



Culver CITY

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MARLA KOUSED, Vice Chair
MICHELLE BERNARDIN, Commissioner
REGINA KLEIN, Commissioner
JOHN B. WILLIAMS, Commissioner

CULTURAL AFFAIRS COMMISSION REGULAR MEETING AGENDA TUESDAY, July 9, 2013

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

REGULAR MEETING AGENDA

Cultural Affairs Commission

Tuesday, July 9, 2013

7:00 p.m.

Mike Balkman Council Chambers – Meeting

CALL TO ORDER & ROLL CALL:

Chair Gayle Smashey
Vice Chair Marla Koosed
Commissioner Michelle Bernardin
Commissioner Regina Klein
Commissioner John B. Williams

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. Minutes of the June 11, 2013 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.** (1) Administration of the Oath of Office to Appointed/Re-Appointed Commission Member(s); and (2) Selection of Chair and Vice Chair. ***Observe the administration of the oath of office and select the Chair and Vice Chair.***
- A-2.** (1) Dissolution of the Ad Hoc Subcommittees on the 2013 Culver City Performing Arts Grant Program, 2013 Community Cultural Plan Update, Art in Public Places Ordinance Update, 25th Anniversary of the Art in Public Places Program, and Standing Subcommittee on Historic Preservation; (2) Consideration and Potential Creation of Ad Hoc Subcommittees on Historic Preservation Ordinance and Program Update and Development of a Fundraising Plan; (3) Creation of the Ad Hoc Subcommittees on the 2014 Performing Arts Grants Program and the Community Cultural Plan Update; and (4) Assignment of Commissioners to Subcommittees for Fiscal Year 2013/2014. ***Dissolve and/or Create Subcommittees and Assign Commissioners to Subcommittees.***
- A-3.** Consideration of Relocation of Artwork by Laddie John Dill at The Willows Community School. ***Approve recommendation.***

- A-4. Approval of the Notice of Funding Availability (NOFA) for the 2014 Culver City Performing Arts Grant Program ***Approve NOFA.***

PUBLIC COMMENT - Items Not On the Agenda

RECEIPT OF CORRESPONDENCE

ITEMS FROM STAFF

ITEMS FROM COMMISSIONERS

ADJOURN

**Next Cultural Affairs Commission Meeting
Mike Balkman Council Chambers
August 13, 2013
7:00 PM**

July/August 2013 Public Meeting Tentative Schedule

Date	Day	Time	Location
<i>City Council</i>			
<i>July 22, 2013</i>	<i>Monday</i>	<i>7:00 PM</i>	<i>Council Chambers</i>
<i>August 12, 26, 2013</i>	<i>Monday</i>	<i>7:00 PM</i>	<i>Council Chambers</i>
<i>Parks and Recreation Commission</i>			
<i>August 6, 2013</i>	<i>Tuesday</i>	<i>7:00 PM</i>	<i>Council Chambers</i>
<i>Planning Commission</i>			
<i>July 10, 24, 2013</i>	<i>Wednesday</i>	<i>7:00 PM</i>	<i>Council Chambers</i>
<i>Civil Service Commission</i>			
<i>August 7, 2013</i>	<i>Wednesday</i>	<i>7:00 PM</i>	<i>Council Chambers</i>
<i>Regularly scheduled meetings may be canceled and Special Meetings may be called</i> <i>Times and dates may be changed.</i> <i>Meetings may be added or changed</i>			

THESE MINUTES ARE NOT OFFICIAL
UNTIL APPROVED BY THE
CULTURAL AFFAIRS COMMISSION

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

June 11, 2013
7:00 P.M.

Call to Order & Roll Call

The meeting of the Cultural Affairs Commission was called to order at 7:03 P.M.

Present: Chair Gayle Smashey
Vice Chair Marla Koosed
Commissioner Michelle Bernardin
Commissioner Regina Klein
Commissioner John B. Williams

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Pledge of Allegiance

The Pledge of Allegiance was led by Ron Milberger.

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This item was considered out of order.

Consent Calendar

Item C-1

Meeting Minutes – May 14, 2013

MOVED BY COMMISSIONER BERNARDIN, SECONDED BY VICE CHAIR KOOSSED AND UNANIMOUSLY CARRIED, THAT THE CULTURAL AFFAIRS COMMISSION APPROVE THE MINUTES OF THE MAY 14, 2013 REGULAR MEETING.

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Public Comment – Items Not On the Agenda

Chair Smashey invited public input.

The following members of the audience addressed the Commission:

Matthew Hill, Rogue Artists Ensemble, discussed the new show, *Hyperbole: bard*, to be performed at Carlson Park on June 29.

Taylor Kaufman, Rogue Artists Ensemble, indicated that *Hyperbole: bard* was appropriate for all ages.

Discussion ensued between staff, Commissioners, and the speakers regarding the fast pace of the production; clarification that the show is free; clarification that the Rogue Artists Ensemble is a Culver City Performing Arts Grant Program recipient; and contact information was provided for the Rogue Artists Ensemble.

Cara Adams distributed information on upcoming events at the Mayme A. Clayton Library and Museum including *Juneteenth*; a book sale on June 15; a documentary film screening on the Work of Jester Harrison on June 19; a celebration of National Caribbean Heritage month beginning on June 20; *Black Talkies on Parade* on June 22; a free documentary entitled *Dare to Struggle, Dare to Win* on June 24; Profess U on June 27; and the Leimert Park Book Fair on June 29.

Discussion ensued between Commissioners and Ms. Adams regarding information sharing to publicize events; turnout; outreach; and volunteers at Veterans Auditorium.

Jeff Gauthier, The Jazz Bakery, announced *MilesTones* on June 22 at the Kirk Douglas Theatre made possible by a Culver City Performing Arts Grant; he discussed progress on the new building; and he provided ticket and contact information for the Jazz Bakery.

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Action Items

Item A-1

Consideration of Relocation of Jeff Kopp's Artwork, *Punctuation Station*, at Westfield Culver City

Vice Chair Koosed recused herself from the item and exited the dais.

Christine Byers, Public Art and Historic Preservation Coordinator, provided a summary of the material of record.

Don Ziss, Westfield Culver City, provided a presentation on developments at the mall; discussed plans to create a play space on the lower level adjacent to the JC Penney entrance; the relocation of *Punctuation Station*; the Target Court and Sky Lobby; refurbishing the artwork; and increasing foot traffic.

Chair Smashey invited public comment.

The following member of the audience addressed the Commission:

Marla Koosed, speaking as a member of the public, discussed the site specific nature of the work; she questioned whether Target controlled the common area in question; expressed concern that kiosks or carts might compete with the artwork; questioned whether the final installation would be a collaboration between the artist and Westfield management; and asked about the location of the current plaque and whether it would be moved.

Discussion ensued between Commissioners, staff and Mr. Ziss regarding placement of the artwork in the Target Court and Sky Lobby; involvement of the artist in the relocation and refurbishment; the final configuration of the individual pieces; the initial submission package; concern with shopping carts in the Sky Lobby; the elevator; replacing existing seating with *Punctuation Station*; community partners; activities associated with the opening celebration; and the number of children that could be accommodated in the new play space.

MOVED BY COMMISSIONER BERNARDIN AND SECONDED BY COMMISSIONER WILLIAMS THAT THE CULTURAL AFFAIRS COMMISSION:

1. APPROVE THE RELOCATION OF JEFF KOPP'S ARTWORK, *PUNCTUATION STATION*, FROM THE INTERIOR COURT ADJACENT TO JC PENNEY TO THE INTERIOR COURT ADJACENT TO TARGET'S ENTRANCE ("TARGET COURT"), AND THE COURT AREA ABOVE TARGET

ON THE THIRD LEVEL OF THE CENTER ("SKY LOBBY"); AND,

2. REQUIRE THE PROPERTY OWNER TO PROVIDE AN UPDATE TO THE CITY NO LATER THAN JUNE 30, 2014 ON THE IMPACTS OF THE NEW LOCATION TO THE CONDITION OF THE ARTWORK INCLUDING WHAT MEASURES WILL BE REQUIRED TO MAINTAIN THE ARTWORK IN GOOD CONDITION FOR THE FUTURE. THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: BERNARDIN, KLEIN, SMASHEY, WILLIAMS
NOES: NONE
ABSENT: KOOSSED

Vice Chair Koosed returned to the dais.

