



Culver CITY

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LUTHER HENDERSON, III, Chair
GAYLE SMASHEY, Vice Chair
CLEMENT HANAMI, Commissioner
RONNIE JAYNE, Commissioner
MARLA KOOSD, Commissioner

CULTURAL AFFAIRS COMMISSION MEETING AGENDA TUESDAY, April 8, 2008

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.

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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.



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

AGENDA
Cultural Affairs Commission
April 8, 2008
7:00 p.m.
The Patio Room, Third Floor, City Hall

CALL TO ORDER & ROLL CALL:

Chair Luther Henderson, III
Vice Chair Gayle Smashey
Commissioner Clement Hanami
Commissioner Ronnie Jayne
Commissioner Marla Koosed

PLEDGE OF ALLEGIANCE

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. Receive and file Secretary's Report on Posting of Agenda. ***Approve report.***

C-2. Minutes of the February 12, 2008 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. Consideration of the California Cultural Data Project's impact on Performing Arts Grants and Review of Outreach Plan to Culver City-based Performing Arts Organizations. ***Approve recommendation.***

PUBLIC COMMENT - Items Not On the Agenda (Continued)

RECEIPT OF CORRESPONDENCE

ITEMS FROM STAFF

ITEMS FROM COMMISSIONERS

ADJOURN

**Cultural Affairs Commission Meeting
Mike Balkman Council Chambers
May 13, 2008
7:00 PM**

Upcoming Public Meeting Tentative Schedule --April 2008

Date	Day	Time	Location
<i>City Council</i>			
<i>April – 14</i>	<i>Monday</i>	7:00 PM	<i>Council Chambers</i>
<i>April – 28</i>	<i>Monday</i>	7:00 PM	<i>Council Chambers</i>
<i>Redevelopment Agency</i>			
<i>April – 7</i>	<i>Monday</i>	7:00 PM	<i>Council Chambers</i>
<i>April – 21</i>	<i>Monday</i>	7:00 PM	<i>Council Chambers</i>
<i>Parks and Recreation Commission</i>			
<i>April – 1</i>	<i>Tuesday</i>	7:00 PM	<i>Council Chambers</i>
<i>Cultural Affairs Commission</i>			
<i>April – 8</i>	<i>Tuesday</i>	7:00 PM	<i>Council Chambers</i>
<i>Planning Commission</i>			
<i>April – 9</i>	<i>Wednesday</i>	7:00 PM	<i>Council Chambers</i>
<i>April – 23</i>	<i>Wednesday</i>	7:00 PM	<i>Council Chambers</i>
<i>Civil Service Commission</i>			
<i>April – 2</i>	<i>Wednesday</i>	7:00 PM	<i>Council Chambers</i>
• <i>Times and dates may be changed.</i> • <i>Meetings may be added or changed</i>			

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

Meeting Date: April 8, 2008		Item Number: <u>A-1</u>	
AGENDA ITEM: Consideration of the California Cultural Data Project's Impact on Performing Arts Grants and Review of Outreach Plan to Culver City-Based Performing Arts Organizations.			
Contact Person/Dept.: Susan Obrow / Community Development		Phone Number: (310) 253-5762	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☐ No ☒	
Public Hearing: ☐		Action Item: ☒	Attachments: ☒
Public Notification: Cultural Affairs Master Notification List (04/03/08); 2008 Culver City-Based Performing Arts Grant Recipients (04/03/08)			
Department Approval: Sol Blumenfeld		City Manager Approval: N/A	
City Controller Approval: N/A			

RECOMMENDATION:

That the Cultural Affairs Commission ("CAC") considers the impact of the California Cultural Data Project ("California CDP") on the City of Culver City's Performing Arts Grant Program as well as review and approve an outreach plan to encourage organizations to participate.

BACKGROUND:

Since 1994, the City of Culver City has sponsored a Performing Arts Grant Program with funds allocated each year from the Art Fund. In recent years, the program has expanded its scope of service to the City's performing arts community by providing networking and marketing guidance. Annually, efforts have also been made, with the guidance of the Commission's Grants and Artist Services Subcommittee, to refine the application and process to better serve grant seekers and reviewers. The application is principally unique to Culver City; however the financial forms in the application have been influenced through the years by the Los Angeles County Arts Commission and California Arts Council applications.

