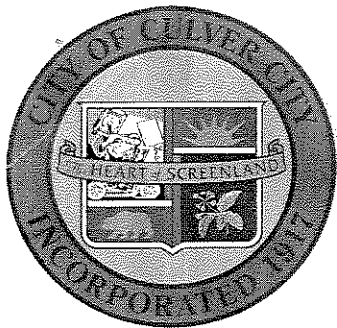




Culver CITY

MIKE BALKMAN COUNCIL CHAMBERS
9770 CULVER BOULEVARD
CULVER CITY, CALIFORNIA 90232-0507
CITY HALL Tel. (310) 253-5776
FAX (310) 253-5779

GAYLE SMASHEY, Chair
MARLYN MUSICANT, Vice Chair
MICHELLE BERNARDIN, Commissioner
MARLA KOOSSED, Commissioner

CULTURAL AFFAIRS COMMISSION REGULAR MEETING AGENDA TUESDAY, July 10, 2012

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.

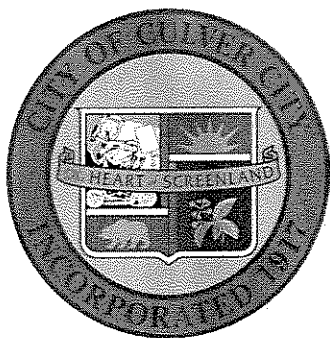
MEETING INFORMATION

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.



Culver

CITY

Agendas are

available on the web @

www.culvercity.org

REGULAR MEETING

AGENDA

Cultural Affairs Commission

July 10, 2012

7:00 p.m.

Mike Balkman Council Chambers– Meeting

CALL TO ORDER & ROLL CALL:

Chair Gayle Smashey
Vice Chair Marlyn Musicant
Commissioner Michelle Bernardin
Commissioner Marla Koosed

PLEDGE OF ALLEGIANCE

PRESENTATION ITEMS

P-1. Administration of the Oath of Office to Commissioner Regina Klein.

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 May 8, 2012 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 2012 - 2013. *Elect Chair, Vice Chair and Make Sub-Committee Assignments.*

- A-2. Consideration of Draft Notice of Funding Availability (NOFA) for the 2013 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
Culver City City Hall
August 14, 2012
7:00 PM**

July 2012 Public Meeting Tentative Schedule –

Date	Day	Time	Location
City Council			
July 23, 2012	Monday	7:00 PM	Council Chambers
Parks and Recreation Commission			
July 3, 2012	Tuesday	7:00 PM	Council Chambers
Planning Commission			
July, 11 & 25, 2012	Wednesday	7:00 PM	Council Chambers
Civil Service Commission			
July 11, 2012	Wednesday	7:00 PM	Patacchia Room

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

| Jeremy.Green@culvercity.org

REGULAR MEETING OF THE
CULTURAL AFFAIRS COMMISSION,
CITY OF CULVER CITY,
CALIFORNIA

May 8, 2012
7:00 P.M.

Call to Order & Roll Call

The meeting of the Cultural Affairs Commission was called to order at 7:14 P.M.

Present: Chair Gayle Smashey
Vice Chair Marlyn Musicant
Commissioner Michelle Bernardin
Commissioner Marla Koosed

Absent: Commissioner Ronnie Jayne (excused)

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Pledge of Allegiance

The Pledge of Allegiance was led by Matthew Hetz.

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Presentations

Item P-1

Presentation by Performing Arts Grant Recipient Heidi Duckler Dance Theatre of General Programs and Upcoming Performance

Emily Wanserski, Heidi Duckler Dance Theatre, provided background on the organization; presented a montage of images; discussed their mission, goals, and accomplishments; announced upcoming performances; and provided contact information.

o0o

Item P-2

Presentation by Performing Arts Grant Recipient Culver City Symphony Orchestra of General Programs and Upcoming Concert

Matthew Hetz, Culver City Symphony Orchestra, announced their upcoming concert; discussed financial difficulties faced by the City, rental fees for Veterans Auditorium and City facilities; he requested that the City study how increases in rent will affect arts in the City; he encouraged everyone to come and see the refurbished auditorium at the Veterans Memorial Complex; and he presented photographs of the orchestra in rehearsal and at a Farragut Elementary School event.

