

2023 Culver City

Performing Arts Grant Program

APPLICATION GUIDELINES AND NOTICE OF FUNDING AVAILABILITY



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Welcome

The City of Culver City sponsors dance, music and theatre performances through its Performing Arts Grant Program which is under the purview of the City's Cultural Affairs Division and Cultural Affairs Commission. These performances provide enriching and accessible cultural opportunities for the city's residents, business community and visitors. Performing arts organizations of all sizes are encouraged to apply to this program.

For questions about the application process, please contact:
**Lee Lawlor at cultural.affairs@culvercity.org or
(310) 253-5772**

The City of Culver City is dedicated to achieving cultural equity and inclusion through the Performing Arts Grant Program. Cultural equity and inclusion embodies the values, policies, and practices that ensure that all people—including but not limited to those who have been historically underrepresented based on race/ethnicity, age, disability, sexual orientation, gender, gender identity, socioeconomic status, geography, citizenship status, or religion—are represented in the development of arts policy; the support of artists; the nurturing of accessible, thriving venues for expression; and the fair distribution of programmatic, financial, and informational resources.



Photo by Sarah Catania. Performance of "Art Speaks" by Donna Sternberg & Dancers.
Featuring Paloma Michel, Micah Moch, Laura Ann Smyth, Alaya Turnbough, and Alisa Carreras.

Award Amount and Matching Funds

The Culver City City Council has allocated funding for this program from the Art in Public Places Program's Cultural Trust Fund. Sony Pictures Entertainment and Culver City Arts Foundation have provided additional contributions to the program. There is a **grant limit of \$10,000** per organization, and applicants must provide matching funds that are equal to, or greater than, their requested grant amount.

Grant Workshops

Grant application workshops will be held to discuss the application and answer any questions. It is strongly recommended that applicants attend a workshop. Previous grantees have found it to be helpful. See Grant Schedule for workshop details. First time applicants are required to attend a workshop.

It is recommended that applicants contact Cultural Affairs staff at least two weeks in advance of the application deadline to discuss the program and guidelines.

Eligibility Requirements

To be eligible for consideration, organizations and projects must meet all the following criteria:

- The primary mission of the organization must include performances in one or more of the following disciplines: dance, music, theatre.
- The organization must be a current 501(c)(3) and provide proof of non-profit status; or the organization must provide a current agreement with an established fiscal receiver that is a 501(c)(3).
- The organization must be based within Los Angeles County.
- Projects must be scheduled to take place from January 1–December 31, 2023.
- Performances must take place in an ADA-compliant venue or location.
- Performances may not be staged in conjunction with a fundraiser or class presentation.
- Applicants must include their SMU DataArts Funder Report for a minimum of one year.
- Applicants must demonstrate significant plans for outreach and promotion to attract Culver City residents and visitors.
- Applicants may not submit multiple applications for different projects.
- Applicants may not apply to the City's Performing Arts Grant Program and the City's Special Events Grant Program for the same project.



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New Venue Eligibility for 2023

All events must take place in an ADA-compliant building, facility, or location that meets **one** of the following criteria:

- wholly or partially located within Culver City;
- under the purview of the City of Culver City; or
- is assigned a USPS zip code in 90230 or 90232.

Checklist

- Online application – signed and submitted
- Venue Letter of Intent – signed by applicant and venue representative
- Project Budget – using approved template
- SMU DataArts Funder Report
- IRS Nonprofit Determination Letter or Fiscal Receiver Agreement
- CA Secretary of State – active status
- Artistic Sample(s)
- Support and/or Collateral Materials
- All the above must be submitted prior to the deadline.

