



Culver CITY

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GAYLE SMASHEY, Vice Chair
CLEMENT HANAMI, Commissioner
RONNIE JAYNE, Commissioner
MARLA KOOSSED, Commissioner

CULTURAL AFFAIRS COMMISSION MEETING AGENDA TUESDAY, November 13, 2007

PUBLIC COMMENT

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

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

PUBLIC COMMENT FOR ITEMS ON THE AGENDA

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

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

PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

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

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

CELL PHONES AND OTHER DISTRACTIONS

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

MEETING INFORMATION

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

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

ALD

Assisted Listening Devices are available through Cultural Affairs staff.



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

AGENDA
Cultural Affairs Commission
Regular Meeting
November 13, 2007
7:00 P.M.
Mike Balkman Council Chambers
City Hall

CALL TO ORDER & ROLL CALL:

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

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT – Items Not On the Agenda

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

C-1. Receive and file Secretary's Report on Posting of Agenda. ***Approve report.***

C-2. Minutes of the October 9, 2007 Regular Meeting. ***Approve minutes.***

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

A-1. Consideration of 2008 Performing Arts Grant Awards as Recommended by the Cultural Affairs Commission Grants and Artist Services Subcommittee. ***Make recommendation to the City Council.***

PUBLIC COMMENT - Items Not On the Agenda (Continued)

RECEIPT OF CORRESPONDENCE

ITEMS FROM STAFF

ITEMS FROM COMMISSIONERS

ADJOURN

**Cultural Affairs Commission
Adjourned Regular Meeting
(Joint Meeting with the City Council)
Mike Balkman Council Chambers
City Hall
November 19, 2007
5:30 PM**

Upcoming Public Meeting Tentative Schedule — November 2007

Date	Day	Time	Location
<i>City Council</i>			
<i>November - 14</i>	<i>Wednesday</i>	<i>7:00 PM</i>	<i>Council Chambers</i>
<i>November - 26</i>	<i>Monday</i>	<i>7:00 PM</i>	<i>Council Chambers</i>
<i>Redevelopment Agency</i>			
<i>November – 5</i>	<i>Monday</i>	<i>7:00 PM</i>	<i>Council Chambers</i>
<i>November – 19</i>	<i>Monday</i>	<i>7:00 PM</i>	<i>Council Chambers</i>
<i>Civil Service Commission</i>			
<i>November – 7</i>	<i>Wednesday</i>	<i>7:00 PM</i>	<i>Council Chambers</i>
<i>Cultural Affairs Commission</i>			
<i>November – 13</i>	<i>Tuesday</i>	<i>7:00 PM</i>	<i>Council Chambers</i>
<i>Parks & Recreation Commission</i>			
<i>November – 6</i>	<i>Tuesday</i>	<i>7:00 PM</i>	<i>Council Chambers</i>
<i>Planning Commission</i>			
<i>November – 14</i>			<i>Cancelled</i>
<i>November – 28</i>	<i>Wednesday</i>	<i>7:00 PM</i>	<i>Council Chambers</i>
• <i>Times and dates may be changed.</i> • <i>Meetings may be added or changed</i>			

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

Meeting Date: November 13, 2007		Item Number: A-1	
AGENDA ITEM: Consideration of 2008 Performing Arts Grant Awards as Recommended by the Cultural Affairs Commission Grants and Artist Services Subcommittee.			
Contact Person/Dept.: Susan Obrow		Phone Number: (310) 253-5762	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☐ No ☒	
Public Hearing: ☐		Action Item: ☒ Attachments: ☒	
Public Notification: Cultural Affairs Master Notification List (11/1/07), 2008 Performing Art Grant Applicants (11/01/07)			
Department Approval: Sol Blumenfeld		City Manager: N/A	
City Controller Approval: N/A			

RECOMMENDATION:

That the Cultural Affairs Commission ("CAC") consider the recommendation of the CAC Grants and Artist Services Subcommittee (Dr. Luther Henderson and Ronnie Jayne) for the 2008 Performing Arts Grant awards and make a recommendation to the City Council.

BACKGROUND:

Culver City's Performing Arts Grant Program was established in 1994. The City's municipal code stipulates that 25% of the money deposited into the Art Fund in the prior fiscal year be appropriated for this program for the current fiscal year. For FY 2007-08, the budgeted amount from the Art Fund is \$50,000. To this, an additional \$15,000 has been allocated by the City Council from a larger contribution made in 2007 by Sony Pictures Entertainment. The total amount available for Performing Arts Grants for 2008 is \$65,000.

The CAC considered the 2008 NOFA (Notice of Funding Availability) at their regular meeting on July 10, 2007 and reviewed changes to the NOFA including requirements for each grant recipient to obtain a City business license and to review marketing plans with Cultural Affairs staff. The 2008 NOFA also included information on the Kirk Douglas Theatre Community Access Program. Subsequent to discussion, the Commission approved the document. During the week of July 23,

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2007, the 2008 NOFA was posted on the City's web site, and notices were distributed electronically to former applicants, individuals and organizations included in the Cultural Affairs master contact database, the City's Master Notification System and Los Angeles Culture Net which is the listserv of the Los Angeles County Arts Commission. Special outreach was conducted and the application was sent to networking organizations in the theatre, dance and music communities.