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Item P-3

Presentation by Performing Arts Grant Recipient The Definiens Project of General Programs and Upcoming Concert

Jennifer Stevenson, provided background on the organization and contact information; discussed upcoming events; the interactive and educational nature of their programming; the importance of live music; and along with Michael Kreiner, she presented an excerpt of a program.

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Public Comment - Items Not On the Agenda

Chair Smashey invited public input.

Jeremy Green, Cultural Affairs Administration and Special Projects Coordinator, read a comment into the record from Donna Stein of The Wende Museum in response to a request for an update on the search for a new home for the museum.

o0o

Consent Calendar

Item C-1

Meeting Minutes

MOVED BY COMMISSIONER KOOSSED AND SECONDED BY COMMISSIONER BERNARDIN THAT THE CULTURAL AFFAIRS COMMISSION APPROVE THE MINUTES OF THE MARCH 13, 2012 REGULAR MEETING. THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: BERNARDIN, KOOSSED, MUSICANT, SMASHEY
NOES: NONE
ABSENT: JAYNE
ABSTAIN: NONE

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Public Comment for Items Not on the Agenda

Chair Smashey invited public comment.

No speakers came forward and no cards were received.

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Receipt of Correspondence

Jeremy Green, Cultural Affairs Administration and Special Projects Coordinator, reported that no correspondence had been received.

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Items From Staff

Christine Byers, Public Art and Historic Preservation Coordinator, reported an article about Culver City in the current *Westways* magazine that calls out the City's Art in Public Places Program and mentions the soon-to-be-installed RAINBOW at Sony Pictures Entertainment; she mentioned that *Westways* will include a follow-up article in the July San Diego area issue; Ms. Byers reported on two nominations for the Americans for the Arts 2012 Public Art Network Year in Review competition; and she reported working with a group of seniors at Otis College of Art and Design.

Susan Obrow, Performing Arts and Special Events Coordinator, announced that this year *Speak Easy* would not be funded by the City General Fund but instead supported by alternative, private funding, and she announced the upcoming *Speak Easy* on May 18 as part of the *Vis á Vis Festival* presented by the Consulate General of France in Los Angeles and PEN Center USA.

Jeremy Green announced the many events scheduled for May 12; reported that the PayPal electronic donation system for the ongoing campaign to raise money for cultural programs

established by the Cultural Affairs Foundation was live on the Culver City website; and she provided an update on funds raised so far.

A discussion between staff and Commissioners ensued regarding the ability to accept cash donations; clarification that a link to the donation web page also appears on the home page of the City website; and the strategy for an appeal.

John Nachbar, City Manager, discussed the City's fiscal situation; efforts to address issues; the General Fund; the elimination of non-public safety positions; total compensation for City employees; negotiations with bargaining units; reducing annual expenditures; the dissolution of the Redevelopment Agency; the structural deficit; elimination of positions without funding; employees to wind down the business of the Agency and funding sources for that; Housing employees and Housing revenues; the importance of not burdening the General Fund; Redevelopment funding of Cultural Affairs; ways to retain Cultural Affairs; the recommended elimination of positions with offers to transfer those employees to other positions; the importance of Cultural Affairs to the community and the Culver City brand; and moving a portion of Cultural Affairs, including the Commission, to the Parks, Recreation and Community Services Department.

Daniel Hernandez, Parks, Recreation and Community Services Director, discussed his background and previous experience working with parks departments in other cities that included Cultural Affairs; making programs more neighborhood and community based; and management of Veterans Memorial Auditorium.

John Nachbar, City Manager, discussed the possibility of moving Jeremy Green to the City Clerk's office; working out duties and responsibilities; allocation of work; moving Christine Byers to the Transportation Department; tasks and responsibilities covered by Cultural Affairs staff; fiscal challenges; the elimination of Redevelopment money; dividing responsibilities among other positions; keeping Cultural Affairs strong; and the hope that changes to address the fiscal difficulties would be temporary.

