

August 28, 2024

**ADDENDUM NUMBER 1  
TO  
CALL FOR ARTS ED COLLECTIVE  
LEADERSHIP CIRCLE MEMBERS**

On August 7, 2024, the County of Los Angeles (County) Department of Arts and Culture (Arts and Culture) released a Call for Arts Ed Collective Leadership Circle Members.

Pursuant to Section 10, How Can I Learn More, Subsection 3, Submit a Question, answers to questions received by the August 21, 2024, deadline are being issued as part of this Addendum. Proposers are advised that the County reserves the right to group similar questions when providing answers.

All information about the Call for Members of the Arts Ed Collective Leadership Circle can be found on the [Call for Members webpage](#).

Questions		Responses
<b>Topic: SurveyMonkey Apply (SM Apply)</b> <i>Additional information about using SM Apply can be found in the <b>Application Instructions</b>.</i>		
1.	<b>My organization has an existing SM Apply account. Should I create a personal SM Apply account for myself to apply for this?</b>	The Call for Leadership Circle members is for individuals. Submissions must have an individual account in SMAApply.
2.	<b>Should the applicant “submit” once the nominee has been listed?</b>	The nomination/recommendation is part of your application, and your application will not be complete until the nomination/recommendation is submitted by the recommender. When the recommendation has been submitted you will receive a notification and the Community Recommendation section of the application will be marked as “complete,”. The application can be submitted once all sections of the application are marked as “complete”.
3.	<b>What are the word counts/character limits/page limit for each of the questionnaire questions?</b>	There are no specific limits for responses to the questionnaire.
<b>Topic: Vendor/Contract</b> <i>Additional information is available in the <b>Call for Members</b></i>		
4.	<b>Where do I find the links for the Vendor Registration Form and Contract?</b>	LA County Vendor Registration: <a href="https://camisvr.co.la.ca.us/webven/">https://camisvr.co.la.ca.us/webven/</a> Sample Contract for the Leadership Circle members: <a href="#">2024_LC-Sample Contract.pdf</a>

		Links to the LA County Vendor Registration Form and Sample Contract are also available in the <a href="#">Call for Members</a> .
5.	<b>If I do not wish to receive the honorarium, do you need to fill out the vendor form?</b>	The vendor registration is not necessary if a member chooses to waive the honorarium.
6.	<b>If a Leadership Circle program is extended, will the contract and honorarium be extended for participation?</b>	Yes, if the program is extended the contract and honorarium will also be extended.
7.	<b>Can we use our organization's vendor number?</b>	Yes, if the organization is entering into the contract and receiving the honorarium payments on a member's behalf.
8.	<b>Can I apply for this opportunity as a current Los Angeles County employee?</b>	Yes, however County policy prohibits current Los Angeles County employees from contracting with the County to receive an honorarium.
<b>Topic: Eligibility</b> <i>Additional information is available in the <b>Call for Members</b></i>		
9.	<b>Are organizations allowed to apply for this if they fit the eligibility requirements?</b>	No, The Leadership Circle is an advisory panel of individual members.
10.	<b>If you work in Los Angeles County, but you live outside the County, can you apply?</b>	No, candidates must reside in Los Angeles County at the time of application to meet the eligibility requirements.
11.	<b>Do "two years of consecutive service" need to be served consecutively, or can it be 2 years over several years?</b>	Candidates must demonstrate two years of experience engaging with arts education and communities in Los Angeles County. The experience does not need to be consecutive.
12.	<b>Is there an age limit?</b>	Age is not a part of the eligibility or selection criteria.
13.	<b>Are individuals without permanent status eligible to apply?</b>	To receive the honorarium, members must meet the contract requirements and register as a County vendor. Please check with <a href="#">ISD Vendor Relations</a> to confirm eligibility to become a vendor for the County.
14.	<b>Are you specifically looking for young folks?</b>	No, Leadership Circle members will represent perspectives and experiences from across the arts education and arts-based youth development ecosystems.
15.	<b>If I don't have two years' experience of community engagement with the arts but have a lot of passion and vision and more to contribute, can we still apply?</b>	All applications will be reviewed to confirm that the candidate meets all eligibility requirements at the time of application. All interested people are encouraged to submit an application illustrating how their experiences align with the eligibility requirements and selection criteria.
<b>Topic: Context</b> <i>Additional information is available in the <b>Call for Members</b> and in the <b>Regional Blueprint for Arts Education</b>.</i>		
16.	<b>Can you define "arts education" experience as it pertains to this program?</b>	Arts education includes opportunities for arts learning for youth in school, after school, in communities, through engagement with multiple Los Angeles County government agencies, and in ways that prepare young people for creative careers (reference <a href="#">Regional Blueprint for Arts Education</a> , pg. 13).

17.	<b>What does community engagement participation look like/example?</b>	Community engagement will vary based on the applicant and the community in which they bring their leadership.
18.	<b>Will these definitions be available for panelists, so they know how to score applications?</b>	Yes.
19.	<b>Will feedback be available for applicants on their applications, whether invited to the Leadership Circle, or not?</b>	Yes.
<b>Topic: Design</b>		
<i>Additional information is available in the <b>Call for Members</b></i>		
20.	<b>How many members are you seeking?</b>	We are currently seeking fifteen (15) members.
21.	<b>Is this Leadership Circle at all related to the Arts-Based Healing Centered Engagement facilitated by Flourish Agenda?</b>	The Leadership Circle is an advisory body for the Arts Ed Collective. Arts-Based Healing Centered Engagement is an initiative of the Arts Ed Collective.
22.	<b>What kinds of programming, activities, or goals does Arts and Culture foresee or expect the leadership circle to initiate or engage in?</b>	Please refer to the <a href="#">Call for Members</a> , Section 3 Term and Statement of Work for details on Leadership Circle activities.
23.	<b>What are the overall goals of the Leadership Circle</b>	Please refer to the <a href="#">Call for Members</a> , Section 4 Mission, Vision, and Values for the Leadership Circle.
<b>Topic: Nomination/Recommendation</b>		
<i>Additional information is available in the <b>Call for Members</b></i>		
24.	<b>Can an organization nominate someone?</b>	Yes, an individual can be nominated by an organization.
25.	<b>Can two people be nominated by the same nominator?</b>	There is no limit on how many nominations/recommendations a nominator can write.
26.	<b>What is an example of a nominator? A Community Partner, or another member of an arts organization one works with?</b>	The nominator should have experience with your peer and/or community leadership and be able to reflect on the values and perspectives they feel you will bring to the Leadership Circle.
27.	<b>Are there any restrictions on who we can ask to write a recommendation?</b>	No.
<b>Topic: Schedule</b>		
28.	<b>Do you have the specific Orientation and Retreat dates?</b>	Specific dates have not yet been set.
29.	<b>Are the Orientation and Retreat during a weekday or weekend?</b>	Specific dates have not yet been set.
30.	<b>How many hours are the Quarterly Meetings and Community Engagements,</b>	Quarterly Meetings and Community Engagements will be between 1-3 hours in length. A schedule of activities will be

	<b>and are those on weekdays or weekends?</b>	determined in consultation with the Leadership Circle members.
<b>31.</b>	<b>Will the “up to 12” community engagements be mandatory?</b>	No, community engagements will not be mandatory. Members will only receive an honorarium for the community engagements in which they have participated.

Addendum Number 1 has been made available on the Department of Arts and Culture website at <https://www.lacountyarts.org/>.