On Wednesday, August 8, 2007 a workshop was held by staff at the Veterans Memorial Building at which the grant guidelines and application were reviewed in detail. Staff reviewed the application and answered questions of the attendees. Also, staff reviewed the current list of possible performance venues in Culver City.

A total of sixteen applications were submitted by the deadline on Friday, September 10, 2007.

The panel review session was held on Tuesday, October 9, 2007 at City Hall from 9:30 a.m. until 5:00 p.m. Five distinguished panelists were joined by the two members of the CAC Grants and Artist Services Subcommittee who attended as an additional resource for questions and also as observers.

The 2008 Performing Arts Grant Review Panelists were:

1. Fred Fate - Director, Los Angeles City College Theatre Academy
2. Ben Hong – Assistant Principal Cellist, Los Angeles Philharmonic (Culver City Resident)
3. Janice Pober - Senior Vice President, Corporate Social Responsibility, Sony Pictures Entertainment
4. Jeannine Stehlin – Executive Director, Circus Theatricals (Community Representative / Culver City Resident)
5. Lula Washington – Artistic Director/Founder, Lula Washington Dance Theatre

DISCUSSION:

The Cultural Affairs staff reviewed each application and then prepared a binder of applications for each panelist which was sent in advance of the Peer Review Panel meeting. The panelists were also provided a score sheet for each applicant (see

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attached) and an overview of Culver City's Performing Arts Grant program. There were three scoring criteria identified in the 2008 NOFA which are as follows:

1. Artistic excellence of proposed project (50 points);
2. Realistic budget and diversified funding base (25 points); and,
3. Outreach programs to the Culver City community (25 points).

Staff opened the review panel discussion by providing a brief overview of the grant program's history, guideline changes from the previous year, and discussion of the three review criteria listed above.

After the overview, each application was reviewed with its corresponding supplemental material in alphabetical order. Staff provided updated information and then the panelists rotated in leading the discussion on the applications. Each panelist had the opportunity to ask questions and then offer comments to the group. This was followed by each panelist providing scores in each of the three categories resulting in an overall average score for that applicant. The CAC subcommittee and staff did not provide scores. In one instance, as noted below, Ms. Janice Pober recused herself from providing scores because she interacts with an applicant and wanted to avoid the perception of a conflict of interest. In this instance, the score listed is an average of four panelists' scores rather than five.

Upon completing review of the individual applications, the sixteen qualifying applicants were ranked from highest to lowest; average total scores for all sixteen ranged from 95.2 to 49.4. The panel felt that those applicants with average scores of 90 and above should receive 100% of the funding requested. In one instance, noted below, the panel and subcommittee expressed strong support for a proposal and recommended a grant which would allow the organization to present two performances instead of only one performance. Applicants with scores below 90 received a portion of the funding requested and the amount recommended is based in part on their prior year funding history as well as their ability to present their performances with reduced funding.

The panel's recommendation was reviewed by the CAC subcommittee. The total amount recommended for award is \$57,750. The review panel and CAC subcommittee were satisfied with the scoring and recommended grant allocations for this year's applicants. In addition, they recommended that the unallocated funds of \$7,250 be applied towards marketing the productions of the grant recipients and any remaining funds would be carried over for the 2009 Performing Arts Grants Program.

A brief overview of the sixteen applicants (ranked from highest to lowest) is included on the following pages with summary comments as provided by the panelists.

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We Tell Stories

Proposed Project: Performances that complement the Culver City Summer Reading Program as well as Black History Month, Children's Book Week, Fiesta La Ballona, Halloween and the Holidays

Performance Venue: Culver City Julian Dixon Library

Proposed Dates: February 2, 9, or 23, 2008
May 14, or 15, 2008
June 25, 2008
July 2, 9, 16, 23, and 30, 2008
August 6, 13, 20, and 27, 2008
October 31, 2008 or November 1, 2008
December 6, 2008

Panel Score: 95.2

Grant Request \$8,000 **Recommended Award** \$8,000

The panel was enthusiastic about the proposal to present performances in connection with the existing programs at the Culver City Julian Dixon Library. They felt that the organization was true to its mission and had been successful in serving the community by adapting and presenting stories for children that were interactive and consistently received positive feedback. They noted that the company enjoyed a high profile and were impressed that the company had a full-time artistic director.

Culver City High School Academy of Visual and Performing Arts

Proposed Project: *Java Drama 14* – a multi-media event featuring one acts, scenes, monologues, films, videos, music, art, and poetry

Performance Venue: Ivy Substation

Proposed Dates: May 21-24, 2008

Panel Score: 93.25 (This average does not include scores from Ms. Pober)

Grant Request \$5,000 **Recommended Award** \$5,000

Panelists were positive about the assertive programming from AVPA and expressed support for the proposal of providing multiple outlets for the varied talents of the students. Panelists were aware of the reputation of AVPA and felt that it was indicative of the City's profile.