The application's financial form titled "Organization Budget Summary" is outmoded and, consequently, has been a cumbersome task for many applicants in recent years. The challenge of finding an effective financial and organizational summary form for organizations is one shared by many municipalities nationwide. In response, the Pew Charitable Trust developed and launched CDP, a statewide data collection effort for arts and culture, in Pennsylvania in September 2004 after three years of testing and development. Its success was followed by a similar project launched in

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

Maryland in June 2007. The purpose was to provide an easier application process for potential grantees through the development of a standardized form for organizational data that will accompany grant applications to the partnering funders. The launch of the California CDP has been made possible through the leadership of: California Arts Council, Los Angeles County Arts Commission, The Getty Foundation, The James Irvine Foundation and The William and Flora Hewlett Foundation. The Los Angeles County Arts Commission has coordinated efforts among grant-giving municipalities to implement this new data capture system and has awarded the City of Culver City an in-kind grant, for services provided, to participate in the first three years of this project. The project and its benefits will be re-evaluated annually and further participation will be reviewed in 2010

Grant applicants will only need to complete this form once each year. In addition to creating a streamlined application process for more than 5,000 arts and culture organizations throughout 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. The California CDP will provide the cultural community with consistent, reliable, comprehensive data on arts and culture in California, enabling organizations and cities to view trends in their data, benchmark themselves against peers, and enhance their organizational capacity.

DISCUSSION:

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. The City of Culver City, along with other funders in California will guide applicants to complete a Cultural Data Profile through the California CDP web site. The California CDP services are free for participating organizations and include Help Desk assistance.

The Los Angeles County Arts Commission has organized a monthly meeting of Cultural Affairs staff representatives from the cities of Los Angeles, Long Beach, Pasadena, Santa Monica, West Hollywood and Culver City. This working group of municipal funders has reviewed the common questions in each city's grant application and standardized the language to further simplify the grant process for Los Angeles County performing arts organizations. 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. The intent of each question remains the same as it has been in the past; however, there is now a common vocabulary and phraseology among municipal funders which will benefit

City of Culver City, California
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the applicants. The common questions and the application process have been reviewed by Commissioners Henderson and Jayne who currently sit on the Commission's Grants and Artist Services Subcommittee.

Applicants for the City's 2009 Performing Arts Grant Program will provide a specific Culver City Funder Report from the California CDP, with a detailed financial and organizational summary, as well as responses to the common application and to questions that are unique to this City. The majority of Culver City's grant applicants regularly apply for funding from Los Angeles County, the City of Los Angeles and other municipalities who have grant deadlines prior to Culver City's deadline. Most applicants will have completed the bulk of the application and will gain more time to contemplate the narrative questions from the City's grant application regarding their proposed project and its funding source, their target audience and proposed outreach methods, and their projected benefit from the grant. As a result of this streamlined process, there may be more applicants to the City's Performing Arts Grant Program. This spring, the Grants and Artist Services Subcommittee will review the proposed Funder Report for Culver City and refine the questions in the application that are exclusive to the City of Culver City. Subsequently, staff will submit the 2009 application for review and approval by the full Commission in early summer.

The California CDP was introduced through a series of workshops for arts organizations including one that was held at the Ivy Substation in fall 2007. The official launch occurred in January 2008. There are approximately twelve Culver City-based performing arts organizations and, to date, Center Theatre Group, contra-tiempo, the Los Angeles Area Veterans' Artists Alliance and The Actors' Gang have registered with the CDP. The Grants and Artist Services Subcommittee supports the idea of implementing an outreach plan, requiring minimum staff time and effort, to encourage Culver City-based organizations to complete the registration process as soon as possible.

Staff proposes the following outreach plan and schedule to accomplish this goal:

CDP Information and Link posted on City website	April
Monthly Eblasts	April-September
Informational Table at Arts Tune-Up Sponsored by Los Angeles County Arts Commission and held in Culver City	May
California CDP Workshop in Culver City	June or July

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

Release of 2009 Culver City
Performing Arts Application

July

Annual Culver City Grants Workshop

August

Deadline for 2009 Application

September

Staff proposes to communicate primarily with organizations electronically and in person during workshop events. The CDP has established a Help Desk to assist organizations and Culver City's Cultural Affairs staff will direct groups to that hotline. The Los Angeles County Arts Commission will be responsible for organizing the Arts Tune-Up and the CDP Workshop. Cultural Affairs staff will be responsible for arranging space and meeting supplies for each workshop and noticing Culver City organizations.

FISCAL ANALYSIS:

There are minimal administrative costs associated with the outreach plan which include expenses for meeting supplies and some equipment requirements for presentations at each workshop. The Performing Arts Grant Program is funded annually through the Art Fund (Account number 41300614.619800).