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Item A-2

Continuation of a Discussion with the Assistant City Manager Regarding Cultural Affairs Staffing/Programming

Chair Smashey reported that a special meeting of the Cultural Affairs Commission had taken place on June 5 with the City Manager and Assistant City Manager, and that the item was a continuation.

Martin Cole, Assistant City Manager, thanked Commissioners for attending the special meeting; he discussed the meeting and the motion adopted; City Council direction to the City Manager to prepare a plan to address cultural programming and staffing in the City; effects of the dissolution of the Redevelopment Agency; the temporary sales tax increase; financial forecasts; cultural staffing and programs for the new fiscal year; renewed efforts of the Cultural Affairs Foundation Board; improved communication between the Commission and the Foundation Board; coordination with Transportation and Parks, Recreation and Community Services so that Ms. Obrow and Ms. Byers can perform their duties in their new positions but also accomplish those items approved by the City Council with respect to cultural programming; the new fundraising process adopted by the Cultural Affairs Foundation Board; he suggested looking at different ways of doing things; discussed the importance of volunteers; maximizing the small amount of staff time available; The Brown Act; and expanding the role of the Commission.

Discussion ensued between Commissioners and staff regarding the informal/formal nature of the Special Meeting; holding additional informal meetings; the Historic Preservation Ordinance; setting of the meeting; including the public; accessibility of the meetings to the public; logistics; interaction with the public; maintaining the meeting format; closed sessions; appreciation to staff; missed opportunities; frustration; the process; accomplishing the Cultural Affairs job tasks; programming; special events; the temporary art program; management of the Art in Public Places Program; "Cultural City"; squandering the goodwill established; the face of the City; efforts of the City; delegation of duties; placement of Ms. Byers in the Transportation Department; hours worked; the difficulty of coordination between the two realms of responsibility; networking opportunities; cost to the City in terms of lost opportunities; funding necessary for full-time positions in Cultural Affairs; solving some of the challenges that the City faces with the General Fund; creating an ad hoc subcommittee to focus on long term planning for Cultural Affairs staffing; and Foundation fundraising.

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Public Comment for Items Not on the Agenda

None.

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Receipt of Correspondence

Christine Byers, Public Art and Historic Preservation Coordinator, indicated that no correspondence had been received.

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Items From Staff

Susan Obrow, Special Events Coordinator, indicted that information on The Rogue Artists Ensemble's *Hyperbole: bard* and The Jazz Bakery's *MilesTones would be available on the City website; and she* thanked Chair Smashey for her service to the Commission.

Martin Cole, Assistant City Manager, thanked Chair Smashey for her service and dedication.

Christine Byers, Public Art and Historic Preservation Coordinator, referenced current development projects that had Art in Public Places Program requirements; The Willows Community School; The Platform project; and she thanked Chair Smashey for her calm, sage insight, and for her work on the Art in Public Places Program Ordinance.

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Items From Commissioners

Commissioner Williams invited everyone to attend *Music of the Imagination: Jazz Behind the Iron Curtain* at the Wende Museum on June 30; he indicated that he would have to miss the August Commission meeting as he would be teaching bass camp in Europe; and he thanked Chair Smashey for her help on the Commission.

Commissioner Klein provided an update on the Cultural Plan subcommittee meeting; she discussed the five focus areas; indicated that there would be a survey; she requested volunteers to encourage people to sign up and participate in the Cultural Plan; and she encouraged anyone with questions to pose, to forward them to staff.

Martin Cole, Assistant City Manager, indicated that an e-mail box was set up for Cultural Affairs communications and he clarified that interested persons could sign up, through the City website, to be on the Cultural Affairs mailing list to receive notices on upcoming events and meetings.

Commissioner Klein reported on the Performing Arts Grant subcommittee meeting; proposed changes to the current application; the need to transition to an online format; she reported attending a grant performance by the Culver City Symphony Orchestra ; she discussed the partnership with the Mayme A. Clayton Library and Museum; and she thanked Chair Smashey for her hard work on the Commission.

Commissioner Bernardin announced a fundraiser in July celebrating the 100th anniversary of a speech by Harry Culver gave announcing his vision for a city between Los Angeles and Venice on July 20 at the California Club; and

she thanked Chair Smashey for her service to the Commission.

Vice Chair Koosed thanked the public for expressing their concerns regarding Cultural Affairs to the City Council; she thanked the City Manager and Mr. Cole for their responsive and immediate efforts to work with the Cultural Affairs staff, Commission, and Foundation; she reported on the Ad Hoc Community Cultural Plan Subcommittee meeting; discussed the consultant and future intern; and she announced a Cultural Affairs Foundation fundraiser for *Music in the Chambers* at Akasha on July 31.

Martin Cole, Assistant City Manager, reported that that would be the first fundraiser under the new guidelines of the Cultural Affairs Foundation and he discussed marketing efforts for the event.

Vice Chair Koosed thanked Chair Smashey for her hard work on the Commission.

Chair Smashey reported on the May Cultural Affairs Foundation Board meeting, noting that they had voted to meet four times per year rather than two, and had established subcommittees for various purposes that would be able to meet and act independently of staff therefore enabling processes and activities to move forward more quickly.

Martin Cole, Assistant City Manager, noted that seemed to be working well for the Foundation and the Commission might be able to function in similar ways in the future.

Chair Smashey reported that the Foundation Board has adopted a fundraising plan; formats for soliciting potential fundraising events had been provided to Board Members; financial reports from the previous year were examined; and she discussed her eight years on the Commission.

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Adjournment

There being no further business, at 9:14 P.M., the Cultural Affairs Commission adjourned its meeting to a meeting to be

held at 7:00 P.M. on July 9, 2013 in the Mike Balkman
Council Chambers 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
Agenda Item Report**

Meeting Date: 07/10/12		Item Number: <u>A-1</u>	
CULTRUAL AFFAIRS COMMISSION AGENDA ITEM: (1) Administration of the Oath of Office to Appointed/Re-Appointed Commission Member(s); and (2) Selection of Chair and Vice Chair.			
Contact Person/Dept.: Martin R. Cole, Assistant City Manager/City Clerk		Phone Number: 310-253-6000	
Fiscal Impact: Yes ☐ No ☒		General Fund: Yes ☐ No ☐	
Public Hearing: ☐		Action Item: ☒	Attachments: ☒
Public Notification: Meetings and Agendas – Cultural Affairs Commission (07/03/13)			
Department Approval: Martin R. Cole (07/03/13)		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) observe the administration of the Oath of Office to appointed/re-appointed commission members; and (2) select a Chair and Vice Chair.

BACKGROUND/DISCUSSION:

1) ADMINISTRATION OF THE OATH OF OFFICE

After two full terms totaling 8 years, Gayle Smashey has completed her allowable time on the Cultural Affairs Commission. Ms. Smashey, along with others, will be honored for her dedicated service to the City at the July 22, 2013 City Council meeting.

At the May 28, 2013 meeting, the City Council appointed Susan Anderson to Seat #2 of the Cultural Affairs Commission for a four year term.

The Secretary shall administer the Oath of Office to the Appointed/Re-Appointed Commission Members; retiring Commissioner(s) shall leave the dais, the new Commissioner shall take a seat on the dais, and the Commission shall select the Chair and Vice Chair.

2) SELECTION OF CHAIR AND VICE CHAIR

At its first regular meeting in July of each year, the Cultural Affairs Commission (CAC) selects a Chair and Vice Chair.

**City of Culver City, California
Agenda Item Report**

NOTE: It is anticipated at least one Commissioner may be absent from this evening's meeting. Should the Commission so desire, it may continue the appointment of a new Chair and Vice Chair until a meeting when all five Commissioners are in attendance. In that case, the Vice Chair shall preside over the Commission's meetings. Alternately, the Commission may proceed with the selections this evening, if desired.

PROCEDURE:

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

FISCAL ANALYSIS:

There is no fiscal impact.

ATTACHMENTS:

None.

MOTION:

That the Cultural Affairs Commission:

1. Observe the administration of the oath of office to Commissioner-Designate Susan Anderson; and,
2. Select _____ as Chair and _____ as Vice Chair.