Discussion ensued between staff and Commissioners regarding projects that are in process; updating the Art in Public

Places Ordinance; priorities; continuity; the timeline for reassignments; assistance from Human Resources; the budget process; City Manager authority to assign personnel; City Council approval necessary to eliminate positions; next steps in the process; streamlining processes; clarifying changes and how duties will be covered; the Art Fund; interim funding to allow streamlining and restructuring; concern that putting off the changes could jeopardize the ability of Cultural Affairs employees to find positions later; Commissioner willingness to look for creative solutions to the issues; clarification that Cultural Affairs is a part of Community Development but was entirely funded by the Redevelopment Agency; attempting to keep Cultural Affairs going in other parts of the organization; reducing Cultural Affairs rather than eliminating it; concern that housing Cultural Affairs in the PRCS Department is an old model and does not acknowledge specialized skills required for public art administration or positive economic impacts from cultural programming; a suggestion that the City create an Office of Arts, Culture and the Creative Economy; identifying funding for the new office; grants; summer interns; appreciation to the City Manager, Parks Recreation and Community Services Director, and Councilmember Clarke for coming to the meeting; institutional knowledge; the under-utilization of the Commission; the light rail; optimism; a request to set up subcommittee meetings; and the ordinance update.

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Items From Commissioners

None.

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Adjournment

There being no further business, at 8:53 P.M., the Cultural Affairs Commission adjourned its meeting to a meeting to be held at 7:00 P.M. on June 12, 2012 in the Patio Room, 3rd Floor at City Hall.

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SECRETARY of the Cultural Affairs Commission

APPROVED _____

GAYLE SMASHEY

CHAIR of the Culver City Cultural Affairs Commission
City of Culver City, California

I declare under penalty of perjury under the laws of the State of California that, on the date below written, these minutes were filed in the Office of the City Clerk, City of Culver City, California and constitute the Official Minutes of said meeting.

Martin R. Cole
CITY CLERK

Date

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

Meeting Date: 07/10/12		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.: B. Christine Byers & Susan Obrow / Cultural Affairs		Phone Number: (310) 253-5776 or (310) 253-6628	
Fiscal Impact: Yes ☐ No ☒		General Fund: Yes ☐ No ☐	
Public Hearing: ☐		Action Item: ☒	Attachments: ☒
Public Notification: Cultural Affairs Master E-Mail Notification List (07/03/12)			
Department Approval: Daniel Hernandez (07/3/12)		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 ad hoc 2012 Culver City Music Festival and 2012 Culver City Performing Arts Grant subcommittees; 2) create the ad hoc 2013 Culver City Music Festival, 2013 Culver City Performing Arts Grant, and 2013 Community Cultural Plan Update subcommittees; and 3) Elect a Chair and Vice Chair and make subcommittee assignments for Fiscal Year 2012 – 2013.

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 subcommittees. Subcommittee meetings are held on an as-needed basis.

In general, "ad hoc" subcommittees serve only a limited or single purpose, are not perpetual and dissolved when their specific task is completed. Ad hoc subcommittees do not constitute a "legislative body" and are not subject to the Brown Act. "Standing" subcommittees (e.g., the Public Art and Historic Preservation subcommittees), have a continuing subject matter jurisdiction, are considered to be a "legislative body" and are subject to the Brown Act. These subcommittee meetings must be noticed and open to the public.

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

The list of standing and ad-hoc subcommittees requiring assignments for FY 2012-13, with the exception of the proposed 2013 Community Cultural Plan Update subcommittee, reflects action taken by the CAC at its September 13, 2011 and December 13, 2011 meetings. In the case of the ad-hoc subcommittee for the 25th Anniversary of the Art in Public Places Program, due to the reduction in resources resulting from the elimination of the Culver City Redevelopment Agency in February 2012, plans for this event may be minimal but it is anticipated that the subcommittee may meet once or twice more during calendar year 2012.

PROCEDURE:

The current Chair of the Cultural Affairs Commission conducts the election of the new Chair. The new Chair then conducts the election of new Vice Chair and the subcommittee assignments.

FISCAL ANALYSIS:

There is no fiscal impact.

