Arts and Culture (Arts and Culture) with a completed Grant Acceptance Form. This form requires you to update the target participation and grant budget, including all expenses and matching funds related to the scope of your project and reflective of your final award amount. To complete and submit the form, visit the grant management system: [apply-lacdac.smapply.io](https://apply-lacdac.smapply.io).

Forms must be completed accurately and in full:

- Grant budget table tabulates correctly and includes sufficient matching funds
- Adjusted scope of activities within the form aligns with the project as stated in Section 2 of the Program Agreement
- All questions are completed and changes in scope described clearly

**Arts and Culture must confirm acceptable completion of the form prior to final execution of the contract; any delays in submission of a complete and accurate form may delay final execution of the grant contract and consequently the distribution of the grant award.**

## **2.2 Assignment of a Project Lead**

A district must assign a project lead who will manage the coordination, implementation and assessment of the project and all elements of the contract between the district and the County. If the project lead listed in the contract changes, the district must notify Arts and Culture and identify the name and contact information of the new project lead. Notification should occur before the existing project lead's responsibilities change so that a transition meeting can be scheduled between the former and future district project lead and Arts and Culture staff.

## **2.3 Los Angeles County Vendor Number**

Grantees must have a current vendor number registered with the County. To obtain a vendor ID and register with the Vendor Self Services (VSS) Portal, visit [camisvr.co.la.ca.us/webven/](https://camisvr.co.la.ca.us/webven/). If you have questions relating to your vendor number, please contact vendor relations at (323) 267-2725 or [ISDVendorRelations@isd.lacounty.gov](mailto:ISDVendorRelations@isd.lacounty.gov).

Upon registration in VSS, **grantees are required** to enroll in Direct Deposit in order to expedite payments. Please follow the instructions listed online at [directdeposit.lacounty.gov/](https://directdeposit.lacounty.gov/).

## **3.0 ROLES AND RESPONSIBILITIES DURING IMPLEMENTATION**

The following requirements must be met by your school district during implementation of the Project:

- Project lead attends a County-scheduled grantee convening or a countywide network event on a date to be announced.
- Project lead participates in a mid-project check-in call with County staff.
- Project lead completes a Final Report that includes a brief narrative on project outcomes, participation data, a final budget and at least one work sample.

## **4.0 CREDIT AND ACKNOWLEDGEMENT**

**4.1** Grantee will acknowledge the ("Project") as stated below in all digital and print communications, promotional, press, product materials:

*[PROJECT] is supported, in part, by the Los Angeles County Department of Arts and Culture through the LA County Arts Education Collective which is dedicated to making the arts core in K-12 public education.*

**4.2** The Arts and Culture logos and the Arts Ed Collective Logo can be downloaded [here](#). In addition to the logos and credit line, any printed list of contributors to a project funded by this grant (e.g. on a website or other materials) should include the "Los Angeles County Department of Arts and Culture" and "LA County Arts Education Collective Funders Council". Grantees are also encouraged to use the Department of Arts and Culture's handles and hashtags when posting on social media: @LACountyArts #LACountyArts #LACountyArtsEd.

**4.3** In addition, if a public facing non-consumable item (i.e. stage curtain, Marley vinyl flooring, media lab, equipment system) in the project budget exceeds \$12,500, the grantee will include the above acknowledgment, name, or logo of Arts and Culture and Arts Ed Collective on any plaque, wall signage, donor wall, or other identifier associated with the project. Notwithstanding the foregoing, grantees are not required to create a new plaque or donor wall.

#### **4.4 Acknowledgement and Impact for LA County Board of Supervisors and Funders Council**

Grantees are encouraged to send an email to their Board Supervisors and the Arts Ed Collective Funders Council or post on social media acknowledging the impact of the grant on the school district and the students served. Social media post templates and a sample thank you letter are available at: <https://www.lacountyartsedcollective.org/manage-my-grant>

To confirm the district's County Supervisorial District, visit [appcenter.gis.lacounty.gov/districtlocator/](http://appcenter.gis.lacounty.gov/districtlocator/) to determine the Supervisorial District using the main address for the school district.