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The Definiens Project

Proposed Project: The *Culver City Crescent* concert series featuring contemporary chamber music

Performance Venue: Culver Hotel

Proposed Dates: January 13, 2008
February 10, 2008
March 9, 2008
April 13, 2008
May 18, 2008
June 8, 2008

Panel Score: 92.4

Grant Request \$6,000 **Recommended Award** \$6,000

The panel was impressed by the proposal and the accompanying CD. It was noted that the organization was unique and had a clear artistic vision that included educating the public about chamber music and new music. There was enthusiasm for the outreach efforts and support for the interactive nature of the performance which would change the experience for the audience and enable patrons to understand the music. There was a suggestion that the organization explore the possibility of working with dance companies in the future for mutual benefit.

Collage Dance Theatre

Proposed Project: *Gallery Piece* - a live performance installation

Performance Venue: Bandini Art Gallery

Proposed Dates: March 22, 2008

Panel Score: 92.2

Grant Request \$4,000 **Recommended Award** \$4,000

The vision of the organization and the proposed program were exciting to the panel. They were interested in the concept of a performance in an art gallery where dancers would create movement to allow visitors to experience the space in a different way. Panelists agreed that it showed artistic courage to take on such a challenge. The budget and funding sources were impressive and the fact that the organization's board members were required to "give or get". The panel suggested that the outreach be broadened to attract architects, designers and performers.

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Vox Femina Los Angeles

Proposed Project: *All Aboard! Fiesta Bound!* celebrating VFLA's upcoming tour to Mexico, featuring American folk songs, signature pieces, and world music

Performance Venue: Culver City Presbyterian Church

Proposed Dates: May 17, 2008

Panel Score: 90.8

Grant Request \$4,350 **Recommended Award** \$4,350

Vox Femina Los Angeles is based in Culver City and the panel was enthusiastic about the mission of the organization and the dynamic talent of its performers. Panelists observed that this was an organization that aspires to achieve long-term goals and that they appear to have the resources to accomplish that. The panel applauded the comprehensive development plan, including the board development plan, and other long-term planning projects. The panel encouraged the company to consider performing in a larger Culver City venue in the future.

Benita Bike's DanceArt, Inc.

Proposed Project: The educational *Double Take* dance program

Performance Venue: Veterans Memorial Auditorium

Proposed Dates: February 24, 2008 and May 18, 2008

Panel Score: 90.2

Grant Request \$1,700 **Recommended Award** \$3,400

Panelists familiar with the dance company praised its artistic quality and reputation. The proposal for Plan A was the most attractive to the panel since it would provide a second viewing of one of the dances after a question and answer period. The educational aspects of the performance could promote more understanding about dance in general. The panel was interested in demonstrating its support for the project by doubling the grant award so that two performances could be performed in Culver City instead of one. Panelists also suggested that the dance company examine its funding base and consider diversification in the future.

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Culver City Chamber Orchestra

Proposed Project: The *Passport to Europe* concert featuring a segment of the Just for Kids Youth Symphony

Performance Venue: Kirk Douglas Theatre

Proposed Dates: August 3, 2008

Panel Score: 88

Grant Request \$5,000 **Recommended Award** \$4,000

The panel was interested in the proposal to present a performance at the Kirk Douglas Theatre and agreed that it was an excellent opportunity for children to perform at a professional venue. Panelists respected the organization's commitment to the community with its emphasis on education. The panel felt that the Just for Kids Youth Symphony is a very specific program for children and that mixing professionals with students would be very valuable. Panelists encouraged the orchestra to reach out to children to attend the performance and suggested that the program may provide an opportunity for the orchestra to obtain school contracts.

Westchester Symphony Society (Culver City Symphony Orchestra)

Proposed Project: Annual concert, *On Our Way Up*, featuring winners of the Parness Young Artists Concerto Competition

Performance Venue: Veterans Memorial Auditorium

Proposed Dates: March 29, 2008

Panel Score: 88

Grant Request \$10,000 **Recommended Award** \$5,500

Panelists remarked on the orchestra's reputation in the community and on the good artistic quality of the CD. They felt that it is important to have a community orchestra that offers free performances. The panel felt that the proposed program is important to the music education system since it is a vehicle for encouraging children to study classical music and learn an instrument. The panel encouraged promoting the concert through the Culver City Schools. Also, it was recommended that the orchestra initiate strategic planning and review its need for an Executive Director. The orchestra will receive a fee waiver of \$3,150 for the use of Veterans Memorial Auditorium as per a prior agreement with the City Council.

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WCB Arts Foundation Inc.

Proposed Project: *Adventure in Wonderland* and *On the Green*; educational, family-friendly, contemporary dance productions, featuring circus clowns, stiltwalkers, and live music with the Bob Applebaum Acoustic Ensemble

Performance Venue: Culver City Park – Basketball Court

Proposed Dates: October 17-19, 2008

Panel Score: 83

Grant Request \$5,000 **Recommended Award** \$4,000

Panelists were not aware of this company prior to reviewing the proposal however they were enthusiastic about the project and favorably regarded the performance on DVD. They appreciated the fun that the group generated and believed that the company could effectively present dance in the park. Panelists remarked on the company's corporate funding as well as its Cultural Affairs Department funding from the City of Los Angeles as signs of confidence in the company.