ATTACHMENTS:

1. FY 2011 – 2012 Cultural Affairs Commission Sub-Committee Assignments.

MOTION:

That the Cultural Affairs Commission:

1. Dissolve the ad hoc 2012 Culver City Music Festival and 2012 Culver City Performing Arts Grant subcommittees; and
2. Create the ad hoc 2013 Culver City Music Festival, 2013 Culver City Performing Arts Grant, and 2013 Community Cultural Plan Update subcommittees; and
3. Elect _____ as the Chair and _____ as the Vice Chair and make the following subcommittee assignments for Fiscal Year 2012 – 2013:

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

Sub-Committee

Commissioners

AD HOC:

2013 Culver City Music Festival	_____ / _____
2013 Culver City Performing Arts Grant Program	_____ / _____
Art in Public Places Ordinance Update	_____ / _____
25 th Anniversary of the Art in Public Places Program	_____ / _____
2013 Community Cultural Plan Update	_____/_____

STANDING:

Public Art	_____ / _____
Historic Preservation	_____ / _____

MEETING DATE: July 10, 2012

AGENDA ITEM: **Election of Officers and Assignment of
Commissioners to Sub-Committees for Fiscal Year
2012- 2013.**

ATTACHMENTS

Pages

1. FY 2011 – 2012 Cultural Affairs Commission
Sub-Committee Assignments.

1

**CULTURAL AFFAIRS COMMISSION
SUB-COMMITTEE ASSIGNMENTS**

FY 2011 – 2012

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

SUB-COMMITTEE*

COMMISSIONERS

AD HOC:

2012 Culver City Music Festival Jayne / Bernardin

2012 Culver City Performing Arts Grant Smashey / Jayne
Program

Art in Public Places Ordinance Smashey / Koosed

25th Anniversary of the Art in Public Musicant / Koosed
Places Program

STANDING:

Public Art Musicant / Koosed

Historic Preservation Musicant / Bernardin

*At the September 13, 2011 Cultural Affairs Commission meeting, the Commission dissolved all existing subcommittees and created ad hoc or standing subcommittees based on those that make recommendations for review by the Commission or City Council.

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

Meeting Date: 07/10/12		Item Number: <u>A-2</u>
AGENDA ITEM: Consideration of Draft Notice of Funding Availability (NOFA) for the 2013 Culver City Performing Arts Grant Program		
Contact Person/Dept.: Susan Obrow Phone Number: (310) 253-6628 Cultural Affairs / PRCS		
Fiscal Impact: Yes ☒ No ☐ General Fund: Yes ☐ No ☒		
Public Hearing: ☐ Action Item: ☒ Attachments: ☒		
Public Notification: Cultural Affairs Master Notification List (07/03/2012); Culver City Performing Arts Organizations (07/03/12); Sony Pictures Entertainment (07/03/12)		
Department Approval: Daniel Hernandez (07/03/12)		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 2013 Culver City 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 Culver City Performing Arts Grant Program the following fiscal year. For FY 2012-2013, \$40,000 has been allocated for this program from the Art Fund. In addition, \$5,000 is the amount that staff will be recommending for allocation to the 2013 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 2013 Culver City Performing Arts Grant Program will be **\$45,000**. There are minimal administrative costs associated with this program which include expenses for the grant workshop, peer review panel meeting, and marketing.

DISCUSSION:

For the fifth 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 2013 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 2013 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 2013 NOFA for review and comment by the CAC Ad Hoc 2012 Culver City Performing Arts Grant Program subcommittee. The attached draft highlights the substantive changes. Comments and new language are in gray; proposed deletions are reflected by strikethroughs.

Substantive changes to the 2013 NOFA include:

- P.1 / Eligibility Criteria

Children's Theatre was deleted as a discipline in the listing. The remaining disciplines of dance, music, musical theatre or opera, and theatre are broad enough to include performances for children.

- P.2 / Performance Venues

This section was restructured to consolidate performance venue information, promote the Veterans Memorial Complex, and include available dates for the Ivy Substation as well as for the Kirk Douglas Theatre.

- P.3 / Funding Guidelines

The credit line for the City of Culver City and Sony Pictures Entertainment was adjusted to reflect the grant programs inclusion within the Art in Public Places Program.

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

- P.10 / Funding History

This section was deleted since it pertained more to organizational grants rather than project grants.

- P. 18 / Performance Venue – Letter of Intent

Language was added to the Letter of Intent form to ascertain whether or not grantees will develop letters of agreement with venue operators. This is a recommended procedure.

As was the case in previous years, a panel of five individuals comprised of performing art professionals from a variety of disciplines and one Culver City community member will meet to score the applications and make grant recommendations to staff and the CAC Ad Hoc 2013 Culver City Performing Arts Grant Program 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 13, 2012 meeting. The City Council makes the final grant awards in December 2012.

