

Introduction

This book provides information and applications for nonprofit organizations that organize outdoor *festivals* or parades and wish to request a grant from the Department of Cultural Affairs for *project support* during *fiscal year 2008-2009* (July 1, 2008 - June 30, 2009).

Italicized words in this book are defined in the glossary, (**Appendix G**).

The **Program Categories and Submission Deadlines** give you workshop information and submission deadlines. If you have questions, comments, concerns, or have never applied to the Department of Cultural Affairs, please contact us through our website at www.culturela.org, or call 213.202.5566.

We invite you to attend one of our informational workshops for outdoor *festivals* or parades in November 2007, where you can ask us questions about the grant guidelines and application and meet your colleagues. The workshop schedule will be posted on the website www.culturela.org.

Before you write your proposal, please read **Appendix A** – Frequently Asked Questions.

We hope these guidelines will be helpful in developing your projects. At the time this book went to press, the information in this book was checked for accuracy, but be aware that changes may occur. We urge you to attend a workshop to learn about any changes. We look forward to working with you in providing the very best artistic and cultural programs for the City of Los Angeles.

Typing and Printing Your Application Online

The Department of Cultural Affairs' website is www.culturela.org. To access Grant Program applications, scroll down the page and click on **Grant Applications**. In the next screen, click on **2008-2009 Outdoor Festivals & Parades Cultural Grant Program Guidelines**.

To use the online writable version of this Cultural Affairs application, follow the directions at each step. Please note that:

- You can type and print your application online but your proposal cannot be saved, unless you have the full version of Adobe Acrobat. We encourage you to draft your answers in a separate file and prepare to cut, paste, edit and print one section at a time. Some people prefer to download the entire application first. They work on the forms using the smaller online sections, so that each portion can be completed in a relatively short period of time without risking a computer crash or other glitch prior to printing out the completed form.
- You should start early! The connection to Cultural Affairs' online system tends to get overloaded the last week before each deadline.
- The Cultural Affairs Grant Program staff will help troubleshoot technical issues to the best of its ability, however, Cultural Affairs cannot guarantee that all computer connections and the online option will be available to all applicants. All scanned and approximated forms will be accepted.

What should I do if I find out about this opportunity late, and miss the appropriate deadline?

Call the Cultural Grant Program at 213.202.5566. A two-paragraph description of (A) who you are, and (B) a description of your proposed project is needed to assess whether we can help you.