



Culver CITY

MIKE BALKMAN COUNCIL CHAMBERS
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RONNIE JAYNE, Chair
MARLA KOOSSED, Vice Chair
MICHELLE BERNARDIN, Commissioner
MARLYN MUSICANT, Commissioner
GAYLE SMASHEY, Commissioner

CULTURAL AFFAIRS COMMISSION ADJ. REGULAR MEETING AGENDA TUESDAY, July 12, 2011

PUBLIC COMMENT

The Cultural Affairs Commission will listen to the public on any item on the agenda or item of interest that is not on the agenda. The Cultural Affairs Commission cannot legally take action on any item not scheduled on the agenda. Such items may be referred for administrative action or scheduled on a future agenda.

If you wish to speak to the Commission, please complete a Speaker's Card and present it to the Secretary before the agenda item is called. You will be called to the podium by name when it is your turn to speak to the Commission.

PUBLIC COMMENT FOR ITEMS ON THE AGENDA

Persons wishing to speak on agenda items will be called at the time the agenda item is brought forward. Comments will generally be limited to five minutes per speaker; however, a three-minute limit may be declared by the Chair from time to time for agenda items for which many Speaker Cards have been submitted.

NOTE: AT OR ABOUT 11:00 P.M., COMMISSIONERS WILL DETERMINE WHETHER TO CONTINUE WITH DISCUSSION OF REMAINING ITEMS ON THE AGENDA OR TO CARRY SOME/ALL OF THE ITEMS OVER TO A FUTURE MEETING DATE.

PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

A total of twenty minutes shall be devoted to audience participation at the beginning of the agenda. Speakers will be called on in the order cards were received by the Secretary. If additional time is needed, the Chair will allow for some at the end of the agenda.

When the Secretary calls your name, please advance to the podium, state your name and city of residence. Speakers must limit their comments to five minutes in length. A three-minute time limit may be declared by the Chair if there are a large number of individuals desiring to address the Commission.

CELL PHONES AND OTHER DISTRACTIONS

Use of cell phones, pagers and other communication devices is prohibited while the Commission meeting is in session. Please turn all devices off or place on a silent alert and leave the Chambers to use. During the meeting, please refrain from applause or other actions that may be disruptive to the speakers and the conduct of City business.

MEETING INFORMATION

Cultural Affairs Commission meetings are regularly scheduled for the second Tuesday of every month. Commission Agenda information is available 72 hours before each meeting.

Cultural Affairs Commission meetings can be viewed live on Channel 35 by most Comcast subscribers. Meetings are also broadcast on the City's Radio Station AM 1690. To view the commission meetings on line please visit <http://www.culvercity.org/webcast>.

ALD

Assisted Listening Devices are available through Cultural Affairs staff.



Agendas are
available on the web @
www.culvercity.org

ADJ.REGULAR MEETING AGENDA

Cultural Affairs Commission

July 12, 2011

7:00 p.m.

Mike Balkman Council Chambers – Meeting

CALL TO ORDER & ROLL CALL:

**Chair Ronnie Jayne
Vice Chair Marla Koosed
Commissioner Michelle Bernardin
Commissioner Marlyn Musicant
Commissioner Gayle Smashey**

PLEDGE OF ALLEGIANCE

PRESENTATIONS

P-1. Administration of the Oath of Office to Commissioner Marla Koosed.

PUBLIC COMMENT – Items Not On the Agenda

CONSENT CALENDAR *Note: Consent Calendar items are considered to be routine in nature and may be approved by one motion. Public requests to discuss Consent Calendar items must be filed with the Secretary before the Consent Calendar is called.*

C-1. Minutes of the June 14, 2011 Regular Meeting. ***Approve minutes.***

ACTION ITEMS *Public requests to discuss Action Items must be filed with the Secretary before the item is called.*

A-1. Election of Officers and Assignment of Commissioners to Sub-Committees for Fiscal Year 2011 - 2012. ***Elect Chair, Vice Chair and Make Sub-Committee Assignments.***

- A-2. Consideration of Draft Notice of Funding Availability (NOFA) for the 2012 Performing Arts Grant Program. ***Approve Changes.***

PUBLIC COMMENT - Items Not On the Agenda

RECEIPT OF CORRESPONDENCE

ITEMS FROM STAFF

ITEMS FROM COMMISSIONERS

ADJOURN

**Next Cultural Affairs Commission Meeting
Mike Balkman Council Chambers
August 9, 2011
7:00 PM**

July 2011 Public Meeting Tentative Schedule –

Date	Day	Time	Location
<i>City Council & Redevelopment Agency</i>			
<i>July 11, 25</i>	<i>Monday</i>	<i>7:00 PM</i>	<i>Council Chambers</i>
<i>Parks and Recreation Commission</i>			
<i>July 5</i>	<i>Tuesday</i>	<i>7:00 PM</i>	<i>Council Chambers</i>
<i>Planning Commission</i>			
<i>July 13</i>	<i>Wednesday</i>	<i>7:00 PM</i>	<i>Council Chambers</i>
<i>Civil Service Commission</i>			
<i>July 6</i>	<i>Wednesday</i>	<i>7:00 PM</i>	<i>Council Chambers</i>

- *Times and dates may be changed.*
- *Meetings may be added or changed*

City of Culver City, California
Cultural Affairs Commission Agenda Item Report

Meeting Date: 07/12/11		Item Number: <u>A-1</u>	
AGENDA ITEM: Election of Officers and Assignment of Commissioners to Sub-Committees for Fiscal Year 2011-12.			
Contact Person/Dept.: Jeremy Green/ Cultural Affairs		Phone Number: (310) 253-5764	
Fiscal Impact: Yes ☐ No ☒		General Fund: Yes ☐ No ☐	
Public Hearing: ☐		Action Item: ☒	Attachments: ☒
Public Notification: Cultural Affairs Master E-Mail Notification List (07/05/11)			
Department Approval: Sol Blumenfeld		City Attorney Approval: N/A	
Chief Financial Officer Approval: N/A		City Manager Approval: N/A	

RECOMMENDATION:

Staff recommends that the Cultural Affairs Commission 1) Dissolve the Council/Commission sub-committee and 2) Elect a Chair and Vice Chair for the Cultural Affairs Commission and make sub-committee assignments for Fiscal Year 2011-12.

BACKGROUND/DISCUSSION:

At its first regular meeting in July of each year, the Cultural Affairs Commission ("CAC") elects a Chair and Vice Chair and two Commissioners are assigned to two or more of the CAC's eight regular sub-committees. Sub-committee meetings are held on an as-needed basis.

During the June 10, 2008 Cultural Affairs Commission meeting, a ninth sub-committee was formed: the Cultural Affairs Commission/City Council Subcommittee. This sub-committee is no longer necessary now that the City Council dissolved their sub-committee in May. An ordinance memorializing the City Council's actions will be adopted on July 11, 2011 and become final thirty days later.

PROCEDURE:

The current Chair of the Cultural Affairs Commission conducts the election of the new Chair.

City of Culver City, California
Cultural Affairs Commission Agenda Item Report

The new Chair then conducts the election of new Vice Chair and the sub-committee assignments.

FISCAL ANALYSIS:

There is no fiscal impact.