The 2012 NOFA is scheduled to be released the week of July 23, 2012. 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 8, 2012 at 7:00 p.m. in Veterans Memorial Building. The workshop date and location are included in the 2013 NOFA.

FISCAL ANALYSIS:

Of the \$45,000 allocated for calendar year 2013 for the Performing Arts Grant Program, \$40,000 has been appropriated per Municipal Code from the Art Fund

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

(Account number 41300614.619800). The remaining \$5,000 would be allocated from a larger grant donated by Sony Pictures Entertainment. The amount spent for administrative costs, which includes electronic marketing, is approximately \$1,500.

ATTACHMENTS:

1. Draft 2013 Notice of Funding Availability

MOTION:

That the Cultural Affairs Commission:

- 1) Approves the 2013 Notice of Funding Availability for the Culver City Performing Arts Grant Program with any changes noted during discussion.

MEETING DATE: July 12, 2012

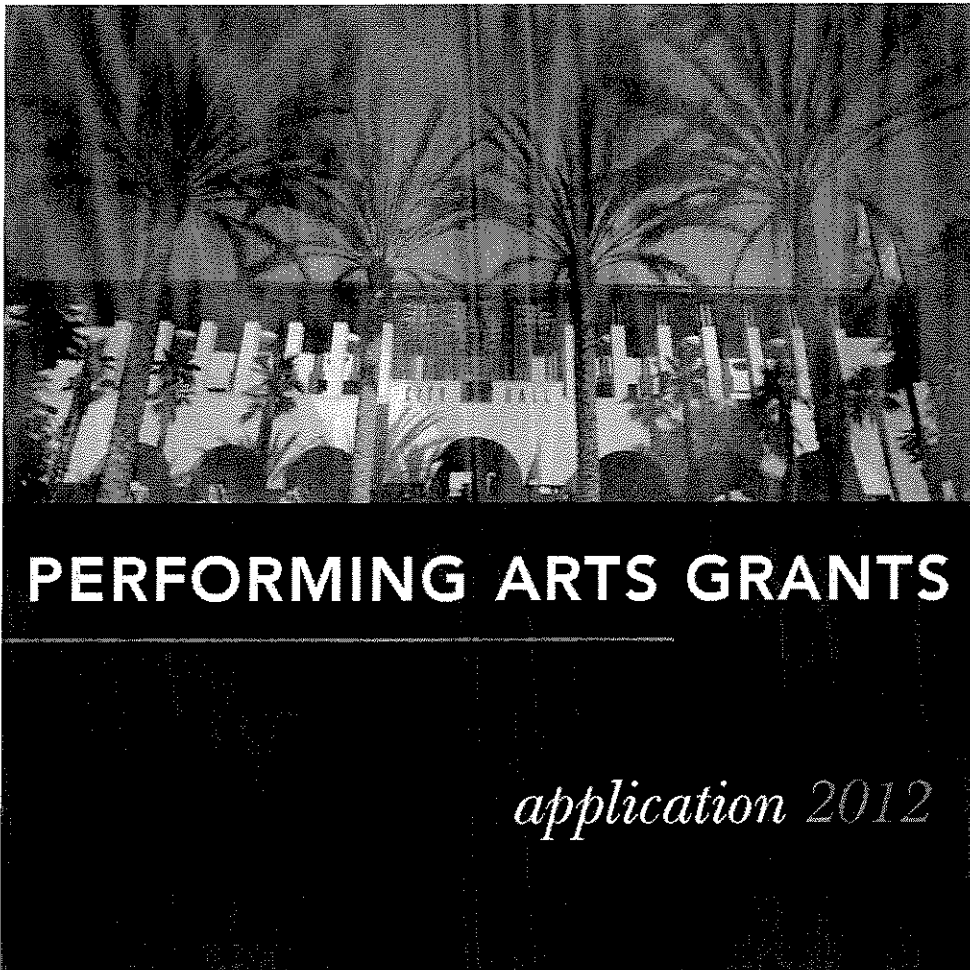
AGENDA ITEM: **Consideration of Draft Notice of Funding
Availability (NOFA) for the 2013 Performing Arts
Grant Program**

ATTACHMENTS

	<u>Pages</u>
1. Draft 2013 Notice of Funding Availability	1-26



Comment [S01]: 2013



**2013 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 Grant Program.

In support of the arts in Culver City, the City Council has allocated \$40,000 for the 2013 Performing Arts Grant Program. This amount has been appropriated from the Art in Public Places Program Fund and includes administrative costs associated with implementing the program. An additional annual contribution of \$5,000 is expected from Sony Pictures Entertainment. The expected range of funding for 2013 grant recipients per organization will be from \$1,500 to \$5,000. As per common practice, organizations should not request more than 50% of 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 performance 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, 2013 and December 31, 2013.