Culver City Public Theatre, Inc.

Proposed Project: The 2008 Summer Season, featuring classical theatrical works, as well as the Children's Popcorn Theatre program

Performance Venue: Carlson Park

Proposed Dates: Two performances every Saturday and Sunday
July 19, 20, 26, and 27, 2008
August 2, 3, 9, 10, 16, 17, 23, and 24, 2008

Panel Score: 82

Grant Request \$10,000 **Recommended Award** \$5,000

This company has established itself in Culver City and audiences look forward to the summer productions. The Panel respected the efforts of this community theatre and recognized the benefits of presenting performances in Carlson Park. Panelists were familiar with the productions and remarked on the enjoyable ambiance of the events with families bringing folding chairs and blankets. Panelists remarked on the changes that the organization has undergone over the years and recommended that more effort be made on developing an artistic vision for the company.

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L.A. Contemporary Dance Company

Proposed Project: An interactive dance and music performance that is part of the *New Spaces, New Faces* project- an initiative to perform dance in unconventional venues

Performance Venue: Culver City High School Gymnasium

Proposed Dates: June 23-29, 2008

Panel Score: 80.2

Grant Request \$7,000 **Recommended Award** \$3,500

The panel felt that this was a promising young company and noted that they had already performed at the Ford Amphitheatre. Panelists were excited by the project and believed in the capability of the company although the DVD did not feature a hip hop or jazz performance. The budget was commended especially for its footnotes of additional information. Panelists remarked on the company's interest in developing a broader relationship with the City and recommended that the organization explore the City's current performing arts scene including the activities of AVPA.

Los Angeles Area Veterans' Artists Alliance

Proposed Project: *The Need to Know*
April Fitzsimmons' solo show, sharing her story as a performer and a veteran

Performance Venue: Kirk Douglas Theatre

Proposed Dates: August 2, 2008

Panel Score: 76

Grant Request \$2,500 **Recommended Award** \$2,000

Panel members were excited by the concept of this one-woman performance and interested in the subject matter. Panelists remarked that grant funding might provide a foundation for the artist to obtain other grants. Questions arose regarding the size of the theatre for this production since the piece seems to require a more intimate space. Additionally, there was a recommendation to have the director or an acting coach assist in the transition to the Kirk Douglas Theatre.

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Los Angeles Doctors Symphony Orchestra

Proposed Project: The Annual Young Pianist Concerto Concert, featuring six middle and high school age winners of the Robert Turner Piano Concerto Competition

Performance Venue: Veterans Memorial Auditorium

Proposed Dates: March 9, 2008

Panel Score: 74.8

Grant Request \$3,100 **Recommended Award** \$2,000

Overall, panelists found this organization unique and remarked that the project provided good community benefit. The young pianists are serious and the event is important for the piano student community. Panelists recommended that the organization explore more diversified funding sources for this project in the future.

Three Chairs Theatre Company

Proposed Project: *Believe You Me*
An original production examining familiar fairy tales by the Brothers Grimm, Aesop, and traditional Korean and Japanese works

Performance Venue: Black Box Theatre at West Los Angeles College

Proposed Dates: February 7, 8, 9, 14, 15, and 16, 2008

Panel Score: 66.8

Grant Request \$3,000 **Recommended Award** \$1,000

The panel noted that this was an emerging, young company that had already made connections in the Culver City community and specifically with AVPA. Panelists felt that West LA College was a good venue for this group and this project. The panel recommended that the company explore opportunities to involve seasoned professionals in its work so that they may act as mentors for the young artists.

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NACUSA-LA

Proposed Project: A series of five concerts, presenting professional singers and instrumentalists performing art songs and chamber music by composers from Southern California

Performance Venue: Culver City Presbyterian Church
Culver City Senior Center

Proposed Dates: April 30, 2008
June 21, 2008
September 24, and 27, 2008
December 7, 2008

Panel Score: 56.2

Grant Request \$4,000 **Recommended Award** \$0

The panel appreciated the project's concept but was not favorably impressed by the CD. It was noted that the two reviews submitted were written by a composer included on the CD and the panel would have preferred to see an independent third party review. After careful examination and comparison, the panel recommended against funding the organization this year in favor of selecting other music proposals which would provide higher quality performances and more impact in the community.

Nom de Guerre Theatre Guild

Proposed Project: Halloween Theatre Festival - Adaptations of classic literature in the thriller genre, produced an evening of one-act plays

Performance Venue: Not Set

Proposed Dates: September 26-November 2, 2008

Panel Score: 49.4

Grant Request \$6,500 **Recommended Award** \$0

The panel was interested in the project but noted that a venue had not been set in advance. The submitted review and videotape were seven years old and that raised questions about the quality of the current company. The project seemed large and the budget and fundraising plan seemed unrealistic to the panel. The panel declined to recommend funding for this project.