ATTACHMENTS:

1. FY 2010 – 2011 Cultural Affairs Commission Sub-Committee Assignments.

MOTION:

That the Cultural Affairs Commission:

- (1) Dissolve the Council/Commission subcommittee; and
- (2) Elect _____ as the Chair and _____ as the Vice Chair and makes the following sub-committee assignments for Fiscal Year 2011 – 12:

Sub-Committee	Commissioners
Education in Life-Long Learning	_____ / _____
Facilities	_____ / _____
Festivals and Events	_____ / _____
Fundraising	_____ / _____
Grants and Artist Services	_____ / _____
Historic Preservation	_____ / _____
Image and Public Relations	_____ / _____
Public Art	_____ / _____

MEETING DATE: July 12, 2011

AGENDA ITEM: **Election of Officers and Assignment of Commissioners to Sub-Committees for Fiscal Year 2011-12.**

ATTACHMENTS

Pages

1. FY 2010 – 2011 Cultural Affairs Commission Sub-Committee Assignments.

1

ATTACHMENT 1

CULTURAL AFFAIRS COMMISSION SUB-COMMITTEE ASSIGNMENTS

FY 2010 – 2011

Ronnie Jayne (Chair)
Marla Koosed (Vice Chair)
Michelle Bernardin
Marlyn Musicant
Gayle Smashey

SUB-COMMITTEE

COMMISSIONERS

Education in Life-Long Learning	Koosed / Bernardin
Facilities	Koosed / Smashey
Festivals and Events	Bernardin /Musicant
Fundraising	Jayne /Koosed
Grants and Artist Services	Jayne / Smashey
Historic Preservation	Koosed / Bernardin
Image and Public Relations	Musicant / Smashey
Public Art	Koosed / Musicant
Cultural Affairs Commission/City Council	Jayne / Smashey

City of Culver City, California
Cultural Affairs Commission Agenda Item Report

Meeting Date: 07/12/11		Item Number: <u>A-2</u>	
AGENDA ITEM: Consideration of Draft Notice of Funding Availability (NOFA) for the 2012 Performing Arts Grant Program			
Contact Person/Dept.: Susan Obrow & Phone Number: (310) 253-5762 or 5764 Jeremy Green/Cultural Affairs			
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☐ No ☒	
Public Hearing: ☐		Action Item: ☒ Attachments: ☒	
Public Notification: Cultural Affairs Master Notification List (06/27/2011)			
Department Approval: Sol Blumenfeld		City Manager Approval: N/A	
Chief Financial Officer: N/A			

RECOMMENDATION:

That the Cultural Affairs Commission ("CAC") reviews the attached draft Notice of Funding Availability ("NOFA") for the 2012 Performing Arts Grant Program, provides staff with any comments or changes, and approves the document (as amended by the CAC during discussion of this item).

BACKGROUND:

Since 1994, the City of Culver City has sponsored a Performing Arts Grant Program with funds allocated each year from the Art Fund. Section 15.06.120 of the City's Municipal Code stipulates that 25% of the money paid into the Art Fund during the previous fiscal year shall be allocated toward the Performing Arts Grant Program the following fiscal year. For FY 11-12, \$31,250 has been allocated for this program from the Art Fund. In addition, \$15,000 is the amount that staff will be recommending the City Council allocate to the 2012 Performing Arts Grant Program from a larger grant that is expected from Sony Pictures Entertainment ("SPE"). If the City Council approves the recommended amount from the SPE donation, the funding available for the 2012 calendar year Performing Arts Grant Program will be **\$46,250**. There are minimal administrative costs associated with this program which include expenses for the grant workshop, peer review panel meeting, and production of marketing materials.

DISCUSSION:

For the fourth year, the City of Culver City, along with other funders in California, will

City of Culver City, California
Cultural Affairs Commission Agenda Item Report

require 2012 applicants to update a Cultural Data Profile through the California Cultural Data Project ("CDP"). The California CDP is a state-wide, collaborative effort of public and private funders throughout California and consists of an online system for collecting and standardizing historical, financial and organizational data.

Additionally, the common questions developed by the Los Angeles County Arts Commission and municipal funders for each city's grant application to standardize the language and further simplify the grant process for Los Angeles County performing arts organizations, will remain in the 2012 NOFA. The common questions focus on aspects of the grant application other than financial and organizational information. They include questions regarding a company's artistic mission, its staffing, artists, and board of directors, the project budget and artistic documentation.

Staff generated drafts of the 2012 NOFA for review and comment by the CAC Grants and Artist Services Subcommittee. The attached draft, for which new language is grey and underlined and removed language is reflected by strikethroughs, was developed to elucidate the adjustments for the 2012 application.

Substantive changes to the 2011 NOFA include:

- P.2 / Fiscal Receiver Option

Language regarding the use of fiscal receivers was eliminated. The Culver City Performing Arts Grant Program regularly attracts professional, non-profit organizations which do not require this option.

- P.8 / Application Form

Language was added and clarified to make the form more effective for the review process.

- P.9 / Project Description

Language was added to ascertain whether applicants who were previous grantees were proposing repetitive programming in Culver City.

- P.10 / Funding Details

Language was clarified in section G. Funding Details and section I. Funding History to prevent duplicative answers.

City of Culver City, California
Cultural Affairs Commission Agenda Item Report

As was the case in previous years, a panel of five individuals comprised of performing art professionals from a variety of disciplines, a representative of Sony Pictures Entertainment, and one Culver City community member will meet to score the applications and make grant recommendations to staff and the CAC Grants and Artist Services Subcommittee. (The CAC Subcommittee will be at the panel meeting as observers and as a resource for questions.) Staff and the Subcommittee will take the panel's recommendations, make any changes they deem appropriate, and forward a recommendation to the Cultural Affairs Commission who will make its final recommendation to the City Council at the November 8, 2011 meeting. The City Council makes the final grant awards in December 2011.

The 2012 NOFA is scheduled to be released the week of July 25, 2011. Vehicles for notification will include a press release, various listservs and networking organizations (e.g., Los Angeles Culture Net, Los Angeles Stage Alliance, Dance Resource Center, and Jim Eninger's Clickable Chamber Music Newsletter), and the City website.

A workshop to assist applicants will be held on Wednesday, August 10, 2011 at 7:00 p.m. in the Patacchia Room at Culver City City Hall. The workshop date and location are included in the 2012 NOFA.

FISCAL ANALYSIS:

Of the \$46,250 allocated for calendar year 2012 for the Performing Arts Grant Program, \$31,250 has been appropriated per Municipal Code from the Art Fund (Account number 41300614.619800). The remaining \$15,000 is expected to come from a larger grant donated by Sony Pictures Entertainment pending City Council approval. The amount spent for administrative costs, which includes electronic marketing, is approximately \$1,500.

ATTACHMENTS:

1. Draft 2012 Notice of Funding Availability

MOTION:

That the Cultural Affairs Commission:

- 1) Approves the 2012 Notice of Funding Availability for the Culver City Performing Arts Grant Program with any changes noted during discussion.