ATTACHMENTS:

1. California Cultural Data Project Fact Sheet
2. California Cultural Data Project FAQ Sheet
3. Los Angeles County Common Application
4. 2008 Culver City Performing Arts Grant application

MOTION:

That the Cultural Affairs Commission:

Approve an outreach plan, regarding the California Cultural Data Project, to Culver City-based performing arts organizations.

MEETING DATE:

4/08/2008

AGENDA ITEM:

Consideration of the California Cultural Data Project's impact on Performing Arts Grants and Review of Outreach Plan to Culver City-based Performing Arts Organizations.

ATTACHMENTS

	<u>Pages</u>
1. California Data Project Fact Sheet	1-2
2. California Data Project FAQ Sheet	3-5
3. Los Angeles County Common Application	6-17
4. 2008 Culver City Performing Arts Grant Application	18-37

Attachment 1



CALIFORNIA CULTURAL DATA PROJECT

HOME
ABOUT CALIFORNIA CDP
FREQUENTLY ASKED
QUESTIONS (FAQ)
NEW USER ORIENTATION

About California CDP

Login

Organization Login

Password

LOGIN

Forgot Password?

New User Registration

Privacy Information

Contact Us

System Requirements

Online Training

GUIDING PRINCIPLES

- Cultural organizations will benefit from this project through an enhanced ability to track their individual data and trends over time and compare how they operate relative to their peers and to the sector at large.
- Building broad access to information about California's cultural sector will benefit the cultural community by making it better able to tell the story of its impact, assets and needs.
- Cultural policy expertise will increase by making data available to researchers who analyze and interpret the cultural sector.
- California CDP respects the right of individual organizations to retain their privacy, within the extent of the law. Applicants will have access to their specific information only and aggregate information will be made available for benchmarking.

GOALS AND STRATEGIES

- To gather, manage and analyze comprehensive data on the cultural sector in California in order to serve the cultural community, arts grantmakers and cultural policymakers.
- To streamline the application process for potential grantees through completion of a standardized form for historical organizational data that will accompany grant requests to the participating funding partners in California.
- To improve systematic and ongoing data collection and reporting on the cultural sector.
- To identify opportunities and challenges for cultural organizations and the field that can be addressed through improved grantmaking and policy development.
- To inform foundation program planning and evaluation.
- To serve as a model for other states and service sectors to develop similar data collection tools.

VISION

- The cultural community will speak with depth and context about its sector and will be more effective in articulating its assets, its contributions and its needs.
- Cultural organizations will improve their capacity and services to the community by using data from the California CDP.
- Other funders will adopt the California CDP and it will become a standard throughout California.

PROJECT GOVERNANCE

The Cultural Data Project (CDP) was developed in Pennsylvania and is overseen by the CDP Governing Group, which currently consists of:

- Greater Philadelphia Cultural Alliance
- Greater Pittsburgh Arts Council
- The Heinz Endowments
- Pennsylvania Council on the Arts
- The Pew Charitable Trusts
- The Pittsburgh Foundation
- William Penn Foundation

PROJECT MANAGEMENT

California CDP is administered by The Pew Charitable Trusts in Philadelphia. Housed in the Culture Program at Pew, the CDP is overseen by Barbara Lippman, Project Director and Senior Program Officer in Culture, and Neville Vakharia, Project Manager.

RESEARCH AND REPORTING PARTNERS

The funders and partners in each state will select Research and Reporting Partners for the purpose of advising the project and analyzing, interpreting and distributing the information collected to benefit the cultural community. The Research and Reporting Partners are integral to the California CDP and the success of the project.

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DEVELOPMENT TEAM

The Cultural Data Project thanks the following companies for their assistance in the development of this important venture:

- Your Part-Time Controller, LLC
- August Development Corporation
- Cool Spring Analytics
- Night Kitchen Media
- GHI Design
- Lisa Pool Consulting, LLC
- Sharon Erwin, Esq.

[Home](#) | [About](#) | [FAQ](#) | [Contact](#) | [Orientation](#) | [Registration](#) | [Privacy](#)

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Attachment

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The California Cultural Data Project: Frequently Asked Questions (FAQ)

1. What is the California Cultural Data Project?

The launch of the
California Cultural Data
Project has been made
possible through the
leadership of:

California Arts Council

The Getty Foundation

The James Irvine
Foundation

Los Angeles County
Arts Commission

The William and Flora
Hewlett Foundation

The California Cultural Data Project is a statewide collaboration that will collect comprehensive information about the cultural sector in California. The Project is dedicated to strengthening the arts in California and streamlining the grant application process for cultural organizations. The California Cultural Data Project is a collaboration of many of the public and private arts funders in the state, including the California Arts Council, The Getty Foundation, The James Irvine Foundation, the Los Angeles County Arts Commission, and The William and Flora Hewlett Foundation. It is administered by The Pew Charitable Trusts.