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City of Culver City, California
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The City Council will make the final grant awards based on the Cultural Affairs Commission's recommendation. The City Council is scheduled to consider this item on Monday, December 10, 2007.

FISCAL ANALYSIS:

The total amount recommended for the 2008 Performing Arts Grant awards is \$57,750. The unallocated funds of \$7,250 would be used to market the performances of the grant recipients with the remainder carried over into FY 2008-09. These funds come from the combination of Art Fund monies as allocated pursuant to Culver City's Municipal Code and a contribution from Sony Pictures Entertainment.

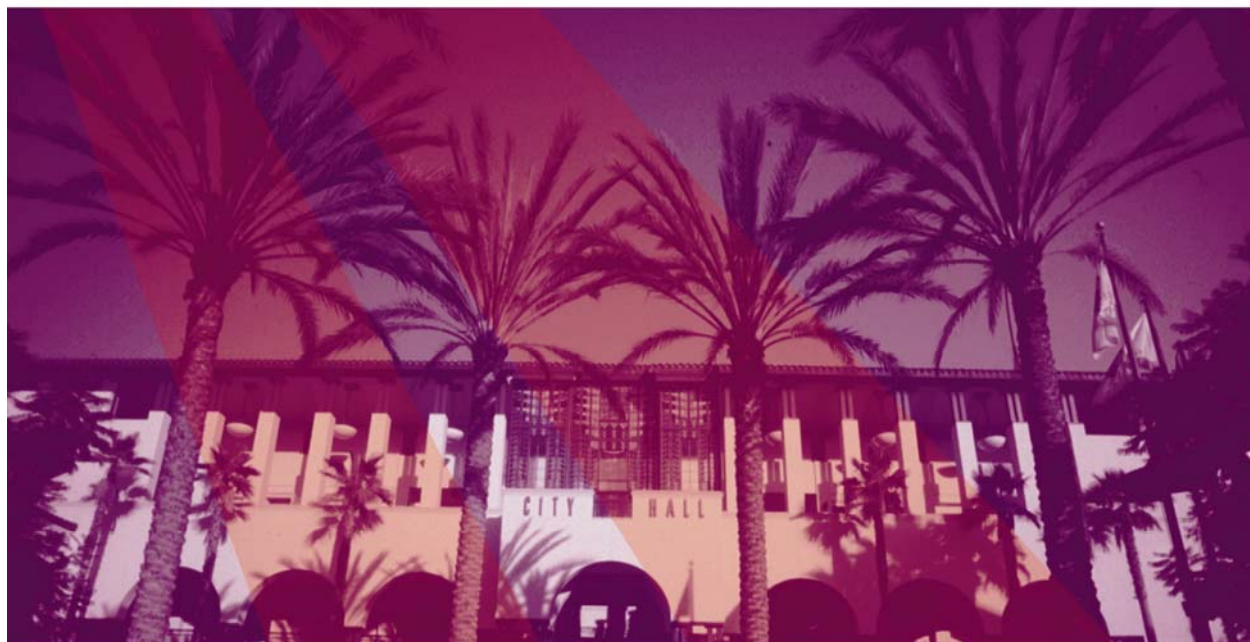
ATTACHMENTS:

Attachment 1 – Overview of 2008 Performing Arts Grant Requests
Attachment 2 – 2008 NOFA, Score Sheet and Performing Arts Grant Applications

MOTION:

That the Culver City Cultural Affairs Commission:

1. Recommend to the City Council that grant awards be allocated as outlined in the staff report; or
2. Recommend to the City Council that grant awards be allocated as amended.



PERFORMING ARTS GRANTS

application 2008

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

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

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

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

ELIGIBILITY CRITERIA

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

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

Children's Theatre

Any theatre for young audiences, for or by children.

Dance

Any form of rhythmical movement.

Theatre Performance

Any form of dramatic presentation, either spoken or silent.

Musical Theatre or Opera

Any dramatic performances of which music is an integral part.

Music or Concert

Any musical form whether classical or popular.

Performances must occur between January 1, 2008 and December 31, 2008. Applicants are encouraged to consider proposing a series of performances in the grant application. The performance(s) must be available to the general public in a building or facility that is ADA accessible, and that is wholly or partially located in Culver City or under the control of the City of Culver City or the Culver City Redevelopment Agency. West Los Angeles College also qualifies as an eligible performance venue.

Applicant organizations must qualify as tax exempt – as defined by the Internal Revenue Service – at the time the application is submitted. A copy of the most current IRS Form 990, along with the non-profit determination letter issued by the IRS must be submitted with the application to be considered eligible.

Individuals, or organizations applying for non-profit status, will only be considered if partnered with a fiscal receiver. *The applicant must be the individual or the organization, not the fiscal receiver.* A fiscal receiver may sponsor up to *one* applicant for this grant program for 2008. Each applicant using a fiscal receiver must include a letter of agreement between the two parties outlining financial and legal obligations, MOU – Memorandum of Understanding – and the most recent financial statements from the fiscal receiver.