MEETING DATE: July 12, 2011

AGENDA ITEM: **Consideration of Draft Notice of Funding Availability (NOFA) for the 2012 Performing Arts Grant Program**

ATTACHMENTS

Pages

1. Draft 2012 Notice of Funding Availability
.

1-29

ATTACHMENT 1



**2012~~1~~ CULVER CITY
PERFORMING ARTS GRANT PROGRAM**

NOTICE OF FUNDING AVAILABILITY

The City of Culver City welcomes a diversity of performances throughout the community and encourages organizations of all sizes to apply for its annual Performing Arts Grants ~~Program~~.

In support of the arts in Culver City, the City Council has allocated \$~~13,750~~31,250 for the 2012~~1~~ Performing Arts Grant Program. This amount has been appropriated from the Art Fund and includes administrative costs associated with implementing the program. An additional annual contribution of \$15,000 is expected from ~~an annual contribution received from~~ Sony Pictures Entertainment. The expected range of funding for 2012 grant recipients per organization will be \$~~1,000~~1,500 to \$5,000. As per common practice, organizations should consider requesting no more than 50% of ~~their-the~~ total project cost for their performance(s).

For more information on Cultural Affairs in Culver City, please visit the Arts and Culture webpage at www.culvercity.org.

ELIGIBILITY CRITERIA

Small and emerging organizations are encouraged to apply. Organizations with a non-performing arts focused mission statement are not eligible for this grant program.

Performances by professionals or amateurs in the following disciplines are eligible:

Children's Theatre

Any theatre for young audiences, for or by children

Dance

Any form of rhythmical movement

Music or Concert

Any musical ~~form whether classical or popular~~ performances with live musicians and/or singers

Musical Theatre or Opera

Any dramatic performance of which music is an integral part

Theatre Performance

Any form of dramatic presentation, either spoken or silent

Performances must occur between January 1, 201~~2~~4 and December 31, 201~~2~~4. The performance(s) must be available to the general public at an affordable price, in a

building or facility that is ADA accessible, and that is wholly or partially located in Culver City or under the control of the City of Culver City or the Culver City Redevelopment Agency.

Applicant organizations must qualify as tax exempt – as defined by the Internal Revenue Service – at the time the application is submitted. **A copy of the most current IRS Form 990, along with the non-profit determination letter issued by the IRS must be submitted with the application to be considered eligible. (If ~~you the organization does~~ not have an IRS 990 form, please submit the government-issued letter stating ~~you that the~~ organization does not yet need the 990 Form.)**

No grants shall be awarded for performances that are staged in conjunction with a fundraiser.

~~Organizations applying for non-profit status, will only be considered if partnered with a fiscal receiver. The applicant must be the organization, not the fiscal receiver. A fiscal receiver may sponsor up to one applicant for this grant program for 2011. Each applicant using a fiscal receiver must include a letter of agreement between the two parties outlining financial and legal obligations, MOU – Memorandum of Understanding – and the most recent financial statements from the fiscal receiver.~~

Kirk Douglas Theatre Community Access Program

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Culver City-based performing arts organizations are eligible to participate in the Kirk Douglas Theatre Community Access Program. Eligible organizations may apply for a Performing Arts Grant for direct expenses related to a performance at the Kirk Douglas Theatre.

2012 Dates for the Kirk Douglas Theatre Community Access Program are:

~~Tuesday, June 12, 2012 Wednesday, July 6, 2011~~
~~Wednesday, June 13, 2012 Thursday, July 7, 2011 (available for daytime performance only)~~
~~Thursday, June 14, 2012 Friday, July 8, 2011~~
~~Friday, June 15, 2012 Saturday, July 9, 2011~~
~~Saturday, June 16, 2012 Sunday, July 10, 2011~~
Sunday, June 17, 2012

Please contact Susan Obrow at Cultural Affairs (susan.obrow@culvercity.org) to inquire about date availability and rental rate sheets for the Kirk Douglas Theatre.

FUNDING GUIDELINES

Funding may only be used for direct expenses related to the performance(s) in Culver City. The Culver City Cultural Affairs Commission shall make a recommendation to the City Council to approve funding for a single production, a series of performances, or for

one production within a series. The City Council shall make the final grant award determination.

Compliance with licensing and insurance requirements established by the facility at which the performance(s) will be held is required. If ~~your~~ the applicant's production requires performance or staging rights, please include a letter signed by the Artistic Director/Board President indicating that rights have been secured. Please provide a copy of the license agreement/authorization letter with ~~your~~ the completed application.

All grant recipients shall be required to obtain a Culver City Business License before performances commence. For more information on Business License applications, visit www.culvercity.org or call the City Treasurer's Office at 310.253.5870.

To ensure that acknowledgment is given to the City of Culver City and Sony Pictures Entertainment for the grant award, grant recipients shall be required to include a credit line and the Culver City logo, in all marketing materials and event program, as well as provide a draft of the marketing materials and event program to Cultural Affairs staff **prior to their publication.**

The credit line should read as follows ~~-(unless otherwise indicated due to the allocation of additional private grant money to this program):~~

"This performance is made possible in part by a grant from the City of Culver City Performing Arts Grant Program Fund with support from Sony Pictures Entertainment."

Grant recipients will be required to sign a contract, defining ~~elements~~ requirements to be fulfilled, including provision of credit and logo in marketing materials and programs and notification of changes to performance details. Should the requirements not be ~~followed~~ met, the grant award is subject to withdrawal.

~~Also, g~~Grant recipients shall be required to contact Cultural Affairs staff two months prior to their performance date(s) to review marketing plans for performances in Culver City and to ensure receipt of the Culver City logo.

Grant recipients shall be paid their grant award **after** their performance date(s) and submission of an invoice and final event program to the City. Processing of invoices takes approximately 30 business days but may take as long as 45 days from receipt of invoice.

~~No grants shall be awarded for performances that are staged in conjunction with a fundraiser.~~

APPLICATION GUIDELINES

All applicants must **strictly** adhere to the procedures specified in this Notice of Funding Availability. Incomplete applications shall not be considered. It is the responsibility of

the applicant to ensure that the proposal packages are complete. All applications deemed complete by staff will be forwarded to the review panel for consideration. City staff is not obligated to contact applicants for missing information and applications deemed incomplete will be disqualified.

Unless otherwise specified, responses must be included on the attached forms, be typed in font 11 point or larger, and follow the margins established in this format.

Provide an original and twenty (20), 3-hole punched copies of the application, including attachments. In an effort to conserve paper, please submit double sided copies ~~if possible~~. The original and copies must be identical to one another (i.e., do not include information in the original that is not included in the copies). ~~Faxed or e-mailed applications will not be accepted. Please note that no submitted materials will be returned to the applicant.~~

~~* All applications must include rehearsal and performance rental fees under "Proposal Expenses" (page 14).~~

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California Cultural Data Project

This year marks the fourth year that the City of Culver City is participating in a partnership with the California Cultural Data Project (California CDP). The California CDP is a state-wide, collaborative effort of public and private funders throughout California. The City of Culver City, along with other funders in California, requires applicants to complete a Cultural Data Profile through the California CDP website (<http://www.caculturaldata.org>). Applicants will fill out the Cultural Data Profile once each year and use that data as part of their application to all participating funders throughout the state.

All applications **must** include the California CDP Funder Report for the 2012~~4~~ Culver City Performing Arts Grant Program in their application. (See pages 25-26 for more information).