PERFORMANCE VENUES

Comment [JC2]: This section has been restructured.

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 the City of Culver City.

Culver City has several possible venues for performances:

Veterans Memorial Complex

The City's community and cultural center includes Veterans Memorial Building, the Teen Center and the Senior Center.

Kirk Douglas Theatre

Center Theatre Group is the resident company of the Kirk Douglas Theatre. Culver City-based performing arts organizations are eligible to participate in the Kirk Douglas Theatre Community Access Program.

2013 dates- June 18-23

Ivy Substation

The Actors' Gang is the resident company of the Ivy Substation. All applicants are eligible to participate in the Ivy Substation Community Access Program.

2013 dates - August 5-17

A venue contact list is posted in the Arts & Culture section of the City's website at www.culvercity.org.

Performance Venue – Letter of Intent

Please note that there are no fee waivers for performances in City owned or controlled properties. 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, the applicant must include the "Performance Venue – Letter of Intent" form completed by the venue representative, or City facilitator, acknowledging the request. This letter of intent is not a formal contract between the applicant and the venue operator. It is strongly recommended that written agreements be developed between grantees and venue representatives.

FUNDING GUIDELINES

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 the organization does not have an IRS 990 form, the applicant should submit the government-issued letter stating 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.

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 the applicant's production requires performance or staging rights, the applicant should 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 the completed application.

All grant recipients shall be required to obtain a Culver City Business Tax Certificate before performances commence. For more information on Business Tax Certificate applications, visit www.culvercity.org or call the City Treasurer's Office at (310) 253-5870. Please send a copy of the completed Certificate via email to Susan Obrow at susan.obrow@culvercity.org.

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:

**"This performance is made possible in part by a
Culver City Art in Public Places Program Performing Arts Grant
with support from Sony Pictures Entertainment."**

Comment [JC3]: Former credit line: "This performance is made possible in part by a grant from the City of Culver City Performing Arts Grants Program with support from Sony Pictures Entertainment."

Grant recipients will be required to sign a contract, **defining 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 met, the grant award is subject to withdrawal.

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 approved 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.

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 fifteen (15), 3-hole punched copies of the application, including attachments. In an effort to conserve paper, please submit double sided copies. 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).

California Cultural Data Project

This year marks the fifth 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 2013 Culver City Performing Arts Grant Program in their application. (See pages 24-25 for more information).

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) Performing Arts Grants Sub-Committee who will forward its recommendation to the Cultural Affairs Commission for consideration. The CAC Performing Arts Grants 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 meeting to answer any questions that should arise.** Each applicant will receive notification of the specific date for the Cultural Affairs Commission meeting at least seven (7) days in advance.

SCORING CRITERIA

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

TENTATIVE SCHEDULE:

Application Released	Week of July 23, 2012
Application Workshop	August 8, 2012
Applications Due	September 10, 2012
Review Panel Meets to Make Recommendations	October 2012
Cultural Affairs Commission Reviews Panel's Recommendations	November 13, 2012
City Council Meeting Makes Final Grant Awards	December 10, 2012

APPLICATION WORKSHOP

An application workshop will be held on **August 8, 2012 at 7:00 PM** in the Uruapan Room at Veterans Memorial Complex, 4117 Overland Avenue, in 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 shall be sent to each approved applicant 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 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 fifteen (15), 3-hole punched, copies of their proposal and all attachments to:

**Susan Obrow
Cultural Affairs /Parks, Recreation & Community Services Department
Veterans Memorial Building
City of Culver City
4117 Overland Avenue
Culver City, CA 90230**

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 received no later than September 10, 2012 at 5:00 p.m. Any questions can be directed to Susan Obrow, at (310)253-5716 or susan.obrow@culvercity.org.

Thank you.
We look forward to your application.