2. What are the benefits for California's arts and culture groups?

The California Cultural Data Project will help streamline the funding application process for arts organizations by giving them the technology to organize their financial data to match each participating funder's requirements. Organizations only need to complete a Data Profile (the online form used for collecting financial and other operational information) once each fiscal year. It is available electronically and submitted as part of grant applications to many of the participating funding agencies throughout the year. Financial data is drawn from each organization's audit or financial statements, providing accurate and reliable information. Organizations will be able to use this system to track their own trends over time. Aggregate information will be available to help groups benchmark their organization against others by discipline, budget size and many other categories. It is anticipated that as many as 5,000 cultural organizations throughout the state will participate.

3. Will there be assistance to help groups complete the Data Profile?

Online training materials for all California CDP users will be available at the Web site. Additionally, California CDP staff will offer a series of workshops throughout the state beginning in November 2007 and continuing throughout the first year. California users will receive an announcement letter accompanied by a listing of training sessions, as well as an e-mail invitation and reminder. During the first three years of the project, CDP staff will offer approximately 100 onsite and Web-based workshops.

4. What are the benefits for the field?

The California Cultural Data Project is the most ambitious and comprehensive effort ever to gather and analyze information about the contributions of the cultural sector to California's economy and quality of life. A similar project has been active and successful in Pennsylvania since 2004 and was launched in Maryland in June 2007. The California Cultural Data Project will benefit the cultural sector by providing comprehensive, standardized data on arts and culture. This data will allow the cultural community to articulate and provide evidence for the sector's assets and needs, and its contributions to the state. The California Cultural Data Project will

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benefit foundations, policymakers and researchers by identifying opportunities and challenges for the cultural sector that can be addressed through improved grantmaking and policy changes; informing foundation planning and evaluation; and providing comprehensive, standardized data to researchers who analyze and interpret the cultural sector.

5. Why is it important?

This state-wide data collection effort for arts and culture provides organizations with a useful tool for tracking their individual data. Building information about California's cultural sector will help identify opportunities and challenges for cultural organizations and the field that can be addressed through improved grantmaking and policy development.

6. How was the Data Profile developed?

The Data Profile was developed with the assistance of focus groups of executive directors and staff in the areas of development, finance and marketing. It was tested by cultural organizations and their feedback was used to revise the form and develop training materials and instructions. After three years of development and testing, the Cultural Data Project was launched in Pennsylvania in 2004. The Cultural Data Project expanded to Maryland in June 2007.

7. How did the Cultural Data Project come to California?

Based on the project's success in Pennsylvania and Maryland, a working group of California funders recognized the value of bringing this powerful management tool to the arts and culture groups in the state and took a leadership role in launching the California Cultural Data Project.

8. How is the Data Profile different from the IRS Form 990?

While both the IRS Form 990 and the California Cultural Data Project are self-reported, the Data Profile collects a more comprehensive overview of organizational and financial activity, attendance, participation and other aspects of daily operations. Data are based on an organization's financial audits, and therefore reflect the most accurate representation of information.

9. How is the data being used for research?

The Greater Philadelphia Cultural Alliance and Pennsylvania Economy League used the data to produce the recent report Portfolio, as did Carnegie Mellon and the Center for Arts Management and Technology for a report on the state of arts and culture in southwestern Pennsylvania. Most recently, Americans for the Arts used the data from Pennsylvania organizations as part of its Arts and Economic Prosperity III 2007 report. In California, the California Cultural Data Project Working Group will seek out research partners to analyze the data and report on the impact, assets and needs of the cultural community.

10. Where can I get more information about the project?

Visit the California Cultural Data Project Web site, www.caculturaldata.org, which will be available in January 2008.

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11. Who will be participating in the California Cultural Data Project?

Beginning in 2008, it is anticipated that the following funders will be participating in the project:

Alliance for California Traditional Arts
Arts Council for Long Beach
Arts Council Silicon Valley
California Arts Council
California Community Foundation
Culver City Cultural Affairs Division
David & Lucile Packard Foundation
Durfee Foundation
East Bay Community Foundation
Fleishhacker Foundation
Los Angeles County Arts Commission
Los Angeles Department of Cultural Affairs
Marin Community Foundation
Pasadena Cultural Affairs Division

Sacramento Metropolitan Arts Commission
San Diego Commission for Arts & Culture
San Diego Foundation
San Francisco Arts Commission
San Francisco Foundation
San Francisco Grants for the Arts
San Jose Office of Cultural Affairs
Santa Monica Cultural Affairs Division
The Getty Foundation
The James Irvine Foundation
The Wallace Alexander Gerbode Foundation
The William and Flora Hewlett Foundation
West Hollywood Arts and Cultural Affairs Commission

(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 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 response:

- 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.