**City of Culver City, California
Agenda Item Report**

Meeting Date: 07/09/13		Item Number: <u>A-2</u>	
CULTURAL AFFAIRS COMMISSION AGENDA ITEM: (1) Dissolution of the Ad Hoc Subcommittees on the 2013 Culver City Performing Arts Grant Program, 2013 Community Cultural Plan Update, Art in Public Places Ordinance Update, 25th Anniversary of the Art in Public Places Program, and Standing Subcommittee on Historic Preservation; (2) Consideration and Potential Creation of Ad Hoc Subcommittees on Historic Preservation Ordinance and Program Update and Development of a Fundraising Plan; (3) Creation of the Ad Hoc Subcommittees on the 2014 Performing Arts Grants Program and the Community Cultural Plan Update; and (4) Assignment of Commissioners to Subcommittees for Fiscal Year 2013/2014.			
Contact Person/Dept.: Martin R. Cole, Assistant City Manager/City Clerk		Phone Number: 310-253-6000	
Fiscal Impact: Yes ☐ No ☒		General Fund: Yes ☐ No ☐	
Public Hearing: ☐		Action Item: ☒ Attachments: ☒	
Public Notification: Meetings and Agendas – Cultural Affairs Commission (07/03/12)			
Department Approval: Martin R. Cole (07/03/13)		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 Committees on the 2013 Culver City Performing Arts Grant, 2013 Community Cultural Plan Update, Art in Public Places Ordinance Update, and 25th Anniversary of the Art in Public Places Program; (2) consider and potentially create an Ad Hoc Subcommittee on Development of a Fundraising Plan; (3) create the Ad Hoc Subcommittees on XXXX; and, (4) assign Commissioners to Subcommittees for Fiscal Year 2013-/2014.

BACKGROUND/DISCUSSION:

At its first regular meeting in July of each year, 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

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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.

Dissolution of Certain Ad Hoc and Standing Subcommittees

The following Ad Hoc subcommittees have concluded their business and/or presented their recommendations to the full Commission. For those reasons, staff recommends the Commission dissolve the following Subcommittees:

- Ad Hoc 2013 Culver City Performing Arts Grant
- Ad Hoc 2013 Community Cultural Plan Update
- Ad Hoc Art in Public Places Ordinance Update
- Ad Hoc 25th Anniversary of the Art in Public Places Program

Proposal to Dissolve the Standing Subcommittee – Historic Preservation and Create and Ad Hoc Subcommittee – Historic Preservation Ordinance and Program Update.

Additionally, I'd like to propose what I believe would be a more effective strategy in addressing Historic Preservation. Rather than retain the current Standing Subcommittee on Historic Preservation, I would like to propose the creation of an Ad Hoc Subcommittee – Historic Preservation Ordinance and Program Update. Similar to the Ad Hoc Subcommittee – Community Cultural Plan Update, creation of a similar Ad Hoc Subcommittee on the topic of updating the Historic Preservation Ordinance and Program would allow the Subcommittee to work more efficiently on this important subject. Once it has completed its work, it would present its recommendations to the full Commission. Once this work has ultimately been presented, considered, and acted upon by the City Council, the Commission may then desire to re-create a Standing Subcommittee – Historic Preservation.

Proposal to Create a Subcommittee – Fundraising

At the July CAC meeting, Vice Chair Koosed raised the topic of consideration of the creation of a subcommittee related to fundraising. While this is an extremely important subject, I would propose that Cultural Affairs Staffing and Programming is in a unique position in the City with respect to fundraising. The Culver City Cultural Affairs Foundation (CAF) exists as a 501(c)(3) non-profit organization with the charge of raising funds in support of Cultural Affairs. Also, as I have

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shared with both the Commission and the Foundation Board, I am very excited about the re-invigoration of the fundraising efforts of the Foundation in the coming year. Following the September meeting of the Foundation, I will place an item on the next CAC meeting agenda for the CAC to be provided an update on the actions taken by the Foundation. I believe this improved communication will benefit both bodies as well as provide significant opportunity for information exchange. For these reasons, I do not recommend creation of a subcommittee on fundraising at this time.

Consideration of Creation of Ad Hoc Subcommittees for the 2013/2014 Year

To assist the Commission in completing its duties (as those duties are outlined in the Culver City Municipal Code), the Commission may determine to create various Subcommittees. For the upcoming year, the Commission may wish to create the following Subcommittees:

- (1) Ad Hoc Subcommittee – 2014 Performing Arts Grant Program
- (2) Ad Hoc Subcommittee – Community Cultural Plan Update
- (3) (Staff Recommended New Ad Hoc Subcommittee) Ad Hoc Subcommittee – Historic Preservation Ordinance and Program Update

NOTE: It is anticipated at least one Commissioner may be absent from this evening's meeting. Should the Commission so desire, it may continue the appointment of members to the Subcommittees until a meeting when all five Commissioners are in attendance. Should the Commission wish to consider this option, staff can provide additional advice at the meeting on how to proceed in the meantime.

FISCAL ANALYSIS:

There is no fiscal impact.

ATTACHMENTS:

1. FY 2012/2013 Cultural Affairs Commission Sub-Committee Assignments.

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MOTION:

That the Cultural Affairs Commission:

1. Dissolve the Ad Hoc 2013 Culver City Performing Arts Grant, 2013 Community Cultural Plan Update, Art in Public Places Ordinance Update, and 25th Anniversary of the Art in Public Places Program subcommittees and the Standing Subcommittee on Historic Preservation; and,
2. Create Ad Hoc Subcommittees with the following limited scopes: 2014 Culver City Performing Arts Grant, Cultural Plan Update, and Historic Preservation Ordinance and Program Update; and,
3. Make the following subcommittee assignments for Fiscal Year 2013/2014:

Sub-Committee

Commissioners

AD HOC:

2014 Culver City Performing Arts Grant
Program

_____ / _____

Community Cultural Plan Update

_____ / _____

Historic Preservation Ordinance and
Program Update

_____ / _____

STANDING:

Public Art

_____ / _____

MEETING DATE: July 9, 2013

AGENDA ITEM: **Assignment of Commissioners to
Subcommittees for Fiscal Year 2013-14.**

ATTACHMENTS

Pages

1. 2012-13 Cultural Affairs Commission
Subcommittees

1

**CULTURAL AFFAIRS COMMISSION
SUB-COMMITTEE ASSIGNMENTS**

FY 2012 – 2013

**Gayle Smashey (Chair)
Michelle Bernardin
Ronnie Jayne
Regina Klein
Marla Koosed**

SUB-COMMITTEE

COMMISSIONERS

AD HOC:

2013 Culver City Performing Arts Grant Program

Smashey / Klein

Art in Public Places Ordinance

Smashey / Koosed

25th Anniversary of the Art in Public Places Program

Smashey / Koosed

2013 Community Cultural Plan Update

Klein/ Koosed

STANDING:

Public Art

Bernardin/ Koosed

Historic Preservation

Bernardin/ Klein

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

Meeting Date: July 9, 2013	Item Number: A-3
AGENDA ITEM: Consideration of Relocation of Artwork by Laddie John Dill at The Willows Community School.	
Contact Person: B. Christine Byers, Public Art Coordinator Phone Number: (310) 253-5776	
Fiscal Impact: Yes ☐ No ☒ Fiscal Impact: Yes ☐ No ☒	
Public Hearing: ☐ Action Item: ☒ Attachments: ☒	
Public Notification: Meetings and Agendas - Cultural Affairs Commission (Sent via E-Mail on 07/03/13)	
Department Approval: Sol Blumenfeld (07/03/13)	City Manager's Office Approval: Martin R. Cole (07/02/13)
<u>RECOMMENDATION:</u> Staff recommends that the Cultural Affairs Commission (CAC) approve the relocation of certain artworks by Laddie John Dill from the south facing elevation of 8490 Warner Drive to the north facing elevation of 8520 Warner Drive. <u>BACKGROUND:</u> The Willows Community School (School) was established in 1994 (www.thewillows.org). Since then, the School has completed several development projects that triggered an Art in Public Places Program ("APPP") requirement per Section 15.06.100 et seq. of the Culver City Municipal Code (CCMC). These APPP requirements were fulfilled with the commission of three art installations, one by Tom Farrage and two by Laddie John Dill. Tom Farrage's artwork, <i>Children in Flight</i>, was completed in 1995 and is installed on two sides of the School's original building at 8509 Higuera Street (Willows 1). (Attachment No. 1 includes a site plan and location of each artwork. References to "Willows 1", etc. are per the site plan included therein.) In 1998 Laddie John Dill completed a three-section artwork, <i>A Child's Landscape</i>, for the south and north facing elevations of 8490 Warner Drive (Willows 2). In 2000, Laddie John Dill was commissioned again to create an untitled artwork for the building at 8479 Higuera Street (Willows 3). At that time, he also designed and fabricated a circle element to be installed on the south elevation of 8490 Warner Drive (Willows 2). The intention was to create a triptych in that location and also a visual segue to the artwork installed at 8479 Higuera Street (Willows 3).	