Performance Venue – Letter of Intent

Please note that there are no fee waivers for performances in City owned or controlled property. If the proposed performance will be at a City owned or controlled property, please contact the facility to request consideration of availability and to obtain an accurate estimate of the cost of rehearsal and performance space rental. For all space rental requests, ~~you the applicant~~ must include the "Performance Venue – Letter of Intent" form completed by the venue representative, or City facilitator, acknowledging your request. This letter of intent is not a formal contract between the applicant and the venue operator.

EVALUATION AND SELECTION PROCESS

Grant applications will be reviewed by staff to ensure that the application is complete. The applications will be forwarded to a peer review panel for evaluation and ranking. The recommendations of the review panel will be presented to the Cultural Affairs

Commission's (CAC) Grants and Artist Services Sub-Committee who will forward its recommendation to the Cultural Affairs Commission for consideration. The CAC Grants and Artist Services Sub-Committee may decide to change the review panel's recommendation and the Cultural Affairs Commission may decide to change the recommendations of its sub-committee. The City Council will review the recommendations made by the Cultural Affairs Commission and make the final determination concerning grant awards. **All applicants are required to have a representative at the Cultural Affairs Commission and City Council meetings to answer any questions that should arise.** Each applicant will receive notification of the specific dates for the Cultural Affairs Commission and City Council meetings at least seven (7) days in advance.

Consideration and ranking will be given to the following criteria as follows:

	<u>Possible Points</u>
• Artistic excellence of proposed work.	50
• Outreach efforts for the Culver City community.	25
• Realistic budget and diversified funding base.	25
Total Possible Points	100

The tentative schedule is as follows:

Application Released	Week of July 2 5 ⁶ , 201 1 ⁰
Application Workshop	August 10 ³ , 201 1 ⁰
Applications Due	September 7 ⁷ , 201 1 ⁰
Applications Sent to Review Panel	September 19 ²⁰ , 201 1 ⁰
Review Panel Meets to Make Recommendations	October 1 ¹ , 201 1 ⁰
Cultural Affairs Commission Reviews Panel's Recommendations	November 8 ⁹ , 201 1 ⁰
City Council Meeting Makes Final Grant Awards	December 5 ⁶ , 201 1 ⁰

APPLICATION WORKSHOP:

| An application workshop will be held on **August ~~10~~³, 201~~1~~⁰ at 7:00 PM** in the Dan Patacchia Room, Culver City City Hall, 9770 Culver Boulevard, Culver City to discuss the application and to answer any questions. Applicants are strongly encouraged to attend the workshop. Previous grantees have benefitted from this opportunity to review the application in detail and ask specific questions.

CONTRACT

| A Services Agreement~~s~~ shall be sent to each approved applicants specifying the grant amount and the dates of performance. The agreement will include provisions requiring all recipients to expend funds within 12 months of the grant cycle. Reimbursement ~~requests-invoices~~ are required to be submitted within 60 days of the final performance. No grant award shall be deemed final until an agreement has been properly executed and signed by the applicant and the City. The agreement shall also include, among other items, a hold harmless provision. Any change from the original proposal must be submitted in writing to Cultural Affairs staff for approval 60 days before the performance.

SUBMITTAL GUIDELINES

| Interested parties shall submit one original (with "wet" signatures) and twenty (20), 3-hole punched, copies of their proposal and all attachments to:

**Ms. Jeremy Green
Cultural Affairs / City of Culver City
9770 Culver Boulevard, 2nd Floor
Culver City, CA 90232**

Faxed or e-mailed applications will **not** be accepted. Please note that no submitted materials will be returned to the applicant.

All applications must be submitted no later than September ~~7~~⁷, 201~~10~~¹⁹ at 5:00 p.m. Any questions can be directed to Jeremy Green, at 310.253.5764 or jeremy.green@culvercity.org.

Thank you.
We look forward to your application.

APPLICATION CHECKLIST

ALL APPLICANTS

FORMS

Application Form (page ~~87~~)

Application Questionnaire (page ~~98~~ – ~~165~~)

Certification (page ~~176~~)

Performance Venue – Letter of Intent (page ~~187~~)

ADDITIONAL REQUIREMENTS

California CDP 201~~24~~

Culver City _____

Performing Arts Grant Program Funder Report

Signed Financial Statement or IRS Form 990 _____
_____ for most recently completed fiscal year

Documentation of Tax-Exempt Status

RECOMMENDED

Workshop Attendance

(August ~~103~~, 201~~19~~)

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APPLICATION FORM

APPLICANT ORGANIZATION

Name of Organization:

Mailing Address (please provide street address):

Telephone:

Fax:

E-Mail:

Contact Name/Title:

Contact Phone (if different from above):

Website:

PRIMARY DISCIPLINE CATEGORY (check one only)

Children's Theatre

Dance

Music or Concert

Musical Theatre or Opera

Theatre Performance

Estimated number of people project will serve: _____

PROJECT INFORMATION

~~TOTAL PROJECT COST~~

~~Total Project Cost: \$~~ _____

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Cash Grant Amount Requested from the City of Culver City: \$ _____

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Proposed Date(s) of Performance(s):

Proposed Performance Venue(s):

~~Brief (one-sentence) Description of Project:~~ _____

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Has ~~your the applicant organization~~ ever received a Culver City Performing Arts Grant? Yes _____ No _____

If yes, please describe the amount ~~of funding assistance~~, the year it was received, and how it was used.

APPLICATION QUESTIONNAIRE

Instructions for Application Questionnaire begin on page 19

(1) NARRATIVE INFORMATION

☼ Part I: Organizational Background

Please address the following questions in no more than three single-sided 8½ x 11" pages with 1" margins. Number each page and indicate the Applicant's name in the upper right of each page. Applications must be typewritten, single-spaced in font 11 point or larger. ☼ Denotes LA County Municipal Arts Funders Common Questions. Please see instructions for more details and a list of participating funders. Use the following headings and letters to organize your responses to each section:

- A. ☼ **Mission/Purpose of Applicant:** Provide the applicant's mission statement.
- B. ☼ **History/Programming:** Briefly describe the history of the applicant and current core programs and services. Note any significant administrative or artistic changes and/or major accomplishments and initiatives that have taken place over the past two years.
- C. ☼ **Planning & Leadership:** Where does the applicant want to be, artistically, administratively and financially, within the next two years? What short-term goals have been established to work toward this desired state? What specific steps have been taken recently? How have board and staff members contributed to the applicant's overall planning?
- D. ☼ **Community/Core Audience:** Describe the applicant's community/core audience in terms of geography, age, cultural and economic characteristics, as applicable. Describe how the applicant identifies community/ core audience needs (including any advisory councils) and how the applicant develops programs to meet these needs.
- E. ☼ **Artistic Policy:** Briefly describe the process for making artistic decisions. Describe the applicant's practice for payment of artists.

Part II: Organizational/Performance Specifications

Please address the following questions in no more than four single-sided 8½ x 11" pages with 1" margins. Number each page and indicate the Applicant's name in the upper right of each page. Applications must be typewritten, single-spaced in font 11 point or larger. Use the following headings and letters to organize your responses for each section:

- F. **Project Description:** Describe the project you-to be wish-funded. Please be specific. Emphasize how this project matches the mission and goals of the organization. Please state whether this production has been presented in Culver

City in the past and, if so, in what year. Please describe how City funding will be used in connection with the project.