(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.

Name:	Title:

Name:	Title:

Name:	Title:

Name:	Title:

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

[illegible]

(4) PROPOSAL EXPENSES

Proposal Expenses from _____ to _____.

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

(4) PROPOSAL EXPENSES (CONTINUED)

Budget Explanations required by funder: Provide notes to explain any significant budget variances. Applicants are required to explain variances, of 10% or more, in income and expense line items from year to year. Applicants are strongly encouraged to explain other significant budget variances, to explain a deficit or surplus, to describe plans to retire a deficit, or to use a surplus. Unexplained budget variances may result in poor reviews or scores.

☐ Applicant has no budget variances to explain OR

☐ See budget explanations below

(5) PROPOSAL SUPPORT

Proposal support from _____ to _____.

SUPPORT	Total	Budget Notes:
A. Earned Revenue		
1. Admissions		
2. Ticket Sales		
3. Tuitions		
4. Workshop & Lecture Fees		
5. Touring Fees		
6. Special Events - Other		
7. Gift Shop/Merchandise Sales		
8. Gallery Sales		
9. Food Sales/Concession Revenue		
10. Parking Concessions		
11. Membership Dues/Fees		
12. Subscriptions		
13. Contracted Services/Performance		
14. Rental Income – Program Use		
15. Rental Income – Non-Program Use		
16. Advertising Revenue		
17. Sponsorship Revenue		
18. Other		
Subtotal Earned Revenue		
B. Support		
19. Trustee/Board Contributions		
20. Individual Contributions		
21. Corporate Contributions**		
22. Foundation Contributions**		
23. Government – City**		
24. Government – County**		
25. Government – State**		
26. Government – Federal**		
27. Special Events – Fundraising		
28. Other Public Support		
29. Parent Organization Support		
30. In-kind Contributions		
Subtotal Support		
GRAND TOTAL REVENUE (A + B)		

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

(7) ARTISTIC DOCUMENTATION INDEX

REQUIRED: SAMPLE A ☐ DVD ☐ CD ☐ Published Materials ☐ CD-ROM

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

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

--

OPTIONAL: SAMPLE B ☐ DVD ☐ CD ☐ Published Materials ☐ CD-ROM

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

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

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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 Division, Los Angeles County Arts Commission, Pasadena Cultural Affairs, and Santa Monica Cultural Affairs Division has developed common application questions intended to help nonprofit organization 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 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 font 11 point or larger. Use the following headings and letters to organize your response:

- 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.

(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 EXPENSES

List expected expenses for the proposed project. Describe how 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.

1-5 Salaries: List the total expense for salaried and hourly employees by category. 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 Proposal Expenses, Section A.

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 an exhibition or 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 Conferences & Meetings: How much will the applicant spend on entrance fees to conferences and/or meetings attended by applicant's personnel? Include expenses which will be incurred for meetings and/or conferences which will be held or sponsored by the applicant.

11 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.

12 Equipment Rental: How much will the applicant spend on the rental of office or other equipment such as computer hardware, copiers, etc.?

13 Facilities – Other: This item should include projected expenses associated with the applicant's physical plant, whether rented or owned, and not listed in the Building and Grounds Maintenance, Rent, or Utilities lines.

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

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

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

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

18 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.

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

20 Lodging & Meals: How much will the applicant spend on hotel or other fees associated with overnight stays, including meals, while any personnel were on business travel?

21 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.

22 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.

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

24 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.

25 Production & Exhibition Costs: How much will the applicant spend to create and produce any presentations or exhibitions, including supplies, materials and other related expenses? Do not include personnel costs.

26 Programs – Other: How much will the applicant spend to create and produce any other programs not included in Line 25 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.

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

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

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

30 Rent: How much will the applicant spend to lease an office, performance, exhibition, storage or any other space?

31 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.

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 an exhibition or 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 20 - 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 Proposal Expenses, Section B.

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

(4) PROPOSAL EXPENSES (CONTINUED)

Budget Explanations required by the funder. Provide reference-numbered notes to explain significant budget variances per line item. Applicants are required to explain variances of 10% or more from year to year. Unexplained expenses may result in poor reviews or scores.