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

DISCUSSION:

The City approved a Comprehensive Plan in 2012 for The Willows Community School that comprises several development phases. The first two development phases, scheduled for completion by December 2013, include partial interior and exterior remodeling of Willows 1, 2 and 3, and the demolition of the School-owned building at 8476 Warner Drive (Willows 5) to create a new parking lot and play/sports area. Some renovations will also be made to the existing surface parking lot accessed off of Higuera Street and the play area adjacent to the south side of Willows 2.

In light of the above-referenced alterations to the School's campus, the owner (The Willows Community School) has requested that the three art pieces currently comprising a triptych on the south elevation of Willows 2 be relocated to the north elevation of Willows 4. This relocation also allows for better public visibility of the art and creates a visual link to the rectangular panel with the tree image installed on the north facing elevation of Willows 2. With this relocation, all three sections of the original artwork, *A Child's Landscape*, will be facing Warner Drive together with the circle element that was fabricated in 2000 in conjunction with the untitled artwork for Willows 3.

As renovations continue over the next few years, there may be a need to relocate these or other portions of the artwork currently sited on the various buildings comprising the School's campus.

There are three City Building Permits associated with the current tenant improvements with a combined valuation of \$2,782,000. The owner has requested that pursuant to CCMC Section 15.06.125 (B), these permit valuations be combined with the valuation of any Building Permit(s) issued for the remodeling of the former WorldPac property at 8510 Warner Drive (Willows 6) for purposes of fulfilling a new APPP requirement. Per the approved Comprehensive Plan, the owner has two years from the date of acquisition to commence development of Willows 6.

In 2012, The Willows Community School in conjunction with Laddie John Dill, completed restoration of his artwork. Completing the necessary maintenance on Tom Farrage's artwork is planned to coincide with the current construction phase as is the installation of additional plaques so that each artwork is clearly identified in the future.

A representative of The Willows Community School's design team met with staff and the CAC's Public Art subcommittee (Vice Chair Koosed and Commissioner Bernardin) on June 26, 2013 to review a preliminary draft of the attached proposal.

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

FISCAL ANALYSIS:

The cost for relocation of the artwork by Laddie John Dill will be borne entirely by The Willows Community School. The responsibility and cost for future preventive maintenance and restoration of the artwork is the responsibility of the property owner pursuant to Section 15.06.150 of the CCMC.

ATTACHMENTS:

1. Overview of artwork at The Willows Community School including site plan, construction phasing, relocation plan, and elevation drawings.

MOTION:

That the Culver City Cultural Affairs Commission:

Approve the relocation of the three art elements by Laddie John Dill currently installed on the south facing elevation of 8490 Warner Drive (Willows 2) to the north facing elevation of 8520 Warner Drive (Willows 4).

MEETING DATE: July 9, 2013

AGENDA ITEM: Consideration of Relocation of Artwork by Laddie John Dill at The Willows Community School.

ATTACHMENTS

	<u>Pages</u>
1. Overview of artwork at The Willows Community School including site plan, construction phasing, relocation plan, and elevation drawings.	1 - 9



PUBLIC ART AT THE WILLOWS COMMUNITY SCHOOL

HISTORY

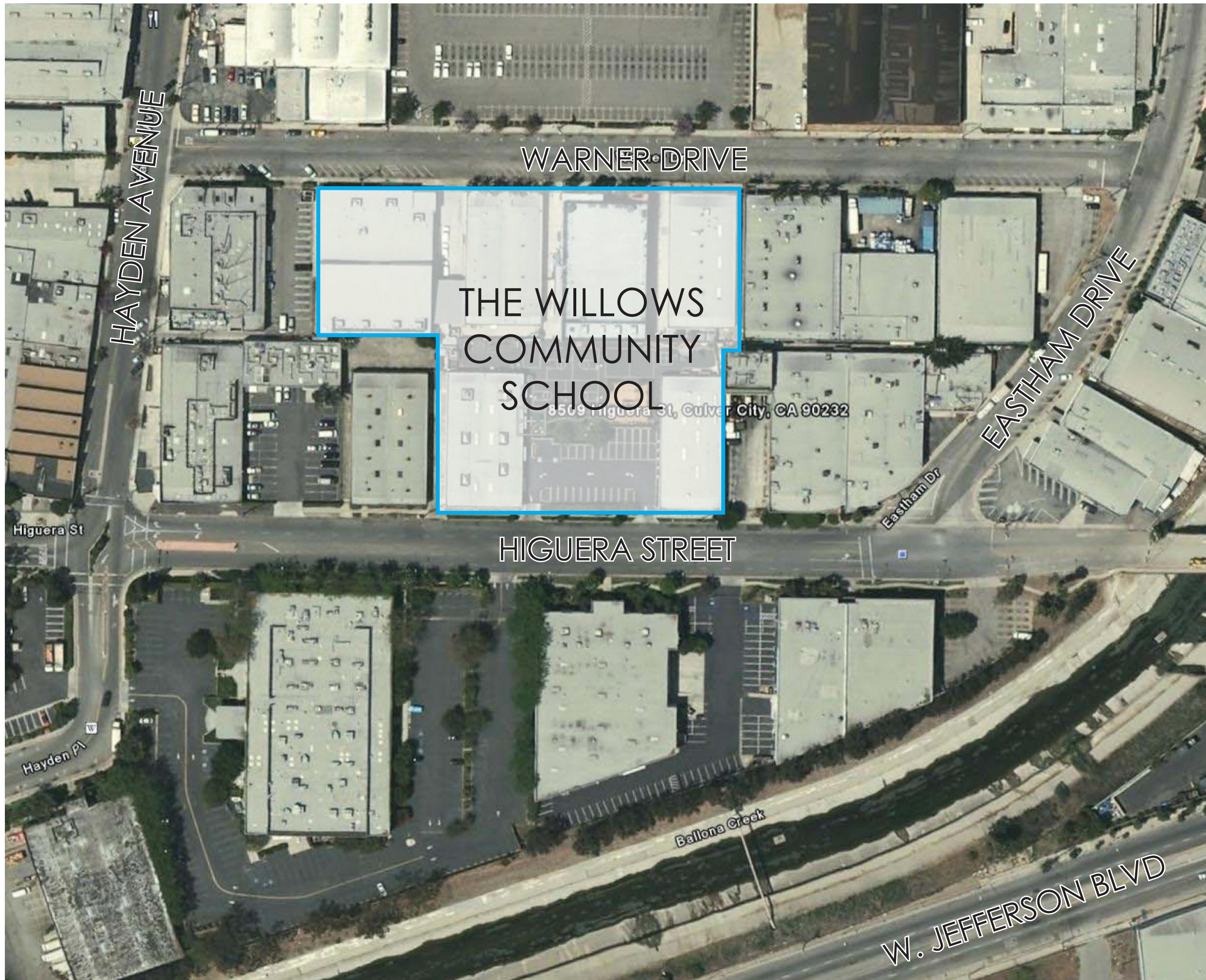
The Willows Community School is dedicated to art. Its corridors and classrooms are lined with student’s creations while the facades of its buildings are embellished by the work of two well-known artists. The first piece of commissioned public art was installed at the Willows in 1995 by Tom Farrage. Mr. Farrage was selected not only for his talent, but also because he was a local artist with a studio only a few blocks away from the Willows.

The legacy of public art was continued by Laddie John Dill with the creation of ‘*A Child’s Landscape*’ in 1998. In 2000, Mr. Dill went on to create a third public art installation (‘*Untitled*’), which is currently installed at 8479 Higuera Street and the south facing wall of 8490 Warner Drive. Working with a consistent palette of glass, metallic coatings, aluminum, and concrete, Mr. Dill’s artwork has helped tie the campus buildings together.

The importance of public art has also filtered in to the curriculum of the Willows. Art classes at the school have included public art and students have created temporary public art installations in and around the campus.