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G. Funding History: Applicants with a funding history must answer questions G (a) and G (b). New organizations with no funding history shall answer question G (b) only.

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(a) Describe the steps the applicant has taken historically to fund the performances.

(b) State what steps the applicant foresees will be necessary in the future to fulfill its financial goals. Please be advised that a diversified funding base shall be an important consideration for this and future grant awards.

F.

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G.H. Funding Details: Describe how ~~necessary you will attain the~~ funding ~~will be attained necessary~~ to ensure the completion of this project (~~I~~Identify these additional funding sources by name and whether or not funds are secured or pending). Please indicate whether support is new, renewed, or increased. ~~Is the applicant Are you~~ prepared to go forward with the project in the event ~~that a you receive a~~ smaller grant than requested ~~is received~~ or ~~if the applicant is~~are denied funding? How would ~~you adjust your the~~ planning for the performance(s) ~~be adjusted~~?

H.I. Audience Development: ~~Who is your target audience and H~~How does ~~you the applicant~~ intend to reach ~~your the target audience for to this production them~~? How many people ~~does the applicant you~~ expect to attend? How will ~~you the applicant~~ attract Culver City residents to the performance(s)?

I. Funding History: ~~Applicants~~Organizations with a funding history, must answer questions I (a) and I (b). New organizations with no funding history shall answer question I (b) only.

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(a) Describe the steps your the organization has taken historically to fund your the performances.

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(b) State what steps the organizationyou foresees will be necessary in the future to fulfill your its financial goals. Please be advised that a diversified funding base shall be an important consideration for this and future grant awards.

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J. Culver City History: If ~~your the applicant organization~~ has received a grant from the City in past years, please answer J(a). If ~~the applicant has you have not~~ received a grant in the past, please answer J(b).

(a) If ~~your the applicant organization~~ has received a grant from the City in past years, how has the grant award helped ~~your the applicant organization~~? What type of accomplishments (operational, creative, or fiscal) occurred?

How has ~~your-the applicant organization~~ added value to the grant funds received from the City in past years (more outreach, more diversified funding, increased audiences, increased staff, etc.)?

(b) If ~~you-the applicant has have-not~~ received a grant in the past, please indicate how ~~you-anticipate~~ this grant ~~is anticipated to~~ will impact ~~your-the~~ organization. How will ~~your-the applicant organization~~ add value to this grant if it is awarded?

K. Performance Venues: Name, address and contact phone number for venues where ~~your-the applicant's~~ group has previously performed in the past five years. *Please include dates.*

☀ (2) 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 additional sheets of the original form to accommodate more staff/artists.

<i>Name:</i>	<i>Title:</i>

<i>Name:</i>	<i>Title:</i>

<i>Name:</i>	<i>Title:</i>

<i>Name:</i>	<i>Title:</i>

(3) BOARD OF DIRECTORS

Provide a list of the applicant's board of directors. If necessary, attach additional sheets of the original form to accommodate more board members.

Name and Board Title	Professional Affiliation/Title	City/Community/State	Years Served
President			
Vice-President			
Secretary			
Treasurer			

(4) PROPOSAL INCOME

Enter the projected income for ~~your the~~ proposed ~~project~~ program. *Please refer to the application instructions for more guidance.* Show only income specific to the proposal; do not enter the applicant organization's annual budget. Show the amount ~~that you are the applicant organization is~~ requesting ~~in this application~~ on Line 21 "City". As per common practice, organizations should consider requesting no more than 50% of their total costs for the performance(s). Indicate the source(s) of any required cash match in the corresponding column to the right under "Description".

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

Proposal support from **to** .

INCOME	Total	Description:
A. Earned Income		
1. Ticket Sales		
2. Tuitions		
3. Workshop & Lecture Fees		
4. Touring Fees		
5. Special Events - Other		
6. Gift Shop/Merchandise Sales		
7. Food Sales/Concession Income		
8. Parking Concessions		
9. Membership Dues/Fees		
10. Subscriptions		
11. Contracted Services/Performance		
12. Rental Income – Program Use		
13. Rental Income – Non-Program		
14. Advertising Income		
15. Sponsorship Income		
16. Other		
Subtotal Earned Income		
B. Contributed Income		
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		
Subtotal Contributed Income		
GRAND TOTAL Income (A + B)		

(5) PROPOSAL EXPENSES

Enter the expense budget for your proposed ~~program project~~. [Please refer to the application instructions for more guidance.](#) Show only the expenses specific to this proposal; do not enter the applicant organization's annual budget. Describe for what purpose(s) the grant funds will be used in the corresponding column to the right under "Description". Enter only those expenses that will be incurred between January 1, 201~~2~~⁴ and December 31, 201~~2~~⁴.

Proposal Expenses from to .

EXPENSES	Total	Description:
A. Salaries & Fringe Benefits		
1. -Artists & Performers – Salaries		
2. -Technical - Salaries		
3. -Fundraising - Salaries		
4. -General & Administrative - Salaries		
5. -Fringe Benefits		
Subtotal Salaries & Fringe Benefits		
B. Operating Expenses		
6. -Advertising and Marketing		
7. -Artist Commission Fees		
8. -Artists & Performers Fees-Non-Salaried		
9. -Catering & Hospitality		
10. Cost of Sales		
11. Equipment Rental		
12. Facilities - Other		
13. Fundraising Expenses - Other		
14. Fundraising Professionals		
15. Honoraria		
16. In-kind Contributions		
17. Insurance		
18. Internet & Website		
19. Lodging & Meals		
20. Office Expense - Other		
21. Other		
22. Postage & Shipping		
23. Printing		
24. Production Costs		
25. Programs - Other		
26. Professional Development		
27. Professional Fees		
28. Public Relations		
29. Rehearsal and Performance Rental Fees		
30. Supplies		
31. Technical Fees- Non-Salaried		
32. Telephone		
33. Touring		
34. Travel		
35. Utilities		
Subtotal Operating Expenses		
GRAND TOTAL EXPENSES (A + B)		

(6) ARTISTIC DOCUMENTATION

REQUIRED: ONE COPY OF ARTISTIC SAMPLE(S) IN FORM OF A DVD OR
AUDIO CD

Title	Artist(s)	Date work completed	Track(s) or Chapter(s) to Review	Sample Running Time

Briefly describe the artistic sample and explain the relationship of the artistic sample to the application.

(7) SUPPLEMENTARY PRINTED MATERIALS

Please submit a maximum of four pieces of printed collateral material such as newspaper articles, programs, reviews, etc. with your application. *Published reviews critiquing the quality of the applicant's work are preferable.* All printed materials may be photocopied. If providing a program, one original program plus the requisite number of photocopies of that program are acceptable.

Please list printed collateral material below:

1	
2	
3	
4	

CERTIFICATION

I certify that the information contained in this application is true and correct to the best of my knowledge.

Artistic Director	Name:	Signature: _____
	Telephone:	Date:
Executive Director/ Managing Director	Name:	Signature: _____
	Telephone:	Date:
President/Chair, Board of Directors	Name:	Signature: _____
	Telephone:	Date:

Performance Venue – Letter of Intent

Culver CITY PERFORMING ARTS GRANT PROGRAM

The City of Culver City welcomes a diversity of performances throughout the community and encourages organizations of all sizes to apply for its annual Performing Arts Grant Program. We require organizations, applying for a grant, to provide us with dates and locations of its proposed performances.