Kirk Douglas Theatre Community Access Program

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

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

July 30, 2008

July 31, 2008

August 1, 2008

August 2, 2008

August 3, 2008

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

FUNDING GUIDELINES

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

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

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

Grant recipients shall be required to provide a draft of the event program to Cultural Affairs **prior to its publication** to ensure that acknowledgment is given to the City of Culver City and Sony Pictures Entertainment for the grant award per the agreement. If credit is not given, per the signed agreement, the grant award is subject to withdrawal. The credit line should read as follows (unless otherwise indicated due to the allocation of additional private grant money to this program):

**“This performance is made possible in part by a grant from the
City of Culver City Art in Public Places Fund with support from the Sony Pictures
Entertainment Platinum Sponsorship.”**

Also, grant recipients shall be required to contact Cultural Affairs staff two months prior to their performance date(s) to review marketing plans for performances in Culver City.

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

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

APPLICATION GUIDELINES

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

- Unless otherwise specified, responses must be included on the attached forms, be typed in not less than 11 point font size, and follow the margins established in this format.
- Provide an original and twenty-five (25), 3-hole punched copies of the application, including attachments. The original and copies must be identical to one another (i.e., do not include information in the original that is not included in the copies). Faxed applications will **not** be accepted. Please note that no submitted materials will be returned to the applicant.
- All applications **must** include rehearsal and performance rental fees under “Expenses” on the **Project Budget** sheet (page 15).

Please note that there are no fee waivers for performances in City owned or controlled property. If the proposed performance will be at City owned or controlled property, please contact the facility to request consideration of availability and to obtain an accurate estimate of the cost of rehearsal and performance space rental. For space rental requests for City owned or controlled property, you must include a letter from the appropriate Culver City staff person for that facility acknowledging your request.

EVALUATION AND SELECTION PROCESS

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

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

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

Total Possible Points 100

A workshop will be held on **August 8, 2007 at 7:00 PM** in the Lethbridge Garden Room at The Veterans' Memorial Complex, 4117 Overland Avenue, Culver City to discuss the NOFA and to answer any questions. After proposals are submitted, they will be reviewed by staff. It is the responsibility of the applicant to insure that the proposal packages are complete. All proposals deemed complete by staff will be forwarded to the review panel for consideration. City staff is not obligated to contact applicants for missing information and applications deemed incomplete will be disqualified.

The tentative schedule is as follows:

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

CONTRACT

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

SUBMITTAL GUIDELINES

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

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

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

Thank you.
We look forward to your application.

APPLICATION CHECKLIST

ALL APPLICANTS

FORMS

Application Form _____

Application Questionnaire _____

Proposed Production Budget _____

Organizational Budget Summary _____

Certification _____

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

ADDITIONAL REQUIREMENTS

Two Venue Reference Contacts _____

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

Documentation of Tax-Exempt Status _____

RECOMMENDED

Workshop Attendance
(August 8, 2007) _____

APPLICATION FORM

APPLICANT ORGANIZATION

Name of Organization

Mailing Address (please provide street address)

Telephone

Fax

E-Mail

Contact Name/Title

Phone (if different from above)

(Website)

PRIMARY DISCIPLINE CATEGORY (check one only)

Theatre Performance _____

Musical Theatre/Opera _____

Dance _____

Music/Concert _____

Children's Theatre _____

Estimated number of people project will serve _____

TOTAL PROJECT COST

\$_____

Cash Grant Amount Requested from the City of Culver City

\$_____

Proposed Date(s) of Performance(s)

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

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

Number of years your organization has been in operation _____

Organization operates on a year from _____ to _____

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

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

APPLICATION QUESTIONNAIRE AND SUBMISSION REQUIREMENTS

For questions on pages 10-14, use this form only.
Responses must be typed. Do not reduce font type size below 11 point.

- 1. Describe your organization and its mission/purpose. Briefly describe the organization's history and major accomplishments. Please briefly describe two or three major goals the organization plans to accomplish within the next two years.**
- 2. Describe the project you wish funded, including the performance location and dates. Be specific. Emphasize how this project matches the mission and goals of the organization. Make sure it is clear how City funding will be used in connection with the project.**

3. Describe how you will attain the funding necessary to ensure the completion of this project (identify these additional funding sources by name and whether or not funds are secured or pending). Please indicate whether support is new, renewed, or increased. Are you prepared to go forward with the project in the event you receive a smaller grant than requested or are denied funding?
4. Who is your target audience and how do you intend to reach them? How many people do you expect to attend? How will you attract Culver City residents to the performances?

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

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

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

6.

(a) If your organization has received a grant from the City in past years, how has the grant award helped your organization? What type of accomplishments (operational, creative, or fiscal) occurred? How has your organization added value to the grant funds received from the City in past years (more outreach, more diversified funding, increased audiences, increased staff, etc.)?