INTRODUCTION

This packet outlines the relocation of two of the three components of ‘*A Child’s Landscape*’ which was created by Mr. Dill in collaboration with the children of The Willows Community School and one component of ‘*Untitled*’. Although completed at different times, these three pieces were intended by the artist to form a triptych. These works currently face the school’s courtyard where they can be enjoyed by the students and faculty but not as readily by the public and not outside of the school’s normal hours. The school is proposing to move this work to the facade of the one of its buildings facing Warner Drive, allowing it to be seen by the public twenty four hours a day.



THE WILLOWS COMMUNITY SCHOOL

The school is located at 8509 Higuera Street, in the area of Culver City known as the Hayden Tract. It occupies the middle of the block bounded by Warner Drive and Higuera Street on the north and south, and Eastham Drive and Hayden Avenue on the east and west.

8520 WARNER

- theater
- gym
- offices

8510 WARNER

- future offices
- future flexible classrooms

8490 WARNER

- classrooms
- library

8476 WARNER

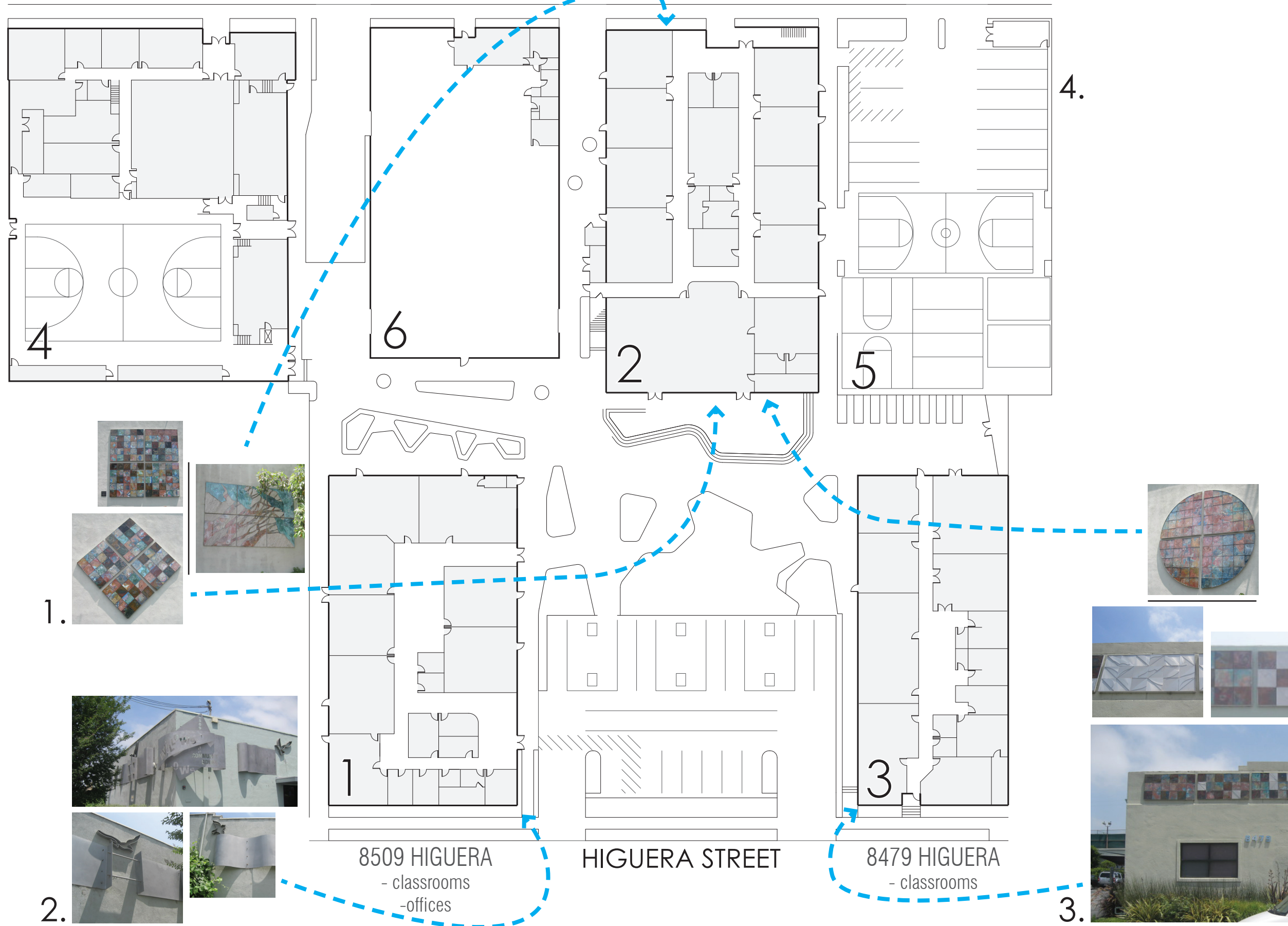
- parking
- playcourts

EXISTING PUBLIC ART COLLECTION

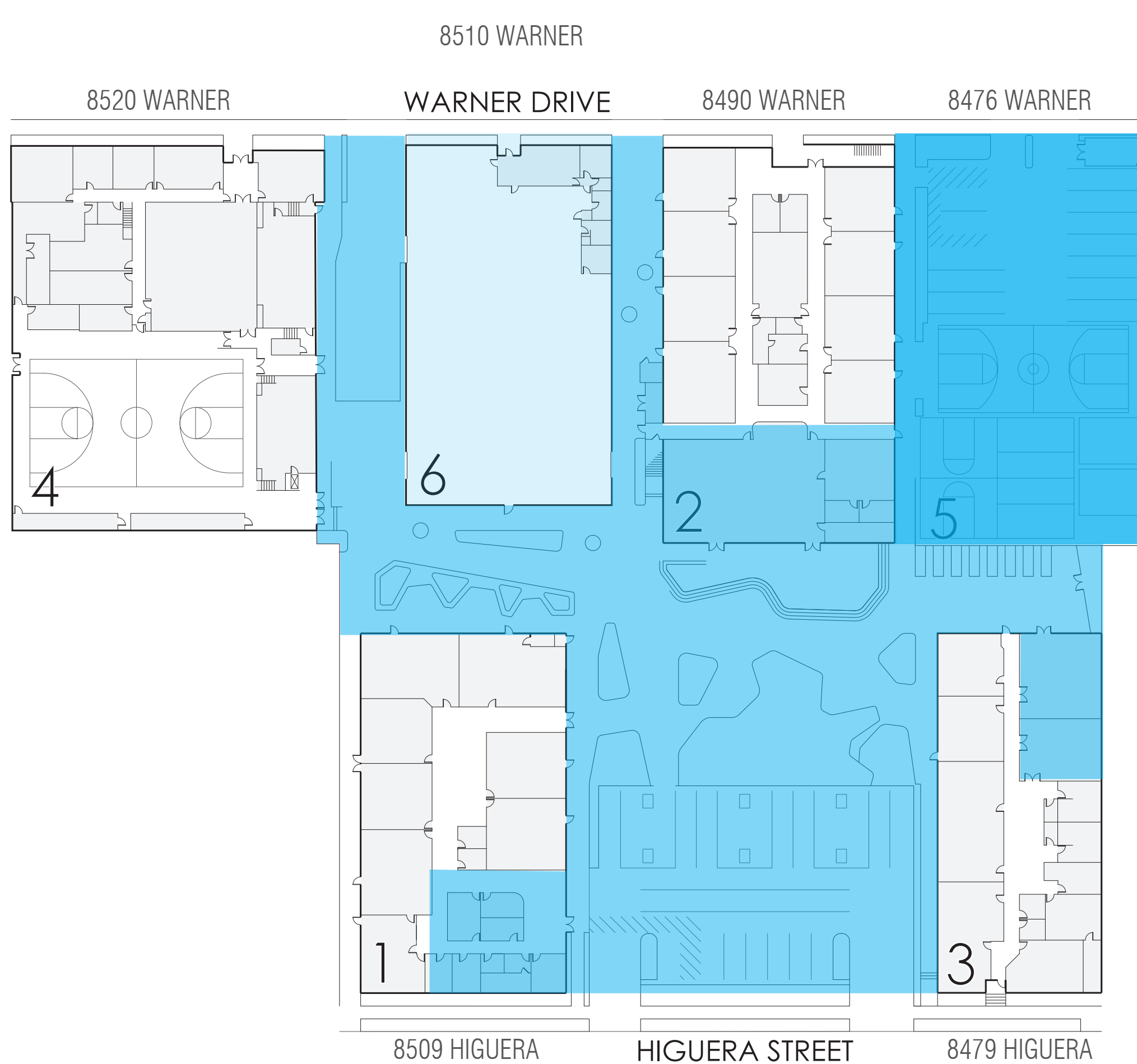
1. **'A Child's Landscape'** | Laddie John Dill & the children of The Willows Community School | 1998
Media- Cement, glass, aluminum, ground materials, oxides

2. **'Children in Flight'** | Tom Farrage | 1995
Media- Rolled Aluminum

3. **'Untitled'** | Laddie John Dill | 2000
Media- Cement, glass, aluminum, ground materials, oxides



SITE PLAN



CURRENTLY PLANNED CONSTRUCTION PHASES

- 1a. Parking Lot and Sport Courts
Completed June 2013
- 1b. Site Renovation and Minor Building Renovations
To be completed December 2013
- 2. Complete build out of Willows 6 with Office Areas and Flexible Classroom and IT spaces
To be completed 2015



2 components of 'A Child's Landscape' & 1 component of 'Untitled'

These two components of '*A Child's Landscape*' and one component of '*Untitled*' were intended by the artist to form a triptych. The artwork was refurbished in 2012, under the supervision of the artist.