This form must be completed, signed and returned by 5:00p.m. on September 7, 2011 by 5:00 p.m. as part of the Performing Arts Grant Application.

Please include all the information requested below.

ORGANIZATION (Grantee) INFORMATION

Organization Name _____

Contact Person, Title _____

Telephone Number _____

Fax Number _____

E-mail Address _____

Mailing Address _____

Performance Description: _____

Date(s) and times requested for use: _____

Signature: _____

VENUE INFORMATION

Venue Name _____

Contact Person, Title _____

Contact Telephone Number _____

Contact E-mail Address _____

Special Use Requirements _____

Preliminary Rental Charge Quoted _____

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Confirmation of date request acknowledged by _____

Signature _____

Performances will occur between January 1, 201~~2~~ and December 31, 201~~2~~.

The performance(s) must be available to the general public in a building or facility that is ADA accessible, and that is wholly or partially located in Culver City or under the control of the City of Culver City or the Culver City Redevelopment Agency.

Once grants are awarded, the Grantee will be responsible for the venue reservation. This *Letter of Intent* form is strictly to provide ~~the potential Grantor City~~ with the venue information for the review process with whom the Grantee is in negotiations.

APPLICATION INSTRUCTIONS

(1) NARRATIVE INFORMATION

A partnership of the Arts Council for Long Beach, City of Los Angeles Department of Cultural Affairs, City of West Hollywood, Culver City Cultural Affairs, Los Angeles County Arts Commission, Pasadena Cultural Affairs, and Santa Monica Cultural Affairs Division has developed common application questions intended to help nonprofit organizations in Los Angeles County save time in the grant application process. Common questions are indicated with the ☼ symbol.

☼ Part I: Organizational Background

Please address Question 1, Part I in no more than three (3) single-sided 8½ x 11" pages with 1" margins. Number each page and indicate the Applicant's name in the upper right of each page. Answers must be typewritten, single-spaced in 11 point font or larger. Use the following headings and letters to organize your responses to each section:

- A. ☼ **Mission/Purpose of Applicant Organization:** Provide the full mission statement of the applicant organization. If applicable, summarize any additional characteristics, bylaws, governing statements or guiding principles that define the organization.
- B. ☼ **History/Programming:** Concisely timeline the history of the organization and outline all of its ongoing core programs and services. In total or per program, list significant administrative, board governance or artistic changes, accomplishments or initiatives that have taken place during the past two years.
- C. ☼ **Planning & Leadership:** Describe the organization's administrative, artistic and financial vision and list short-term goals for the next two years. Describe how the board and staff shape overall planning. As examples, list any specific steps already taken to reach current short-term goals.
- D. ☼ **Community/Core Audience:** Profile the applicant's community/core audience in terms of geography, age, cultural and economic characteristics, as applicable. Describe how the applicant identifies community/-core audience needs (including any advisory councils) and how the applicant develops programs to meet these needs.
- E. ☼ **Artistic Policy:** Briefly describe the process for making artistic decisions. Delineate the applicant's practice of payment to artists.

Part II: Organizational/Performance Specifications

Please address the following questions in no more than four (4) single-sided 8½ x 11" pages with 1" margins. Number each page and indicate the Applicant's name in the upper right of each page. Applications must be typewritten, single-spaced in 11 point font or larger. Use the following headings and letters to organize your responses to each section:

- F. **Project Description:** ~~Describe~~ the project ~~you to be wish~~-funded. Please be specific. Emphasize how this project matches the mission and goals of the organization. Please describe how City funding will be used in connection with the project.
- ~~F-G.~~ **Funding History:** Organizations with a funding history, must answer questions I (a) and I (b). New organizations with no funding history shall answer question I (b) only.
 - (a) Describe the steps yourthe organizationapplicant has taken historically to fund your performances.
 - (b) State what steps youthe applicant foresees will be necessary in the future to fulfill your financial goals. Please be advised that a diversified funding base shall be an important consideration for this and future grant awards.
- ~~G.~~
- H. **Funding Details:** Describe how ~~you the applicant~~ will attain the funding necessary to ensure the completion of this project (identify these additional funding sources by name and whether or not funds are secured or pending). Please indicate whether support is new, renewed, or increased. Is the organization Are you prepared to go forward with the project in the event ~~you the applicant~~ receives a smaller grant than requested or ~~are is~~ denied funding? How would ~~you the applicant~~ adjust ~~your the~~ planning for the performance(s)?

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I. Audience Development: Who is your the applicant's target audience and how does the applicant you intend to reach them? How many people does the applicant you expect to attend? How will you the applicant attract Culver City residents to the performances?

J. Funding History: ~~Organizations with a funding history, must answer questions I (a) and I (b). New organizations with no funding history shall answer question I (b) only.~~

~~(G) Describe the steps your organization has taken historically to fund your performances:~~

~~(d) I. State what steps you foresee will be necessary in the future to fulfill your financial goals. Please be advised that a diversified funding base shall be an important consideration for this and future grant awards.~~

K-J. Culver City History: If your the applicant organization has received a grant from the City in past years, please answer J (a). If you have not received a grant in the past, please answer J (b).

- (a) If your the applicant organization has received a grant from the City in past years, how has the grant award helped your the organization? What type of accomplishments (operational, creative, or fiscal) occurred? How has your the applicant organization added value to the grant funds received from the City in past years (more outreach, more diversified funding, increased audiences, increased staff, etc.)?
- (b) If you the applicant ~~havase~~ has not received a grant in the past, please indicate how you ~~antiepate~~ anticipate this grant ~~will is anticipated to~~ will impact your the organization. How will your organization the applicant add value to this grant if it is awarded?

L-K. Performance Venues: Name, address and phone number for venues where your the applicant group has previously performed in the past five years. *Please include dates.*

☀ (2) 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). For key project staff and/or artists, emphasize their experience in areas of direct relevance to the proposal. All volunteer organizations should provide the biographies of volunteers who are accomplishing the day-to-day work of the organization and/or proposed project. If necessary, attach additional sheets of the original form to accommodate more staff/artists.

☀ (3) BOARD OF DIRECTORS LIST

Complete the fields, beginning with the President, Vice-President, Secretary, and Treasurer. Include first and last names of applicant's board members, professional affiliations/job titles, city/community in which they reside, and their total years of service on the board. If necessary, attach additional sheets of the original form to accommodate more board members.

(4) PROPOSAL INCOME

Enter projected income for your the proposed program. ~~Detail in-kind support and any source(s) of 1:1 cash match in the column to the right of the dollar amount. Please note that these line items are similar, but not identical to the line items in the California Cultural Data Project.~~

1 Ticket Sales: How much income will the applicant earn as a result of all ticket sales for performances? Do not include workshops or lectures. Subscription income should not be entered here, but on Line 10 of this section.

2 Tuitions: How much income will the applicant earn from payments for multi-session classes or semester-long courses offered by the applicant? ~~Do not include One-time workshops, lectures, or lecture series should not be entered here, but on Line 3 of this section.~~

3 Workshop & Lecture Fees: How much income will the applicant earn as a result of one-time events such as workshops, lectures, a lecture series, etc?