APPLICATION CHECKLIST

ALL APPLICANTS

FORMS

- ☐ Application Form (page 8)
- ☐ Application Questionnaire (page 9 – 16)
- ☐ Certification (page 17)
- ☐ Performance Venue – Letter of Intent (page 18)

ADDITIONAL REQUIREMENTS

- ☐ California CDP 2013
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
- ☐ Attendance at Cultural Affairs Commission meeting on
November 13, 2012

RECOMMENDED

- ☐ Workshop Attendance
(August 8, 2012)

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): _____

Contact Email: _____

Website: _____

PRIMARY DISCIPLINE CATEGORY (check one only)

Dance _____ Music or Concert _____
Musical Theatre or Opera _____ Theatre Performance _____

Estimated number of people project will serve: _____

PROJECT INFORMATION

Total Project Cost: \$ _____

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

Proposed Date(s) of Performance(s): _____

Proposed Performance Venue(s): _____

Brief Description of Project (one sentence): _____

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

If yes, please describe the amount of funding, 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 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 (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 typed, single-spaced in 11 point font or larger. Use the following headings and letters to organize responses for each section:

- F. **Project Description:** Describe the project to be 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.

F.

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

~~(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.~~

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H.G. Funding Details: Describe how necessary funding will be attained 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. Please be advised that a diversified funding base shall be an important consideration for this and future grant awards. Is the applicant prepared to go forward with the project in the event that a smaller grant than requested is received or if the applicant is denied funding? How would the planning for the performance(s) be adjusted?

I.H. Audience Development: How large an audience does the applicant expect to attract? How will the applicant attract Culver City residents to the performance(s)?

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J.I. Culver City Funding History: If the applicant has received a grant from the City in past years, please answer I(a). If the applicant has not received a grant in the past, please answer I(b).

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

K.J. Performance Venues: Name, address and current email contact for venues where the applicant's group has previously performed in the past three 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 (See pages 20-21 for instructions)

Enter the projected income for the proposed project. *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 figures.** Show the amount the applicant organization is requesting on Line 21 "City". As per common practice, applicants should request 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".

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)		

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

(5) PROPOSAL EXPENSES (See pages 22-23 for instructions)

Enter the expense budget for the proposed 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 figures.** Describe for what purpose(s) the grant funds will be used in the corresponding column to the right under "Description". Enter only those project expenses that will be incurred between January 1, 2013 and December 31, 2013.

Proposal Expenses from *to* .

EXPENSES	Total	Description:
A. Salaries & Fringe Benefits (Not Fees)		
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 & 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 & 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

Panelists will review the artistic samples together at the peer review panel meeting in October 2012. Also, panelists may the applicants' visit websites to view artistic samples prior to the meeting.

Web

Link _____

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 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.

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:
	Email:	Date:
Executive Director/ Managing Director	Name:	Signature:
	Email:	Date:
President/Chair, Board of Directors	Name:	Signature:
	Email:	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. The City requires organizations, applying for a grant, to provide dates and locations of its proposed performances.

This form must be completed, signed and returned by 5:00p.m. on September 10, 2012 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: _____
Written Agreement Required: _____
Confirmation of date request acknowledged by: _____
Signature _____

Performances will occur between January 1, 2013 and December 31, 2013.

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.

Once grants are awarded, the Grantee will be responsible for the venue reservation. This *Letter of Intent* form is only to provide the City with venue information for the review process. Applicants are strongly urged to develop letters of agreement with venue operators.

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 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 responses to each section:

- F. Project Description:** Describe the project to be 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.
- G. Funding Details:** Describe how necessary funding will be attained 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 applicant prepared to go forward with the project in the event that a smaller grant than requested is received or if the applicant is denied funding? How would the planning for the performance(s) be adjusted?
- H. Audience Development:** How does the applicant intend to reach the target audience for this production? How large an audience does the applicant expect to attract? How will the applicant attract Culver City residents to the performance(s)?
- I. Culver City Funding History:** If the applicant has received a grant from the City in past years, please answer I(a). If the applicant has not received a grant in the past, please answer I(b).
 - (a) If the applicant has received a grant from the City in past years, how has the grant award helped the applicant? What type of accomplishments (operational, creative, or fiscal) occurred? How has the applicant added value to the grant funds received