#### **Email and Social Media Information for the Board of Supervisors and Funders Council**

<b>Supervisorial District</b>	<b>Supervisor</b>	<b>Email Address</b>	<b>Social Media Handle</b>
District 1	Hilda Solis	<a href="mailto:Firstdistrict@bos.lacounty.gov">Firstdistrict@bos.lacounty.gov</a>	<a href="#">@HildaSolis</a>
District 2	Holly J. Mitchell	<a href="mailto:HollyJMitchell@bos.lacounty.gov">HollyJMitchell@bos.lacounty.gov</a>	<a href="#">@HollyJMitchell</a>
District 3	Lindsey P. Horvath	<a href="mailto:Thirddistrict@bos.lacounty.gov">Thirddistrict@bos.lacounty.gov</a>	<a href="#">@LindseyPHorvath</a>
District 4	Janice Hahn	<a href="mailto:Fourthdistrict@bos.lacounty.gov">Fourthdistrict@bos.lacounty.gov</a>	<a href="#">@SupJaniceHahn</a>
District 5	Kathryn Barger	<a href="mailto:Kathryn@bos.lacounty.gov">Kathryn@bos.lacounty.gov</a>	<a href="#">@SupervisorKathrynBarger</a>
Board of Supervisors			<a href="#">@LACountyBOS</a>
Arts Ed Collective Funders Council		<a href="mailto:ArtsEdCollective@arts.lacounty.gov">ArtsEdCollective@arts.lacounty.gov</a>	<a href="#">#AECFundersCouncil</a>
Department of Arts and Culture		<a href="mailto:lacac@arts.lacounty.gov">lacac@arts.lacounty.gov</a>	<a href="#">@LACountyArts</a> <a href="#">#LACountyArts</a>
Arts Ed Collective		<a href="mailto:ArtsEdCollective@arts.lacounty.gov">ArtsEdCollective@arts.lacounty.gov</a>	<a href="#">#LACountyArtsEd</a>

#### **5.0 INVOICING AND REPORTING**

Advancement Grant awards shall be paid in three installments.

**Final payment requests and required reporting documentation are due by May 15, 2026.**

- You may submit one (1) invoice for a maximum of 25% of the grant award following successful completion of all project planning and attendance at a County-scheduled grantee convening or a countywide network event. *This invoice is optional.*
- You may submit one (1) invoice for a maximum of 50% of the grant award following successful completion of a mid-project check-in with County staff. *This invoice is optional.*

- You must submit one (1) invoice for all unpaid grant funds on or before May 15, 2026 *unless written approval is granted for this deliverable by Arts and Culture*. This invoice is mandatory and must be accompanied by a completed Final Report. Payment pursuant to this invoice is contingent upon submission of the Final Report.

Payment requests and the Final Report must be submitted through the online grant management system [apply-lacdac.smapply.io](https://apply-lacdac.smapply.io).

## 6.0 PROJECT AMENDMENTS

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Grant activities and expenses must be consistent with those approved for funding. If changes in the contracted project are necessary during the contract period, you must:

1. Contact Arts and Culture's staff and set up a project amendment phone appointment;
2. Complete and submit the Project Amendment form found via [apply-lacdac.smapply.io](https://apply-lacdac.smapply.io);
3. In the Project Amendment form provide the following information at a minimum:
  - a. Advancement Grant contract number,
  - b. Specific change(s) requested,
  - c. Justification for each requested change(s),
  - d. Revised project budget, if applicable, or else a statement that "No revised project budget has been included in this amendment,"
  - e. Contact information, including a phone number, fax number, and e-mail address.

*No project amendment is effective unless and until grantee receives approval from Arts and Culture in the form of a signed project amendment form. Until such time as grantee receives such written approval, grantee shall only incur costs and shall only carry out its project in a manner consistent with the terms and conditions of the original contract.*

## 7.0 PANEL COMMENTS

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Knowledgeable members of the arts education community assessed your funding request as part of the review process. To schedule a time to discuss panel feedback with staff, contact Keelia Postlethwaite Stinnett, Program Specialist, at [artsedcollective@arts.lacounty.gov](mailto:artsedcollective@arts.lacounty.gov).

## 8.0 CONTACT ARTS AND CULTURE STAFF

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For questions regarding your Advancement Grant award or project, project amendments, applications, eligibility, or invoicing and reporting inquiries please contact Keelia Postlethwaite Stinnett, Program Specialist, at [artsedcollective@arts.lacounty.gov](mailto:artsedcollective@arts.lacounty.gov).

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