4 Touring Fees: How much income will the applicant earn as a result of public or private performances or other presentations offered away from the home or the applicant's usual presentation venue?

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5 Special Events – Other: How much income will the applicant earn from events held for any purpose other than fundraising?

6 Gift Shop/Merchandise Sales: How much will the applicant earn as a result of gift shop sales? This includes sales at any location. If the applicant runs its own food or catering services, include any income from these services in this line. If the applicant receives a commission on food-related sales operated at the applicant's venue by an outside vendor, record that income on Line 7.

7 Food Sales/Concession Revenue: How much will the applicant earn in concession commission fees as a result of restaurant and/or catering or food sales?

8 Parking Concessions: How much will the applicant earn from parking fees generated by a lot or garage owned or leased by the applicant?

9 Membership Dues/Fees: How much income will the applicant earn from the collection of membership dues or fees? Include donations which will be made in return for benefits such as free admission, discounts and invitations to special events.

10 Subscriptions: How much income will the applicant earn from sales of tickets purchased via a subscription offering to a series of events during a performance season?

11 Contracted Services/Performance Fees: How much income will the applicant earn from any services it performs under contract to another? Do not include fees earned from performances or presentations reported above in Line 10.

12 Rental Income – Program Use: How much income will the applicant receive for renting out space for on-site events for arts and culture activity? Do not include rental expenses such as interest and depreciation.

13 Rental Income – Non-Program Use: How much income will the applicant receive for renting out space for on-site events for use other than arts and culture activity? Do not include ~~any~~ rental expenses such as interest and depreciation.

14 Advertising Income: How much income will the applicant earn from the sale of advertising space in publications or other advertising opportunities offered by the applicant?

15 Sponsorship Income: How much income will the applicant receive from a corporation or other organization to be used in exchange for use of the corporation's name or logo on printed materials or other agreed upon exchanges or promotions? **Do not include any amounts entered on Line 19; Corporate Contributions should not be entered here, but on Line 1929 of this section.**

16 Other Earned Income-e: Will the applicant receive any additional earned income?

Subtotal Earned Income: Add together all expenses listed in Earned Income, Section A.

17 Trustee/Board Contributions: How much will the applicant receive in donations from board members, trustees, or advisors? Include all board contributions whether required by the applicant's by-laws or not.

18 Individual Contributions: How much will the applicant receive in donations from individuals who are not board members, trustees, or advisors? Do not include any membership income reported in Line 9.

19 Corporate Contributions:** How much will the applicant receive in donations from corporations, including grants and funds received from a friends group associated with the applicant or any matching gifts? Do not include any sponsorship income entered on Line 15 above.

20 Foundation Contributions:** How much will the applicant receive in donations, whether temporarily restricted or unrestricted, from a charitable foundation? Include contributions from foundations associated with corporations in this line if they are accounted for this way in the applicant's audit or internal financial reports.

21 Government – City:** If the applicant receives multiple sources of income please provide a detailed list.

22 Government – County:** If the applicant receives multiple sources of income please provide a detailed list.

23 Government – State:** If the applicant receives multiple sources of income please provide a detailed list.

24 Government – Federal:** If the applicant receives multiple sources of income please provide a detailed list.

25 Special Events – Fundraising: How much income will the applicant receive from events held specifically for fundraising purposes?

26 Other Public Income: What is the total amount in donations that will be received by the applicant that do not fall into the categories listed above?

27 Parent Organization Income: If the applicant, department, or ongoing program is a part of or subsidiary of a larger such as a university, enter any monetary support the applicant will receive from that parent on this line. This support may be in the form of a cash transfer or a budget line item.

28 In-kind Contributions: What is the monetary value of contributions given to the applicant in the form of goods, services, land, buildings or use of space? Examples of In-kind income would be the value of a donated computer, the value of free brochure printing services, or the value of the rent on a donated space used by the applicant. To determine whether an item should be counted as in-kind income, consult with a financial person or the applicant's auditor.

Subtotal Contributed Income: Add together all expenses listed in Contributed Income, Section B.

Grand Total Income: Add together the Subtotal of Section A, Earned Income, to the Subtotal of Section B, Contributed Income, to arrive at the Grand Total Income (A+ B).

**For Corporate, Foundation and Government, if there are multiple sources of support in each category; provide a detailed list of the sources of the support. Name sources of support along with the dollar amount of each contribution.

(5) PROPOSAL EXPENSES

Enter the expense budget budget for your for the proposed program. Describe or further detail how or for what

Describe or further detail how or for what

purpose(s) the grant funds will be used in the corresponding column to the right. Unexplained use of grant funds may result in poor reviews or scores. Please note that these line items correspond to the line items in the California Cultural Data Project.

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1-5 Salaries and Fringe Benefits: List the total expenses for salaried and hourly employees by category. (One time artist fees should not be listed here but on line 8 of this section.) Please note that if a position includes tasks in more than one of the areas listed in the column headings, the salary for that position should be allocated over the applicable columns based percentages of time spent on each area. In general, this allocation should be the same or similar from year-to-year as long as the position description remains constant.

Subtotal: Add together all expenses listed in Salaries and Fringe Benefits, Section A, Lines 1-5.

6 Advertising and Marketing: How much will the applicant spend on advertising and marketing including ad placement fees, professional consulting services, printing, etc.?

7 Artist Commission Fees: How much will the applicant spend on hiring individual artists to create original works of art, musical pieces, theatrical pieces, or other works for use or exhibition by applicant?

8 Artists & Performers – Non-Salaried: How much will the applicant spend on consultants, such as: artists, performers, designers, directors, etc.? These are people specifically hired to work on a temporary basis to participate in a presentation of the applicant.

9 Catering & Hospitality: How much will the applicant spend on providing hospitality to visitors or guests including meals, food for meetings, gifts, etc.?

10 Cost of Sales: How much will the applicant spend on inventory or merchandise intended for resale in a gift shop? If the applicant has its own food or catering services, include the cost of food and other related expenses in this line item.

11 Equipment Rental: How much will the applicant spend on the rental of office equipment?

12 Facilities – Other: This item should include projected expenses associated with the applicant's physical plant, whether rented or owned, and not listed in the Rehearsal and Performance Rental Fees or Utilities lines.

13 Fundraising Expenses – Other: How much will the applicant spend on fundraising activities such as special events, etc.?

14 Fundraising Professionals: How much will the applicant spend to hire consultants to design and perform fundraising activities?

15 Honoraria: During the fiscal year, how much will the applicant pay to guest speakers or lecturers?

16 In-Kind Contributions: What will the monetary value be of any contributions given to the applicant in the form of goods or services?

17 Insurance: How much will the applicant spend on insurance premiums for insurance, including general liability, directors and officers insurance? Do not include health or worker's compensation included in Fringe Benefits Line 5.

18 Internet & Website: How much will the applicant spend on Website development, including design, maintenance, Internet access, Website hosting or email services?

19 Lodging & Meals: How much will the applicant spend on hotel or other fees associated with overnight stays, including meals?

20 Office Expense – Other: Please list any other office expenses which will be incurred by the applicant and not covered in the Equipment Rental & Maintenance, Postage and Shipping, Supplies, or Telephone lines.

