



Culver CITY

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CULTURAL AFFAIRS COMMISSION MEETING AGENDA TUESDAY, JULY 12, 2005

PUBLIC COMMENT

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

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

PUBLIC COMMENT FOR ITEMS ON THE AGENDA

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

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

PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

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

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

CELL PHONES AND OTHER DISTRACTIONS

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

MEETING INFORMATION

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

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

ALD

Assisted Listening Devices are available through Cultural Affairs staff.



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

AGENDA

Cultural Affairs Commission

July 12, 2005

7:00 p.m.

Mike Balkman Council Chambers - Meeting

CALL TO ORDER & ROLL CALL:

Commissioner Susan Deen
Commissioner Clement Hanami
Commissioner Luther Henderson
Commissioner Ronnie Jayne
Commissioner Gayle Smashey

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.*

PRESENTATION ITEMS

P-1. Introduction of New Commissioners.

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

A-1. Election of Officers for 2005 - 2006 Fiscal Year. *Elect Chair and Vice Chair.*

A-2. Assignment of Commissioners to Sub-Committees for 2005 – 2006 Fiscal Year.
Appoint Assignments.

A-3. Consideration of Draft Notice of Funding Availability (NOFA) for the 2006 Performing Arts Grant Program. *Approve recommendation.*

A-4. Schedule Workshop for August 9, 2005. *Approve recommendation.*

PUBLIC COMMENT - Items Not On the Agenda (Continued)

RECEIPT OF CORRESPONDENCE

ITEMS FROM STAFF

ITEMS FROM COMMISSIONERS

ADJOURN

**Cultural Affairs Commission Workshop
Patio Room, 3rd Floor City Hall
August 9, 2005
6:00 PM**

Upcoming Public Meeting Schedule –Tentative -July 2005

Date	Day	Time	Location
City Council			
July 25	Monday	7:00PM	Council Chambers
August 8	Monday	7:00PM	Council Chambers
Redevelopment Agency			
July 18	Monday	7:00PM	Council Chambers
August 1	Monday	7:00PM	Council Chambers
Civil Service Commission			
August 3	Wednesday	5:00PM	Council Chambers
Cultural Affairs Commission			
August 2	Tuesday	7:00PM	Council Chambers
Parks and Recreation Commission			
August 2	Tuesday	7:00PM	Council Chambers
Planning Commission			
July 13	Wednesday	7:00PM	Council Chambers
July 27	Wednesday	7:00PM	Council Chambers
August 10	Wednesday	7:00PM	Council Chambers

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

Meeting Date: 07/12/2005		Item Number: <u>A-3</u>	
AGENDA ITEM: Consideration of Draft Notice of Funding Availability (NOFA) for the 2006 Performing Arts Grant Program			
Contact Person/Dept.: Elaine Warner/ Community Development		Phone Number: (310) 253-5777	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☐ No ☒	
Public Hearing: ☐		Action Item: ☒	Attachments: ☒
Public Notification: Master Notification List (07/21/05)			
Department Approval: Susan Evans		CAO Approval: N/A	
City Controller Approval: N/A			

RECOMMENDATION:

That the Cultural Affairs Commission ("CAC") review the attached draft Notice of Funding Availability ("NOFA") for the 2006 Performing Arts Grant Program, provide staff with any comments or changes, and approve the 2006 NOFA (as amended by the CAC during discussion of this item).

BACKGROUND:

Since 1994, the City of Culver City has sponsored a Performing Arts Grant Program with funds allocated each year from the Art Fund. Section 15.06.120 of the City's Municipal Code stipulates that 25% of the money paid into the Art Fund during the previous fiscal year shall be allocated toward the Performing Arts Grant Program the following fiscal year. For FY 05-06, \$25,824 was allocated for the program from the Art Fund and an additional \$15,000 is recommended to be allocated from a larger grant received by Sony Pictures Entertainment ("SPE"). If the City Council approves the recommended \$15,000 from the SPE grant on July 11, 2005, the total funding available for the 2006 calendar year Performing Arts Grant Program will be **\$40,824**.