(5) PROPOSAL SUPPORT

List support for the proposed project. Detail in-kind support and source(s) of 1:1 cash match in the column to the right of the dollar amount. *Please note that these line items correspond to the line items in the California Cultural Data Project.*

1 Admissions: How much revenue will the applicant earn as a result of visitation? This refers specifically to museums, galleries, historical societies or any organization charging an entrance fee. If the applicant charges an admission fee for visiting artists or show or competition entries, do not include that amount here, but on Line 18, Other Earned Revenue.

2 Ticket Sales: How much revenue will the applicant earn as a result of all ticket sales for performances, presentations, or special exhibitions, etc.? Do not include workshops or lectures. Subscription revenue should not be entered here, but on Line 12 of this section.

3 Tuitions: How much revenue 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.

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

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

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

7 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 revenue 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 revenue on Line 9.

8 Gallery Sales: How much revenue will the applicant earn from the sale of items in the applicant's gallery?

9 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?

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

11 Membership Dues/Fees: How much revenue 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.

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

13 Contracted Services/Performance Fees: How much revenue will the applicant earn from any services it performs under contract to another? Do not include fees earned from touring exhibits, performances or presentations reported above in Line 5.

14 Rental Income – Program Use: How much revenue 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.

15 Rental Income – Non-Program Use: How much revenue 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.

16 Advertising Revenue: How much revenue will the applicant earn from the sale of advertising space in publications or other advertising opportunities offered by the applicant?

17 Sponsorship Revenue: How much revenue 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 21, Corporate Contributions.

18 Other Earned Revenue: Will the applicant receive any additional earned revenue?

Subtotal Earned Revenue: Add together all expenses listed in Proposal Support, Section A.

19 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.

20 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 revenue reported in Line 11.

21 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 revenue entered on Line 17 above.

22 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.

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

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

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

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

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

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

29 Parent Support: 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.

30 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 revenue 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 revenue, consult with a financial person or the applicant's auditor.

Subtotal Support: Add together all expenses listed in Proposal Expenses, Section A.

Grant Total Expenses: Add together the Proposal Support, Subtotal Earned Revenue Section A to the Subtotal Support for Section, B to arrive at the Grand Total Expenses (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.**

(7) 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. Please see Marketing Materials Index for instructions on how to include marketing/promotional materials such as season brochures, flyers, postcards, newsletters, reviews and letters of support.

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(s) 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: Make sure that the letter on the Artistic Documentation Index corresponds to the letter on the sample work itself. Each different DVD, CD, Publication or CD-ROM should be considered one artistic work sample. Applicants may submit up to two artistic documentation samples. The following are accepted formats for submission:

DVD (Strongly Encouraged for Dance, Multi-Disciplinary, Media, Theatre and Traditional and Folk Art): Up to 5 minutes. 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 5 minutes. List each different CD as one work sample on your Artistic Documentation Index. Include track information in your Artistic Documentation Index. Place your selection(s) in priority order.

Published Material (Strongly Encouraged for Literary & Visual Arts): This format is best used for literary publications and museum and gallery catalogues.

Images on CD ROM (Strongly Encouraged for Visual Arts): Up to 10 images. Digital files of completed artwork. All images must be numbered (1 through 10). Digital files must be in JPG format, 300 DPI, 5MB or smaller. This format is best used for exhibition materials.



PERFORMING ARTS GRANTS

application 2008

**CULVER CITY
NOTICE OF FUNDING AVAILABILITY
PERFORMING ARTS GRANT PROGRAM
2008**

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.

In support of the arts in Culver City, the City Council has allocated \$50,000 for the 2008 Performing Arts Grant Program. This amount has been appropriated from the Art Fund and includes administrative costs associated with implementing the program. An additional \$15,000 is expected from an annual contribution received from Sony Pictures Entertainment.

For more information on Cultural Affairs in Culver City, please visit
http://www.culvercity.org/citygov/community/cultural_affairs.html

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.

Theatre Performance

Any form of dramatic presentation, either spoken or silent.

Musical Theatre or Opera

Any dramatic performances of which music is an integral part.

Music or Concert

Any musical form whether classical or popular.

Performances must occur between January 1, 2008 and December 31, 2008. Applicants are encouraged to consider proposing a series of performances in the grant application. 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. West Los Angeles College also qualifies as an eligible performance venue.

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.

Individuals, or organizations applying for non-profit status, will only be considered if partnered with a fiscal receiver. ~~The applicant must be the individual or the organization, not the fiscal receiver.~~ A fiscal receiver may sponsor up to *one* applicant for this grant program for 2008. 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

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.

2008 Dates for the Kirk Douglas Theatre Community Access Program are:

July 30, 2008
July 31, 2008
August 1, 2008
August 2, 2008
August 3, 2008

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 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 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.