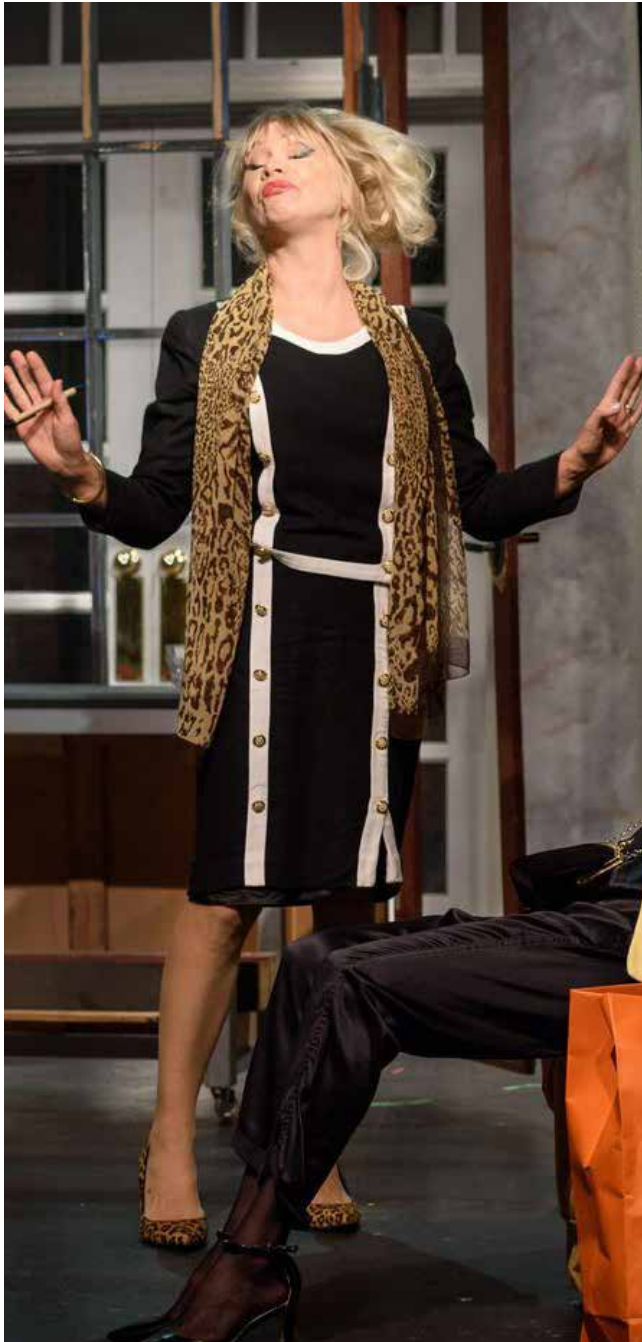


Photo by Roger McKenzie

Grant Schedule

August 9, 2022

2023 Guidelines and Application
Available on Culver City Website

August 16, 2022, at 10am and August 17, 2022, at 10am

Online Workshops
Email cultural.affairs@culvercity.org
to register

September 16, 2022, at 5 PM APPLICATION DEADLINE

October 2022

Peer Review Panel Meeting and
Recommendations

November 15, 2022

Cultural Affairs Commission Meeting
and Recommendations

December 12, 2022

City Council Approves Final Grant Awards

January 1 to December 31, 2023

Grant Performances in Culver City

Submission Requirements

All applicants must adhere to the procedures specified in these guidelines and in the Performing Arts Grant Application. Incomplete applications will not be considered. No exceptions. It is the responsibility of the applicant to ensure that the application form and the required attachments are complete. All applications deemed complete by staff will be forwarded to the peer review panel for consideration. City staff is not obligated to contact applicants for missing information and applications deemed incomplete will be disqualified.

Project Budget

Project budgets must be submitted using the approved format only. The budget template is available in Excel format on the Culver City website. The budget is for your proposed project only. Detailed budget notes are highly recommended. The Culver City grant request must be included in the budget, as well as other sources of funding. In-kind income and expenses must also be included, with details. Do not provide an organizational budget.

Performance Venues

The Venue Letter of Intent, signed by the grant applicant and signed by a representative of the venue, is required.

Performances must be available to the general public at an affordable price or for free.

All events must take place in an ADA-compliant building, facility, or location that meets **one** of the following criteria:

- wholly or partially located within Culver City;
- under the purview of the City of Culver City; or
- is assigned a USPS zip code in 90230 or 90232.

Please contact Cultural Affairs staff in advance to verify venue addresses if necessary.

All applicants must demonstrate significant plans to attract Culver City audiences, and the performance location is an important part of those efforts.

A partial list of frequently used indoor and outdoor performance venues is included. There is an additional list of potential venues, with contact information, posted on the Culver City website. Please note that you are not limited to the venues on these lists and the Cultural Affairs staff is available to review other creative ideas for your performance.

Contract, Acknowledgement, Marketing

Grant recipients will be required to sign a contract, defining requirements to be fulfilled, including provision of credit and logo in promotional materials and programs. Notification of changes to your grant project or performance details is required. Should the requirements not be met, the grant award is subject to withdrawal.

Grant recipients are required to contact Cultural Affairs staff two months prior to their first performance date to review marketing plans for performances in Culver City and to ensure receipt of the approved City of Culver City logo.

To ensure that acknowledgment is given to the City of Culver City and its Cultural Affairs Commission, Sony Pictures Entertainment and Culver City Arts Foundation, grant recipients are required to include a credit line, as well as logos, in all marketing materials as well as the event program. All grantees shall provide a draft of the marketing materials and event program to Cultural Affairs staff prior to their publication.



This performance is made possible in part by the City of Culver City and its Cultural Affairs Commission, with support from Sony Pictures Entertainment and the Culver City Arts Foundation.

Cultural Data Profile Funder Report

The City of Culver City is participating with SMU DataArts to utilize the Cultural Data Profile (CDP). The City of Culver City, along with other funders, requires applicants to complete an annual survey that collects financial and programmatic data. Applicants will complete the online CDP and use that data as part of their application to all participating funders throughout the state. Organizations with expenses below \$50K may opt to complete a shorter CDP form, making the data entry process faster and more equitable for small nonprofits. All applications must include the DataArts Funder Report for the Culver City Performing Arts Grant Program with their application.