ARTIST'S BIO

Laddie John Dill was born and raised in Los Angeles, California, where he attended Santa Monica High School and graduated from the Chouinard Art Institute in 1968. At that time he formed a small framing business "Acme Framing Company". He furthered his education through an apprenticeship and thereby made contacts with established artists such as Robert Rauschenberg, Jasper Johns, Robert Smithson, Dennis Oppenheim and other contemporaries. Dialogue with these and other artists in the 1970s opened Dill to experiment with many different materials and media, including neon and earth materials, as alternatives to easel painting. As a result he began working three dimensionally with large amounts of silica sand and cement mixed with natural pigments as well as incorporating light in his works. His works include carved elements as well as spontaneous mixtures of media in spontaneous broad gestures in what he claims to be "16 different processes".

Laddie John Dill's work has been displayed in exhibitions and galleries, including venues in Seoul, Paris, Nogoya, Helsinki, Finland, New York, Kansas City and throughout California. Dill's works are owned by more than twenty-five museums.

A selection of his work can be viewed on his website-
<http://www.laddiejohndill.com>

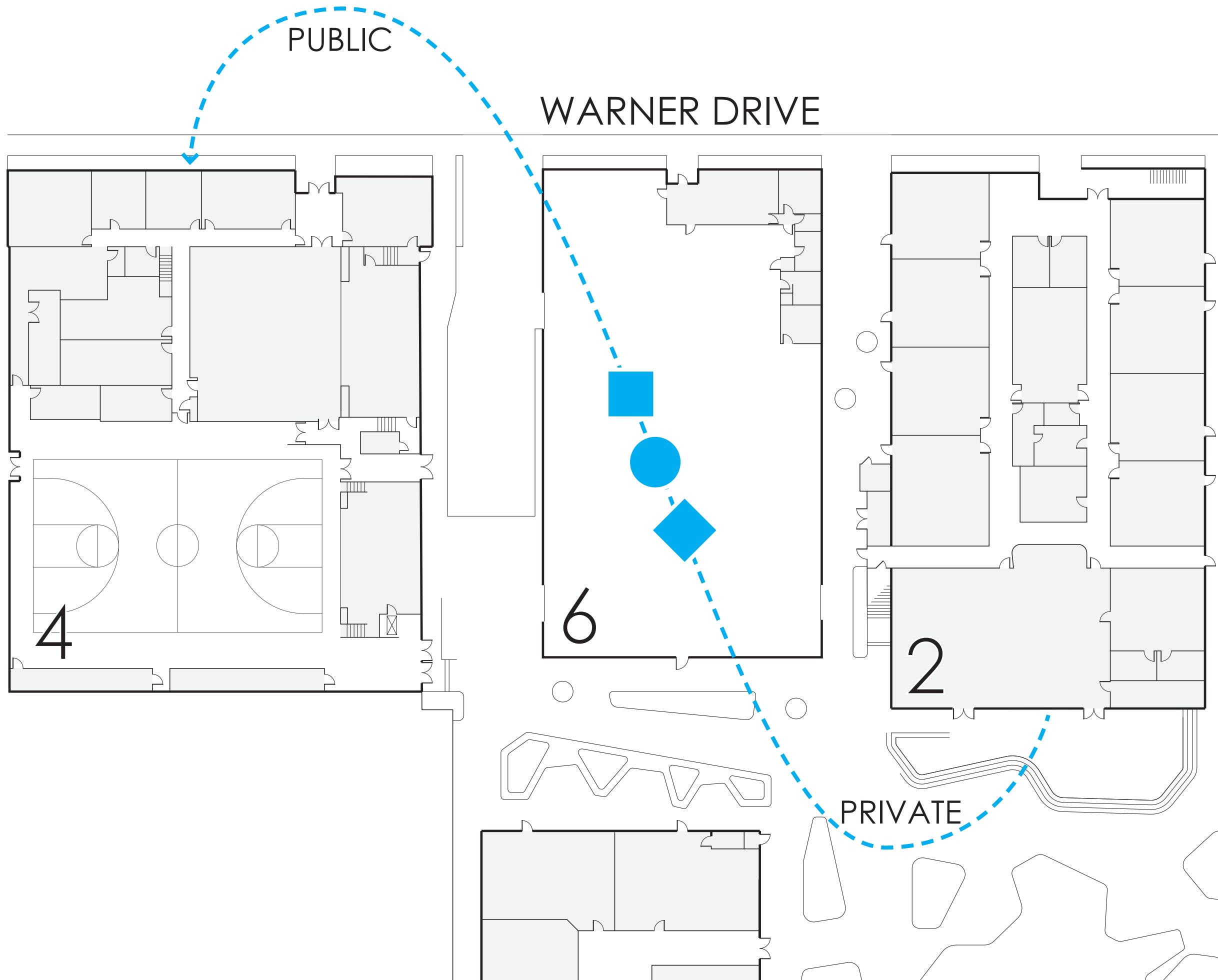
ART TO BE RELOCATED

RELOCATION PLAN, SCHEDULE AND BUDGET

The Willows Community School proposes to relocate the three peices of art shown on the previous page from their current location on the courtyard side of building #2 to a public location on the Warner Drive side of building #4.

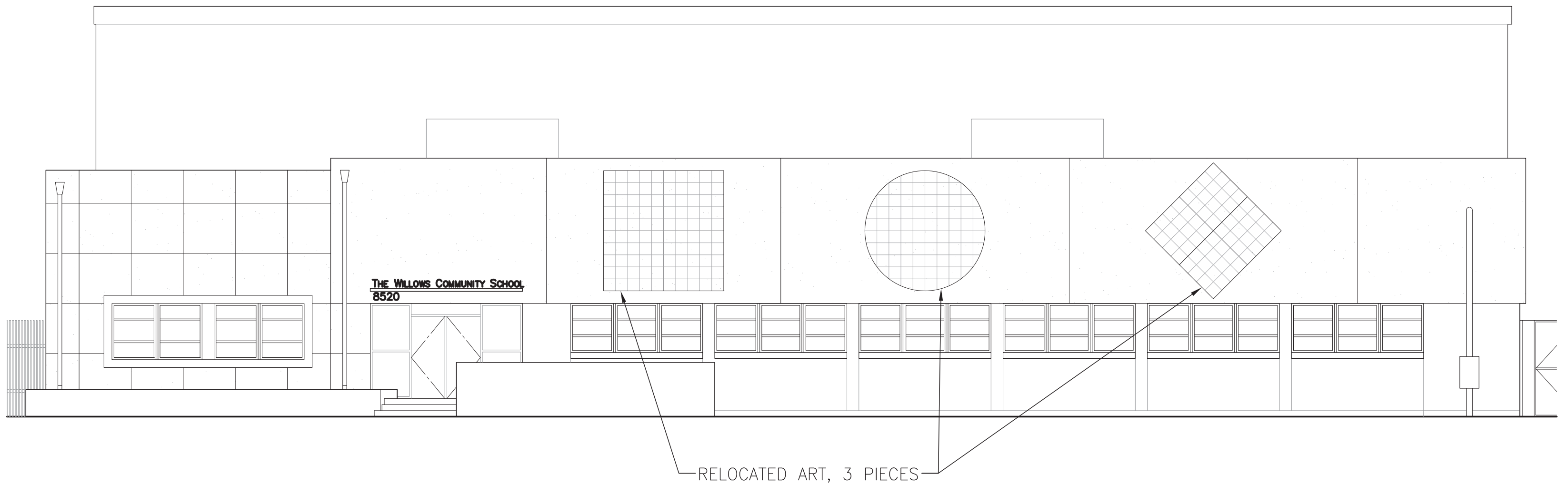
The school's campus will be undergoing a major renovation from June to December of 2013. During this time the specified artwork will be removed and stored for its protection. It is proposed to be reinstalled as shown by December of 2013.