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

7. **Name, address and phone number of venues where your group has previously performed. *Please include dates.* (To be contacted for references).**

8. **Please submit a maximum of 4 pieces of printed collateral material such as newspaper articles, programs, reviews, etc. with your application. *Published reviews critiquing the quality of the applicant's work are preferable.* All printed materials can be photocopied. If providing a program, one original program plus the requisite number of photocopies of that program are acceptable.**

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

PROPOSED PROJECT BUDGET

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

ORGANIZATIONAL BUDGET SUMMARY

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

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

ORGANIZATIONAL BUDGET SUMMARY (continued)

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

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

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

CERTIFICATION

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

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

Benita Bikes's DanceArt, Inc.

Benita J. Wallraff – Artistic Director/Treasurer

Present one educational "Double Take" dance program in one of two special formats to be selected by the panel that will provide audience members with an outstanding introduction or further exploration of modern dance as an art form.

Feb 24, 2008

Veterans Memorial Auditorium

Collage Dance Theatre

Heidi Duckler - Artistic Director

Present "Gallery Piece", a live performance installation in the Bandini Gallery. The day-long exhibition will be created on-site, and performers will animate the entire gallery including storefront windows and wall space, to create a new work that probes the ways art is made accessible/inaccessible, and the ways we look at art.

Mar 22, 2008

Bandini Gallery

Culver City Chamber Orchestra

Arlette Cardenes - Executive Director

Present "Passport to Europe", and a segment with the Just for Kids Youth Symphony, demonstrating their musical improvement during the year.

Aug 3, 2008

Kirk Douglas Theatre

Culver City High School Academy of Visual and Performing Arts (AVPA)

Dr. Tony Spano – AVPA Co-Director

Present *Java Drama 14*, a multi-media event consisting of a compilation of student- and faculty-developed one acts, scenes, and monologues, student directed films and videos, originally-composed music, art exhibition, and poetry set in an off-campus, professional performance space, attracting the diverse spectatorship that exists within the Culver City community.

May 21-24, 2008

The Ivy Substation

Culver City Public Theatre, Inc.

Dean Edward - President

Present the 2008 Summer Season, featuring works that draw on Greek, Roman, Comedia, Elizabethan, Restoration, and 18th century Plays, as well as another installment to the Children's Popcorn Theatre program, featuring a classical children's fable or fairy tale.

Jul 14 – Aug 19, 2008

Carlson Park

Culver City Symphony Orchestra

Matthew Hetz - President

Present the Symphony Society's annual concert, *On Our Way Up*, featuring the winners of the Parness Young Artists Concerto Competition from the Junior and Intermediate Divisions. This concert enlightens the audiences that some youth of the region pursue serious musical studies, and it educates the audience about these musicians and the various styles of concerto music.

Mar 29, 2008

Veterans Memorial Auditorium

The Definiens Project

Carter Dewberry - Executive Director

Continue the Culver City Crescent concert series for the fifth season, consisting of six performances of live contemporary chamber music. Each concert will be prefaced by an interactive workshop, allowing participants to viscerally experience the music performed that day through hands-on rhythmic, melodic, dance, drawing, and composition exercises, and each will be followed by a discussion in the mezzanine lounge area, allowing audience members to ask questions directly to the performers and composers.

Jan 13, Feb 10, Mar 9, Apr 13, May 18, Jun 8, 2008

Culver Hotel Main Lobby

Los Angeles Area Veterans' Artists Alliance (LAAVAA)

Keith Jeffreys - Founder

April Fitzsimmons – Performer

Present ***The Need to Know***, April Fitzsimmons' award winning solo show. It is a heartwarming, coming of age story in which she plays 29 diverse characters. This project enables her through LAAVAA to share her story as a performer and a veteran with Culver City, and to reach out to veterans within our community to encourage them, in turn, to tell their own stories.

Aug 2, 2008

Kirk Douglas Theatre

Los Angeles Contemporary Dance Company

Kate Hutter – Artistic Director

Present an interactive dance and music performance that is part of their "New Spaces, New Faces" project- an initiative to perform dance in unconventional venues in order to attract and reach a new generation of audiences. It will incorporate elements of both a theatrical performance and a sporting event.

Jun 23-29, 2008

Culver City High School Gymnasium

Los Angeles Doctors Symphony Orchestra

Dr. Richard Chen

Perform its annual Young Pianist Concerto Concert, featuring six middle and high school age winners of the Robert Turner Piano Concerto Competition held by the Music

Teachers Association of California's West Los Angeles Chapter. These concerts are an extraordinary experience for the young performers, and have become annual events in Culver City, attracting a growing audience, building community support.

Mar 9, 2008
Veterans Memorial Auditorium

National Association of Composers, USA-Los Angeles Chapter (NACUSA-LA)

Deon Nielsen Price - President

Present a series of five concerts as part of their greater Los Angeles Area project, "NACUSA Celebrates 75 years in Los Angeles", allowing Culver City audiences to hear excellent professional singers and instrumentalists perform beautiful and exciting art songs and chamber music by 20-30 living and historical composers from Southern California.

Apr 30, Jun 21, Sept 24, Sept 27, Dec 7, 2008
Culver City Presbyterian Church
Culver City Senior Center
Culver Crest Holiday House (10701 Ranch Road)

Nom de Guerre Theatre Guild (NTG)

Paul Millet – Artistic Director

Present an annual Halloween Theatre Festival consisting of creating new adaptations of classical literature in the thriller genre, produced in repertory as an evening of one-act plays. Authors such as Edgar Allen Poe, Robert Lewis Stevenson and Bram Stoker will be featured. These adaptations will allow literary works to be accessible for high school and college students.