Grant recipients shall be required to provide a draft of the event program to Cultural Affairs **prior to its publication** to ensure that acknowledgment is given to the City of Culver City and Sony Pictures Entertainment for the grant award per the agreement. If credit is not given, per the signed agreement, the grant award is subject to withdrawal. 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 Art in Public Places Fund with support from the Sony Pictures
Entertainment Platinum Sponsorship.”**

Also, 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.

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.

- Unless otherwise specified, responses must be included on the attached forms, be typed in not less than 11 point font size, and follow the margins established in this format.
- Provide an original and twenty-five (25), 3-hole punched copies of the application, including attachments. 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 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 "Expenses" on the **Project Budget** sheet (page 15).

Please note that there are no fee waivers for performances in City owned or controlled property. If the proposed performance will be at 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 space rental requests for City owned or controlled property, you must include a letter from the appropriate Culver City staff person for that facility acknowledging your request.

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 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 programs to the Culver City community.	25
• Realistic budget and diversified funding base.	25

Total Possible Points 100

A workshop will be held on **August 8, 2007 at 7:00 PM** in the Lethbridge Garden Room at The Veterans' Memorial Complex, 4117 Overland Avenue, Culver City to discuss the NOFA and to answer any questions. After proposals are submitted, they will be reviewed by staff. It is the responsibility of the applicant to insure that the proposal packages are complete. All proposals 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.

The tentative schedule is as follows:

NOFA Released	Week of July 23, 2007
Application Workshop	August 8, 2007
Applications Due	September 10, 2007
Applications Sent to Review Panel	September 24, 2007
Review Panel Meets to Make Recommendations	October 9, 2007
Cultural Affairs Commission Reviews Panel's Recommendations	November 13, 2007
City Council Meeting Makes Final Grant Awards	December 10, 2007

CONTRACT

Agreements shall be sent to 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 are required to be submitted within 60 days of the final performance. No selection 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-five, 3-hole punched, copies of their proposal and all attachments to:

**Susan Obrow
Cultural Affairs / City of Culver City
9770 Culver Boulevard, 3rd Floor
Culver City, CA 90232**

All applications must be submitted no later than September 10, 2007 at 5:00 p.m. Any questions can be directed to Susan Obrow, at 310.253.5762 or susan.obrow@culvercity.org.

Thank you.
We look forward to your application.

APPLICATION CHECKLIST

ALL APPLICANTS

FORMS

Application Form _____

Application Questionnaire _____

Proposed Production Budget _____

Organizational Budget Summary _____

Certification _____

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

ADDITIONAL REQUIREMENTS

Two Venue Reference Contacts _____

Roster of Board of Directors _____
(including city of residence, how long
on board, professional affiliation)

Documentation of Tax-Exempt Status _____

RECOMMENDED

Workshop Attendance _____
(August 8, 2007)

APPLICATION FORM

APPLICANT ORGANIZATION

Name of Organization

Mailing Address (please provide street address)

Telephone

Fax

E-Mail

Contact Name/Title

Phone (if different from above)

(Website)

PRIMARY DISCIPLINE CATEGORY (check one only)

Theatre Performance _____

Musical Theatre/Opera _____

Dance _____

Music/Concert _____

Children's Theatre _____

Estimated number of people project will serve _____

TOTAL PROJECT COST

\$ _____

Cash Grant Amount Requested from the City of Culver City

\$ _____

Proposed Date(s) of Performance(s)

SUMMARY OF ORGANIZATION'S TOTAL FISCAL ACTIVITY
(all columns must be completed)

	FY 05-06 or CY 2006		FY 06-07 or CY 2007		PROJECTED FY 07-08 or CY 2008	
Personnel						
Facility/Space Rental						
Marketing						
Production Exhibition						
Fundraising						
All Other Expenses						
Total Expenses						
Total Revenues						

Number of years your organization has been in operation _____

Organization operates on a year from _____ to _____

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

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

APPLICATION QUESTIONNAIRE AND SUBMISSION REQUIREMENTS

For questions on pages 10-14, use this form only.

Responses must be typed. Do not reduce font type size below 11 point.

1. **Describe your organization and its mission/purpose. Briefly describe the organization's history and major accomplishments. Please briefly describe two or three major goals the organization plans to accomplish within the next two years.**

- 2. Describe the project you wish funded, including the performance location and dates. Be specific. Emphasize how this project matches the mission and goals of the organization. Make sure it is clear how City funding will be used in connection with the project.**

3. Describe how you 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. Are you prepared to go forward with the project in the event you receive a smaller grant than requested or are denied funding?
4. Who is your target audience and how do you intend to reach them? How many people do you expect to attend? How will you attract Culver City residents to the performances?