The budget for this relocation is \$8,000.



view of art in existing location





PROPOSED LOCATION OF ART



Proposed Warner Drive Elevation
WILLOWS 5

WILLOWS 2

WILLOWS 6

WILLOWS 4

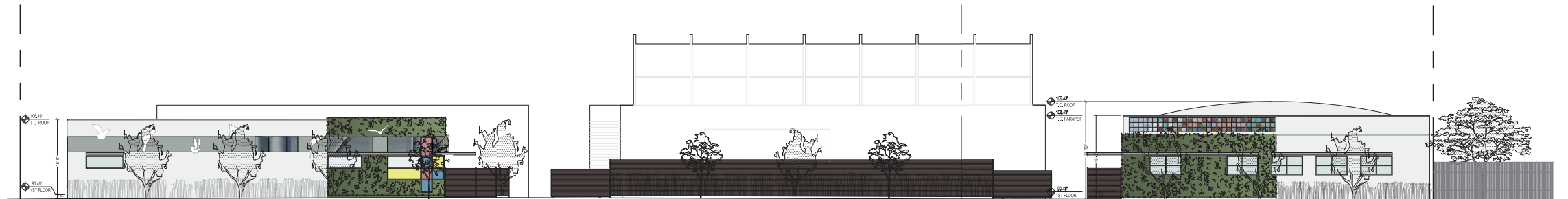


Existing Warner Drive Elevation
WILLOWS 2

WILLOWS 6

WILLOWS 4

CAMPUS - WARNER STREET ELEVATION



Proposed Higuera Street Elevation
WILLOWS 1

WILLOWS 2 (beyond)

WILLOWS 3



Existing Higuera Street Elevation
WILLOWS 1

WILLOWS 2 (beyond)

WILLOWS 3

CAMPUS - HIGUERA STREET ELEVATION

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

Meeting Date: 07/09/13		Item Number: <u>A-4</u>	
AGENDA ITEM: Approval of the Notice of Funding Availability (NOFA) for the 2014 Culver City Performing Arts Grant Program			
Contact Person/Dept.: Susan Obrow Phone Number: (310) 253-6628 Cultural Affairs / City Manager			
Fiscal Impact: Yes ☐ No ☒		General Fund: Yes ☐ No ☐	
Public Hearing: ☐		Action Item: ☒ Attachments: ☒	
Public Notification: Meetings and Agendas – Cultural Affairs Commission (07/03/13); Culver City Performing Arts Organizations (07/03/13); Sony Pictures Entertainment (07/03/13)			
Department Approval: Martin R. Cole (07/01/13)		City Manager Approval: N/A	
Chief Financial Officer: N/A			

RECOMMENDATION:

Staff recommends the Cultural Affairs Commission (CAC) review and approve the attached draft Notice of Funding Availability (NOFA) for the 2014 Culver City Performing Arts Grant Program.

BACKGROUND:

Since 1994, the City of Culver City has sponsored a performing arts grant program with funds allocated each year from the Cultural Trust Fund (formerly the Art in Public Places Fund). Section 15.06.120 of the Culver City Municipal Code (CCMC) stipulates that 25% of the money paid into the Cultural Trust Fund during the previous fiscal year shall be allocated toward the Culver City Performing Arts Grant Program in the following fiscal year. For Fiscal Year 2013/2014, an estimate of \$40,000 has been recommended for this program from the Cultural Trust Fund. In addition, \$15,000 is the amount that staff will be recommending for allocation to the 2014 Performing Arts Grant Program from a larger Sony Pictures Entertainment (SPE) contribution. If the City Manager and City Council approve the recommended amount from SPE, the total estimated funding available for the 2014 Culver City Performing Arts Grant Program is **\$55,000**. There are minimal administrative costs associated with this program which include office supplies as well as expenses for the grant workshop and the peer review panel meeting.

DISCUSSION:

For the sixth 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 2014 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, standardized questions developed by the Los Angeles County Arts Commission (LACAC) and municipal funders for each city's grant application will remain in the 2014 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 2014 NOFA for review and comment by the CAC Ad Hoc 2013 Culver City Performing Arts Grant Program Subcommittee (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 2014 NOFA include:

- P. 2 / Eligibility Requirements

A new section has been added which provides a quick check list for interested applicants.

- P. 4 / Funding Guidelines

This section has been re-ordered and clear headings have been added to provide the applicants with the required financial information. Further, it requires applicants to submit an evaluation form subsequent to the performances.

- P. 4-5/ Acknowledgement and Credit

This standard information is now presented in a separate section and instructs the applicants on how to use required acknowledgement and credit for the City and Sony Pictures Entertainment.

- P. 10/ Application Form

Additional questions have been added for prior grantees regarding their past performance attendance goals.

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

As was the case in previous years, a panel of five individuals comprised of performing art professionals from a variety of disciplines and one Culver City community member will meet to score the applications and make grant recommendations to staff and the Subcommittee. (The 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, implement any changes they deem appropriate, and forward a recommendation to the Cultural Affairs Commission which will make its final recommendation to the City Council at the November 12, 2013 meeting. The City Council will be requested to consider the final grant awards at a meeting in December 2013.

The 2014 NOFA is scheduled to be released the week of July 29, 2013. 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's website.

A workshop to assist applicants will be held on Thursday, August 8, 2013 at 7:00 p.m. in Veterans Memorial Building. The workshop date and location are included in the 2014 NOFA.

Future NOFA Adjustments

As the Commission is aware, the NOFA has undergone significant changes over the past several years to support the regional and state-wide approaches championed by LACAC and CDP. At this time, given these major updates, staff does not anticipate any further substantive changes to the NOFA. To conserve both staff and Commission resources, staff will make future non-substantive changes to the NOFA administratively. Future Commission consideration of the NOFA will be scheduled on an "as needed" basis. Commissioners are always welcome to contact staff at any time in the event there are any questions or thoughts on how to improve the NOFA.

FISCAL ANALYSIS:

Approval of the NOFA does not create a fiscal impact for the City. However, should the Commission approve the NOFA, staff will proceed with the 2014 Performing Arts Grant Program as authorized by the City Council.

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

ATTACHMENTS:

1. Draft 2014 Notice of Funding Availability

MOTION:

That the Cultural Affairs Commission:

Approve the 2014 Notice of Funding Availability for the Culver City Performing Arts Grant Program.

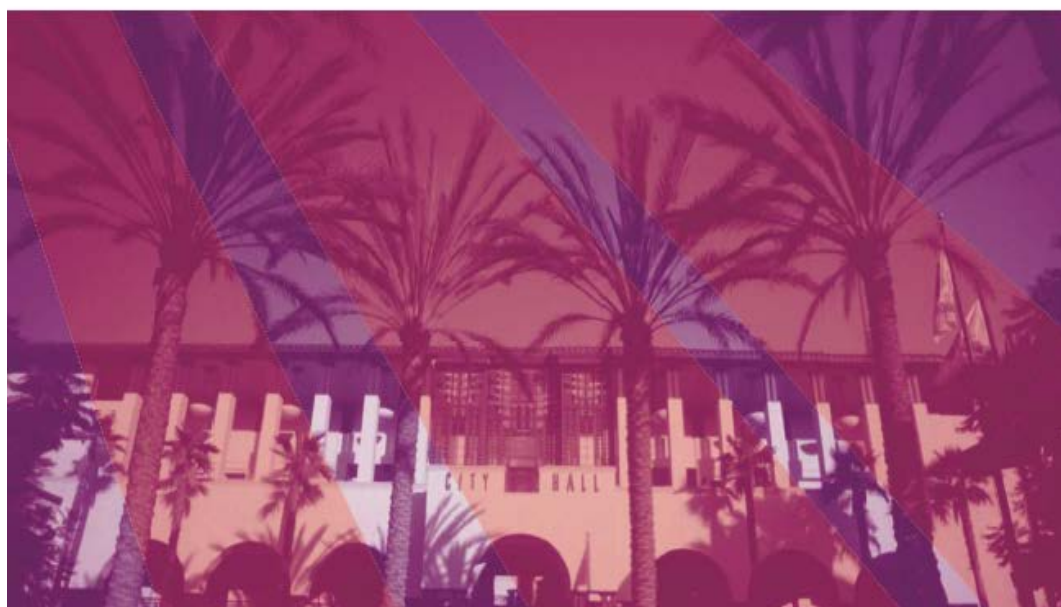
MEETING DATE: July 9, 2013

AGENDA ITEM: **Consideration of Draft Notice of Funding
Availability (NOFA) for the 2014 Performing Arts
Grant Program**