21 Other: Please list any other expenses which will be incurred by the applicant and not specifically asked for in a line item on this form. If greater than 10% of total expenses, attach a separate schedule.

22 Postage & Shipping: How much will the applicant spend on postage and shipping, including overnight, messenger services and bulk mail fees?

23 Printing: How much will the applicant spend to print materials? Do not include printing for the express purpose of marketing included in Advertising and Marketing above, or printing costs included in any other line item in this section.

24 Production Costs: How much will the applicant spend to create and produce any presentations, including supplies/equipment, materials and other related expenses? Do not include personnel costs.

25 Programs – Other: How much will the applicant spend to create and produce any other programs not included in Line 24 above including supplies, materials and other related expenses? This might include education programs, etc. Do not include personnel costs or items included on other lines in this section.

26 Professional Development: How much will the applicant spend on staff training, workshops, or any other professional development activities?

27 Professional Fees: Are there other professional fees which will be incurred by the applicant for services that are not included in Advertising and Marketing, Artists and Performers - Non-Salaried, Fundraising Professionals, Internet and Website, or any other lines in this section?

28 Public Relations: How much will the applicant spend on public relations, including professional consulting fees, etc.?

29 Rehearsal and Performance Rental Fees: How much will the applicant spend to lease an office, performance, storage or any other space?

30 Supplies: How much will the applicant spend on supplies including office supplies, computer supplies or duplication services? Do not include supply expenses included on other lines in this section.

31 Technical Fees- Non-Salaried: How much will the applicant spend on production personnel, such as stage managers, production managers etc, who are hired to work on a temporary basis for the presentation?

32 Telephone: How much will the applicant spend on telephone and/or data lines including mobile phone fees, 800 numbers, dedicated internet access phone lines, T-1 lines, or cable modem lines?

33 Touring: How much will the applicant spend to bring touring programs to your location or to take a production on tour? Do not include travel or lodging fees included in other expense line items.

34 Travel: How much will the applicant spend on travel, including business travel and transportation such as airfare, parking, and commuting fees? Do not include expenses associated with tours included in Line 33, or any expense items included in Line 19 – ~~Lodging and Meals~~.

35 Utilities: How much will the applicant spend for utilities, including gas, electric, heating, cooling, water, and sewer services?

Subtotal: Add together all expenses listed in Operating Expenses, Section B, Lines 6-34.

Grand Total Expenses: Add together the Subtotal of Section A, Salaries & Fringe Benefits, to the Subtotal of Section B, Operating Expenses, for the Grand Total Expenses (A+ B).

(6) ARTISTIC DOCUMENTATION

Artistic documentation is crucial for evaluating the artistic quality of the applicant and/or project. Samples should be recent, of high quality, and as relevant to the application and/or project as possible. Label each sample clearly with the name of the applicant and the corresponding work sample letter from the Artistic Documentation Index. Do not submit marketing/promotional materials as artistic documentation.

Preview the artistic documentation before submitting to ensure that there are no technical problems ~~that might interfere with the panel's review of the work.~~ Panelists generally spend no more than three to five minutes on the work sample for each application.

Please be aware that the entire sample (not just the selected segment) is considered a part of the application package and may be reviewed.

Specific Instructions for Artistic Documentation **Please note that only one copy of each sample needs to be included with the application**

The following are accepted formats for submission:

DVD (Strongly Encouraged for Dance, Theatre, and Multi-Disciplinary Performances): Up to five minutes in length. In general for the performing arts, panelists prefer to review substantive artistic excerpts rather than short edited clips with heavy narration. List each different DVD as one work sample on the Artistic Documentation Index. Include track/chapter information in the Artistic Documentation Index. Place selection(s) in priority order.

Audio CD: (Strongly Encouraged for Music): Up to five minutes in length. List each different CD as one work sample on ~~your~~the Artistic Documentation Index. Include track information in ~~your~~the Artistic Documentation Index. Place ~~your~~the selection(s) in priority order.

~~*Please note that only one copy of each sample needs to be included with the application.~~

(7) SUPPLEMENTARY PRINTED MATERIALS

Please submit a maximum of four pieces of printed collateral material such as newspaper articles, programs, reviews, etc. with ~~your~~the application. *Published reviews critiquing the quality of the applicant's work are preferable.* All printed materials may be photocopied. If providing a program, one original program plus the requisite number of photocopies of that program are acceptable.

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California Cultural Data Project (California CDP)

Partnership with the City of Culver City

This is the ~~third~~ ^{fourth} year that the City of Culver City is participating in a partnership with the California CDP. The California CDP is a collaborative project of public and private funders throughout the state of California. The City of Culver City, along with other public and private funders in California, requires applicants to complete a Cultural Data Profile through the California CDP website (<http://www.caculturaldata.org>).

The California CDP is an online system for collecting and standardizing historical financial and organizational data and will provide the cultural community with consistent, reliable, comprehensive data on arts and culture in California. It is hoped that access to reliable data about the cultural sector will enhance both individual organizational capacity as well as the overall effectiveness of the nonprofit cultural community in our state. Further, applicants applying to more than one of the participating grantmakers will only need to complete this form once each year.

Uses and potential benefits of the California CDP website and data will include:

- Information for participating nonprofit organizations for use in benchmarking and capacity-building
- Information for the cultural sector for the purposes of policy and program development and public relations
- Information for participating grantmakers for use in their application process

Participation in the California Cultural Data Project (California CDP) is required for all 201~~2~~⁴ Culver City Performing Arts Grant Program applications. –As part of the application process, it is also due to the City of Culver City by September ~~7~~¹⁹, 201~~1~~⁹.

- In order to complete the Cultural Data Profile, organizations must first register at the California CDP Web site by creating an organizational login ID and password. **Information for the Cultural Data Profile is organized by fiscal year-end and data is only entered for completed fiscal years for which an approved financial audit or review exists. Organizations that are not audited or reviewed will enter data based on approved year-end financial statements.**
- Applicants are asked to provide two years of financial and organizational data the first time they complete the Cultural Data Profile, which entails the completion of a Data Profile for each of the two most recently completed fiscal years. (Going forward, groups will only need to provide one year of data.)
- **The Cultural Data Profile will collect the financial and programmatic information for your organization or arts program; project budgets and narratives will NOT be captured by the California Cultural Data Project.**

- Upon completion of the Cultural Data Profile, applicants should go to the “Funder Reports” section of the California CDP website and print the pre-defined report for the 201~~24~~ Culver City Performing Arts Grant Program application, which is to be included with the application materials. -Relevant information from the applicant’s Cultural Data Profile will automatically be imported into the report.
- The completion of the Cultural Data Profile will require an investment of time. A number of resources will be available to help applicants, including access to a step-by-step online training program and support from the Help Desk during regular business hours. For new users who need assistance in completing a CDP Data Profile, there will be a Webinar online training session through the CDP website. This Webinar will take place on ~~August 23 at 10:00 a.m~~ August 3 at 11:00 a.m. More information can be accessed via the website at <http://www.caculturaldata.org>.

Applicants should direct questions concerning the Cultural Data Profile to:

California CDP Help Desk:

Toll Free: 1-866-9-CAL-DATA

Email: help@caculturaldata.org

The California CDP Help Desk is available Monday – Friday from 9:00am – 5:00pm.

California CDP Web site: <http://www.caculturaldata.org>

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