Sept 26 – Nov 2, 2008
TBD

Three Chairs Dance Company

Cheolseung Kim – Artistic Director

Present *Believe You Me*; an original production evolved through an improvisation-based rehearsal process examining familiar fairy tales by the Brothers Grimm, Aesop, and traditional Korean and Japanese works. The goal is to pare down the material until only the most truthful elements remain. These will then be conveyed by traditional oral storytelling using puppets in the orator's role.

Feb 14, Feb 15, Feb 16, Feb 22, Feb 23, Feb 24, 2008
Black Box Theatre at West Los Angeles College

Vox Femina Los Angeles

Joan Potter – Administrator

Present "All Aboard! Fiesta Bound!" celebrating VFLA's upcoming tour to Mexico. Vox will combine American folk songs, selections from their famed signature pieces, and will also feature their twist on world music, bringing culture between California and Mexico. This performance aligns with VFLA's mission of building bridges within and beyond the

lesbian and gay communities and demonstrates VFLA's signature programmatic style, exemplifying the artistry of the ensemble through interesting and innovative productions, designed to enlighten and inspire audiences.

May 17, 2008
Culver City Presbyterian Church

WCB Arts Foundation Inc.

Sarah Berges - Artistic Director

Lion's Pounce wishes to present free productions of *Adventure in Wonderland* and *On the Green*; family-friendly contemporary dance productions featuring circus clowns, stiltwalkers, and live music with Bob Applebaum Acoustic Ensemble. Educational packets, developed as teaching aids for Culver City teachers, will help prepare young audiences for the program, and post show talk-backs will give audiences a change to meet the artists.

Oct 17-19, 2008
Culver City Park

We Tell Stories

Gale Cohen - Executive Director

Present fourteen, 45-minute performances that compliment the Summer Reading Program, Black History Month, Children's Book Week, Fiesta La Ballona, Halloween, Christmas, and more. WTS will select story-plays from their repertoire that feature everything from bugs, to folklore, to stories by Mark Twain and Lewis Carroll, to their own original works that promote literacy and reach out to young theatre audiences in community settings.

Tentative Dates -

Feb 2, Feb 9, or Feb 23, 2008, May 14 or May 15, 2008,
Jun 25, Jul 2, Jul 9, Jul 16, Jul 23, Jul 30, Aug 6,
Aug 13, and Aug 27, 2008, Aug 20, 2008,
Oct 31, 2008, Nov 1, 2008, Dec 6, 2008
Culver City Julian Dixon Library

Overview of 2008 Performing Arts Grant Requests

	<u>Artistic Excellence</u> (Total Possible Points: 50)	<u>Budget</u> (Total Possible Points: 25)	<u>Outreach</u> (Total Possible Points: 25)	<u>Total</u> (Maximum: 100)	Cash Grant Requested	Cash Grant Recommended by Panel	Cash Grant Recommended by CAC Sub-Committee
Benita Bike DanceArt, Inc.	44	22	24.2	90.2	\$1,700	\$3,400	\$3,400
Collage Dance Theatre	46.2	23.8	22.2	92.2	\$4,000	\$4,000	\$4,000
Culver City Chamber Orchestra	44.2	20.2	23.6	88	\$5,000	\$4,000	\$4,000
Culver City High School Academy of Visual and Performing Arts	44.75	24	24.5	93.25	\$5,000	\$5,000	\$5,000
Culver City Public Theatre, Inc.	38.6	20.8	22.6	82	\$10,000	\$5,000	\$5,000
Culver City Symphony Orchestra	42.2	21.4	24.4	88	\$10,000	\$5,500	\$5,500
L.A. Contemporary Dance Company	43	19.6	17.6	80.2	\$7,000	\$3,500	\$3,500
Los Angeles Area Veterans' Artists Alliance	37	19	20	76	\$2,500	\$2,000	\$2,000
Los Angeles Doctors Symphony Orchestra	39.4	18.6	16.8	74.8	\$3,100	\$2,000	\$2,000
The Definiens Project	47.2	21.4	23.8	92.4	\$6,000	\$6,000	\$6,000
Three Chairs Theatre Company	33.4	16.2	17.2	66.8	\$3,000	\$1,000	\$1,000
Vox Femina Los Angeles	46	22.6	22.2	90.8	\$4,350	\$4,350	\$4,350
WCB Arts Foundation Inc.	42.2	20.2	20.6	83	\$5,000	\$4,000	\$4,000
We Tell Stories	46.4	24.2	24.6	95.2	\$8,000	\$8,000	\$8,000
NACUSA-LA	30.6	11.8	13.8	56.2	\$4,000	\$0	\$0
Nom de Guerre Theatre Guild	31	9.4	9	49.4	\$6,500	\$0	\$0
TOTAL					\$85,150	\$57,750	\$57,750