ATTACHMENTS

Pages

- | | |
|--|------|
| 1. Draft 2014 Notice of Funding Availability | 1-29 |
|--|------|



PERFORMING ARTS GRANTS

application 2014

**2014 CULVER CITY
PERFORMING ARTS GRANT PROGRAM**

NOTICE OF FUNDING AVAILABILITY

The City of Culver City endeavors to provide enriching and accessible cultural opportunities for its residents and business community. Our "Cultural 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 funding \$40,000 for the 2014 Performing Arts Grant Program. ~~This amount has been appropriated from the Art in Public Places Program's Cultural Trust 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 2014 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 REQUIREMENTS CRITERIA

~~Small and emerging~~ **Professional and amateur** organizations, ~~are encouraged to apply. Organizations~~ with a ~~non-performing~~ arts-focused mission statement, ~~are not eligible encouraged to apply~~ for this grant program and must meet the following criteria:

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

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, 2014 and December 31, 2014.~~

- ~~Performances in the following disciplines are eligible: dance, music or concert, musical theatre or opera and theatre performance~~
- ~~All applicants must be a 501(c)3 organization and provide proof of non-profit status~~
- ~~All applicants must provide their most recent IRS Form 990~~
- ~~All applicants must include their 2014 California Cultural Data Project Report~~
- ~~Performance(s) must be in Culver City~~
- ~~Performances must occur between January 1, 2014 and December 31, 2014~~
- ~~All performances must be in ADA-compliant venues~~
- ~~Organizations must be able to demonstrate significant commitment to and involvement with the Culver City community.~~
- ~~Applicants must provide matching funds equal to 50% of their requested grant funding.~~
- ~~The maximum award any organization may receive is \$5,000.~~

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PERFORMANCE VENUES

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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.

2014 dates - ~~June 18-23~~ June 10-15

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.

2014 dates - ~~August 5-17~~ September 1-7

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

IRS Forms

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.)

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

Use of Funds

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Funding may only be used for direct expenses related to the performance(s) in Culver City. ~~No grants shall be awarded for performances that are staged in conjunction with a fundraiser.~~ 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

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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. Also, grant recipients will be required to submit an evaluation form detailing audience attendance and venue comments.

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.

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Payment

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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.

~~Grant recipients will also submit an evaluation form detailing audience attendance and venue comments.~~

ACKNOWLEDGEMENT AND CREDIT

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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.”**

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

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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~~-sixth 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 2014 Culver City Performing Arts Grant Program in their application. (See pages ~~24-25~~ [27-28](#) 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 29, 2013	Week of July 23, 2012 July
Application Workshop August 8, 2013	August 8, 2012
Applications Due 2012 September 12, 2013	September 10,

Review Panel Meets to Make Recommendations

~~October 2012~~October 2013

Cultural Affairs Commission Reviews
Panel's Recommendations

November ~~12~~3, 2013

City Council Meeting Makes Final Grant Awards
~~2012~~December 9, 2013

~~December~~ 10,

APPLICATION WORKSHOP

An application workshop will be held on ~~August 8, 2012~~August 8, 2013 at 7:00 p.m. in the Uruapan Room at Veterans Memorial ~~Complex~~Building, 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 ~~by 5:00 p.m. on~~ no later than ~~September 10, 2012~~ September 12, 2013 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~~10)
- ☐ Application Questionnaire (page ~~9—16~~11-18)
- ☐ Certification (page ~~19~~7)
- ☐ Performance Venue – Letter of Intent (page ~~20~~18)

ADDITIONAL REQUIREMENTS

- ☐ California CDP 2014
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 (501(c)3)
- ☐ Attendance at Cultural Affairs Commission meeting on November ~~12~~3, 201~~3~~2

RECOMMENDED

- ☐ Workshop Attendance
(August 8, ~~2013~~2)

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~~ audience size: _____

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. _____

Also, did you meet your attendance goals? If not, please comment on what adjustments you would make this year.

APPLICATION QUESTIONNAIRE

Instructions for Application Questionnaire begin on page [1921](#)

(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.
- 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?
- H. ~~Audience Development~~Culver City Outreach and Marketing:** ~~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 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?
- 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.*

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(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 22-23 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 24-25 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, 2014 and December 31, 2014.

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~~ 2013. Also, panelists may [visit](#) the applicants' websites to view artistic samples prior to the meeting. [Please provide a weblink below.](#)

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 ~~19~~ 12, 2013~~2~~ 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, 2014 and December 31, 2014.

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~~ Culver City Outreach and Marketing Plan:** 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 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?

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

(2) STAFF & ARTISTS

Provide short biographies of key staff and/or artists for the applicant. Begin with the applicant's leaders (e.g. Artistic Director, Executive Director, Managing Director). For key project staff and/or artists, emphasize their experience in areas of direct relevance to the proposal. All volunteer organizations should provide the biographies of volunteers who are accomplishing the day-to-day work of the organization and/or proposed project. If necessary, attach additional sheets of the original form to accommodate more staff/artists.

(3) BOARD OF DIRECTORS LIST

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

(4) PROPOSAL INCOME

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(5) PROPOSAL EXPENSES

Enter the expense budget for the proposed project. Describe for what purpose(s) the grant funds will be used in the corresponding column to the right under "Description". 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 & Fringe Benefits: List the total expenses for salaried and hourly employees by category. (One time artist fees should not be listed here but on Line 8 of this section.) Please note that if a position includes tasks in more than one of the areas listed in the column headings, the salary for that position should be allocated over the applicable columns based on percentages of time spent on each area. In general, this allocation should be the same or similar from year-to-year as long as the position description remains constant.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(6) ARTISTIC DOCUMENTATION

Artistic documentation is crucial for evaluating the artistic quality of the applicant and/or project. Samples should be recent, of high quality, and as relevant to the application and/or project as possible. Label each sample clearly with the name of the applicant and the corresponding work sample letter from the Artistic Documentation section (Page 15). Do not submit marketing/promotional materials as artistic documentation.

Preview the artistic documentation before submitting to ensure that there are no technical problems. Panelists generally spend no more than three to five minutes on the work sample for each application.

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

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

The following are accepted formats for submission:

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

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

(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.

California Cultural Data Project (California CDP)

Partnership with the City of Culver City

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

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

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

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

Participation in the California Cultural Data Project (California CDP) is required for all 2014 Culver City Performing Arts Grant Program applications. As part of the application process, it is also due to the City of Culver City by ~~September, 2012~~ **September 12, 2013**.

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

- **The Cultural Data Profile will collect the financial and programmatic information for your organization or arts program; project budgets and narratives will NOT be captured by the California Cultural Data Project.**
- Upon completion of the Cultural Data Profile, applicants should go to the “Funder Reports” section of the California CDP website and print the pre-defined report for the 2014 Culver City Performing Arts Grant Program application, which is to be included with the application materials. Relevant information from the applicant's Cultural Data Profile will automatically be imported into the report.

The completion of the Cultural Data Profile will require an investment of time. A number of resources will be available to help applicants, including access to a step-by-step online training program and support from the Help Desk during regular business hours. For new users who need assistance in completing a CDP Data Profile, there will be a webinar online training session through the CDP website. This Webinar will take place on ~~August 1st at 11:00 a.m.~~ August 7, 7 a.m. and 11 a.m. PST. CDP also offers a monthly national webinar focused on the user report feature that will take place on Thursday, August 15, 7 a.m. and 11 a.m. PST. More information can be accessed via the website at <http://www.caculturaldata.org>.

Applicants should direct questions concerning the Cultural Data Profile to:

California CDP Help Desk:

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

Email: help@caculturaldata.org

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

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