SMU
DataArts

www.culturaldata.org
(877) 707-3282
help@culturaldata.org



Photo by William Recinos, Unsplash



Photo by Hafizh Armynazrie, Unsplash

Tax Exempt Status Verification

Applicant organizations, or their fiscal receiver, must qualify as tax exempt – as defined by the Internal Revenue Service and CA Secretary of State – at the time the application is submitted. A copy of the non-profit determination letter issued by the IRS and a screenshot or confirmation page from the CA Secretary of State showing ACTIVE NONPROFIT STATUS within 60 days of the deadline, must be submitted with the application to be considered eligible. See samples on the Culver City website.

Use of Funds

Grant awards from Culver City may only be used for direct expenses related to the performances in Culver City. No grants will be awarded for performances that are staged in conjunction with a fundraiser or a class presentation. Funding may be awarded for a single production or a series of performances.

Compliance

Compliance with licensing and insurance requirements established by the facility at which the performance will be held is required. If the applicant's production requires performance or staging rights, the applicant is responsible for ensuring that rights have been secured. Applicant shall perform all work in accordance with applicable laws, codes and regulations required by all authorities having jurisdiction over such work.

Final Report and Payment

Grant recipients will be required to submit an invoice after the performance and an evaluation form detailing audience attendance, comments, and zip code tally.

Special Permits

Productions may require a permit through the City's Committee on Permits and Licenses. Application must be made with the Finance Department at City Hall. Please contact the Business License Division at (310) 253-5870 for information on permit fees. Visit the Culver City website for the online special permit application.

Culver City Business Tax Certificate

All grant recipients shall be required to obtain a Culver City Business Tax Certificate before a contract can be issued and before any performances. Visit the Culver City website or call the Business Support Center at (310) 594-7847 for information. If you already have a Business Tax Certificate, it must be renewed annually. No grant contract will be issued without a valid Business Tax Certificate.

	POSSIBLE POINTS
Artistic excellence and cultural merit of proposed project	45
Outreach and engagement with the Culver City community	20
Realistic project budget and funding base	20
Contribution to cultural equity and inclusion	15
TOTAL POSSIBLE POINTS	100

Evaluation and Selection Process

Grant applications will be reviewed by staff to ensure that the application is complete. The applications will be presented to a peer review panel for evaluation and scoring. The recommendations of the review panel will be presented to the Performing Arts Grant Program Subcommittee who will forward its recommendation to the Cultural Affairs Commission for consideration. The City Council will review the recommendations made by the Cultural Affairs Commission and make the final determination of grant awards. All applicants are encouraged to attend the Cultural Affairs Commission meeting to answer any questions and to promote their events.

Suggestions for a Successful Application

- Review the sample application available on the Culver City website and prepare your answers in advance.
- The Project Budget must be clear and complete. Include detailed budget notes so that the review panel can understand how the money will be spent. Read the budget instructions and use correct line items.
- Prepare your Project Budget in advance and save as a PDF to upload with your application.
- Start collecting signatures for the Venue Letter of Intent early.
- Recent, relevant, and high quality videos are recommended. Uploading your selected video clips is most effective, rather than relying on links to YouTube or Vimeo.
- Start the online application early and ask any technical questions right away. Staff may not be available to assist you closer to the deadline. You can save the application in progress and return to it later. Once you submit, no changes can be made.



Photo by Maick Maciel, Unsplash

Venues

The following is a selection of venues that are often used for performing arts events. For additional information and contact details, see the separate document "Partial List of Culver City Venues." Performances must take place in an ADA-compliant building or location. Please note that you are not limited to the venues or dates on these lists.

Veterans Memorial Complex

The Veterans Memorial Complex includes Veterans Memorial Building, Culver City Teen Center, and Culver City Senior Center. All facilities are available for rentals and regularly accommodate performances and rehearsals.

Kirk Douglas Theatre

Center Theatre Group is the resident company of the Kirk Douglas Theatre. Only Culver City-based performing arts organizations are eligible to participate in the Kirk Douglas Theatre Community Access Program. 2023 access dates are to be decided. Please email cultural.affairs@culvercity.org for further information. Standard rentals are available for other organizations.

Ivy Substation

The Actors' Gang is the resident company of the Ivy Substation. All applicants are eligible to participate in the Ivy Substation Community Access Program from June 29–July 16, 2023. Standard rental rates apply.

Culver City Parks

There are several parks within Culver City that could accommodate performances. Visit the Culver City Parks and Recreation website for a list of parks with photos, amenities, and contact information.

Robert Frost Auditorium

Robert Frost Auditorium is located on the Culver City High School Campus and is available for rentals.

Wende Museum

The former armory building, adjacent to Veterans Memorial Park, has been transformed into a modern museum and includes indoor and outdoor spaces suitable for events.