DISCUSSION:

Based on the 2005 NOFA (attached) staff generated a draft NOFA for 2006 which was then forwarded to the CAC Grants and Artist Services sub-committee for review and comment. Staff and the sub-committee met on June 14, 2005 to discuss the draft 2006 NOFA and also to review the overall Performing Arts Grant Program

review process. The attached document reflects both staff's changes and those of the CAC Grants and Artist Services sub-committee.

Substantive changes from last year's NOFA included in the 2006 NOFA include:

- **pp. 2-3**

New language regarding partnering with a fiscal receiver;

Organizations with a *non-arts* focused mission statement are not eligible for this Performing Arts Grant Program;

- **p. 3 and p. 10**

Unless otherwise specified, applicants should use the forms provided in the NOFA. (This year, applications will be provided in electronic format as MS Word and Adobe PDF documents; hard copies will be sent out only on request);

- **p. 4**

If either the Veteran's Memorial Auditorium or Ivy Substation are requested as performance venues, a letter from the appropriate Culver City staff person must be included with the application confirming availability of the venue and the estimated value of the expected fee waiver;

The application notes that availability of the Ivy Substation is expected to be less than in prior years and probably will not be granted for more than 14 days at a time;

The four evaluation criteria (artistic excellence, outreach, budget/funding, and performance history) are weighted and total 100 points. Artistic excellence is weighted most heavily.

- **p. 5**

A statement is included regarding the pre-screening by staff of applications for completeness and that staff is *not* obligated to contact applicants for missing information and may deem incomplete applications disqualified;

- **p. 8**

Cash grant and in-kind grant (fee waiver) requests are itemized separately. (Staff and the sub-committee feel that the in-kind grant (fee waiver), if applicable, should be considered separately in the future. Total annual fee

waivers for use of space at either the Veteran's Memorial Complex or the Ivy Substation have ranged from \$20,000 - \$30,000 per grant cycle.)

▪ **p. 14**

With regard to collateral material, published reviews critiquing the quality of the applicant's work are preferable and an audio tape, CD or VHS tape with a six (6) minute excerpt of the applicant's work is required for the panel's consideration.

Staff and the CAC Grants and Artist Services Sub-Committee also discussed the proposed process for the coming year which includes the schedule below:

NOFA Released	July 25, 2005
Applicant Workshop	August 10, 2005
Proposals Due	September 15, 2005
Vetted Proposals Distributed to Review Panel	September 22, 2005
Review Panel meets to Make Recommendations	October 13, 2005
Cultural Affairs Commission Reviews Recommendations for Funding	November 8, 2005
City Council Meeting Makes Final Grant Awards	December 5, 2005

As was the case last year, a panel of five or seven individuals comprising professionals from a variety of disciplines, including one representative of The Actor's Gang, Janice Pober of Sony Pictures Entertainment, and one Culver City community member will meet to score the applications and make grant recommendations to staff and the CAC Grants and Artist Services sub-committee. (The CAC sub-committee will be at the panel meeting as observers and as a resource for questions.) Staff and the sub-committee will take the panel's recommendations, make any changes they deem appropriate, and forward a recommendation to the Cultural Affairs Commission who will make its final recommendation to the City Council at the November 8, 2005 meeting. The City Council makes the final grant awards.

The 2006 NOFA is expected to be released the week of July 25, 2005. Vehicles for notification will include a press release, postcard mailing to past performing arts grant applicants, various listservs (e.g., Los Angeles Culture Net), City website and video crawlers at all City council, Redevelopment Agency and Commission meetings.

A workshop to assist applicants will be held on Wednesday, August 10, 2005 at 7:00 p.m. in the Lethbridge Garden Room at the Veteran's Memorial Complex. The workshop date and location are included in the 2006 NOFA.

FISCAL ANALYSIS:

Of the \$40,824 allocated for calendar year 2006 for the Performing Arts Grant Program, \$25,824 is allocated per Municipal Code from the Art Fund (Account number 41300614.619800). The remaining \$15,000 comes from a larger grant donated by Sony Pictures Entertainment and allocated to the Performing Arts Grant Program for 2006 by the City Council on July 11, 2005.

ATTACHMENTS:

1. 2005 Notice of Funding Availability; and,
2. Draft 2006 Notice of Funding Availability.

MOTION:

That the Cultural Affairs Commission:

Approve the 2006 Notice of Funding Availability with any changes noted during discussion.