5. **Organizations with a funding history, must answer questions 5 (a) and 5 (b). New organizations with no funding history shall answer question 5 (b) only.**

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

(b) 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.

6.

(a) If your organization has received a grant from the City in past years, how has the grant award helped your organization? What type of accomplishments (operational, creative, or fiscal) occurred? How has your 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 have not received a grant in the past, please indicate how you anticipate this grant will impact your organization. How will your organization add value to this grant if it is awarded?

7. Name, address and phone number of venues where your group has previously performed. *Please include dates.* (To be contacted for references).
8. Please submit a maximum of 4 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 can be photocopied. If providing a program, one original program plus the requisite number of photocopies of that program are acceptable.

One audio tape, CD, VHS, or DVD with an excerpt of your work (3-6 minute maximum) is required. This for the Review Panel's consideration and will not be returned to the applicant.

PROPOSED PROJECT BUDGET

INCOME		EXPENSES	
	\$		\$
CONTRIBUTED		PERSONNEL	
Culver City Cultural Affairs Commission (request)		Artistic Full-Time	
Other Government Grants (list in budget notes – p. 17)		Other Artistic	
Individual Contributions		Administrative Full-Time	
Businesses and Corporations (list below in budget notes – p. 17)		Other Administrative	
Membership Fees		Technical Production Full-Time	
Fundraising Events		Other Technical Production	
In-Kind		OPERATING EXPENSES	
Other (explain in budget notes – p. 17)		Facility Expense/Space Rental	
EARNED INCOME		Marketing	
Admissions		Production	
Touring		Fundraising Expense	
Contracted Services		Other Expenses (explain in budget notes – p. 17)	
Tuition/Workshops		TOTAL	
Product Sales/Concessions			
Investment Income			
Commissions			
Other Income (explain in budget notes)			
TOTAL			

ORGANIZATIONAL BUDGET SUMMARY

	FY 05-06 or CY 06	FY 06-07 or CY 07	PROJECTED FY 07-08 or CY 08
I. INCOME			
A. Contributed			
Federal Government			
State Government			
County of Los Angeles			
City, specify:			
Individual Contributions			
Business/Corporations			
Foundations			
Membership Fees			
Fundraising Events (gross)			
*Other:			
Subtotal Contributed			
B. Earned			
Admissions			
Touring			
Contracted Services			
Tuition/Workshops			
Product Sales/Concessions			
Investment Income			
Commissions			
*Other:			
Subtotal Earned			
GRAND TOTAL INCOME (A + B)			
II. EXPENSES			
A. Personnel			
Artistic Full-Time			
Other Artistic			
Administrative Full-Time			
Other Administrative			
Technical Production Full-Time			
Other Technical Production			
Subtotal Personnel			
B. Operating Expenses			
Facility Expenses/Space Rental			
Marketing			
Production			
Travel			
Fundraising Expense (gross)			
*Other:			
Subtotal Operating			
GRAND TOTAL EXPENSES (A + B)			
SURPLUS (DEFICIT) AT YEAR END			

*Other – if greater than 10% of budget, you must attach a separate schedule.

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ORGANIZATIONAL BUDGET SUMMARY (continued)

	FY 05-06 or CY 06	FY 06-07 or CY 07	PROJECTED FY 07-08 or CY 08
III. Operating surplus (deficit) (from previous page)			
IV. Carryover Fund Balance at beginning of year (surplus or deficit)			
V. Accumulated surplus (deficit) [Item III. + Item IV.] [Explain in Budget Notes.]			
VI. Other net adjustments to operating budget (explain in Budget Notes)			
VII. Balance at Year End ** [Item V. + Item VI.]			
VIII. Balance of endowment fund (if applicable)			
IX. Cash Reserve			
X. Balance of non-operating capital funds (if applicable)			
XI. Loan(s) outstanding (specify nature of loans in Budget Notes)			
XII. In-kind Contributions (attach a schedule if greater than 10% of total income)			

** If deficit is over 10% of expenses, provide financial statements for previous two years. If these are required and not attached, the application will be rejected.

35

BUDGET NOTES AND SCHEDULES: Budget notes are *required* to explain overall deficits and noticeable shifts (10% or more) in income and expense categories from year to year. If necessary, attach detailed schedules based on the organization's financial statement. Unexplained shifts in income or expenses and surplus/deficit positions from year to year may reflect negatively on the application.

CERTIFICATION

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

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