



Culver CITY

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CLEMENT HANAMI, Commissioner
RONNIE JAYNE, Commissioner
LUTHER HENDERSON, III Commissioner

CULTURAL AFFAIRS COMMISSION MEETING AGENDA TUESDAY, July 14, 2009

PUBLIC COMMENT

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

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

PUBLIC COMMENT FOR ITEMS ON THE AGENDA

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

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

PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

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

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

CELL PHONES AND OTHER DISTRACTIONS

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

MEETING INFORMATION

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

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

ALD

Assisted Listening Devices are available through Cultural Affairs staff.



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

AGENDA

Cultural Affairs Commission

July 14, 2009

7:00 p.m.

Mike Balkman Council Chambers – Meeting

CALL TO ORDER & ROLL CALL:

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

PLEDGE OF ALLEGIANCE

PRESENTATION ITEMS

- P-1.** Administration of the Oath of Office to newly appointed member, Marlyn Musicant and newly reappointed member Gayle Smashey.

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 June 9, 2009 Regular Meeting. ***Approve minutes.***

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

- A-1.** Election of Officers and Assignment of Commissioners to Sub-Committees for Fiscal Year 2009 - 2010. ***Elect Chair, Vice Chair and Make Sub-Committee Assignments.***

- A-2. Consideration of Draft Notice of Funding Availability (NOFA) for the 2010 Performing Arts Grant Program. **Approve Changes.**

PUBLIC COMMENT - Items Not On the Agenda (Continued)

RECEIPT OF CORRESPONDENCE

ITEMS FROM STAFF

ITEMS FROM COMMISSIONERS

ADJOURN

**Cultural Affairs Commission Meeting
Mike Balkman Council Chambers
August 11, 2009
7:00 PM**

Upcoming Public Meeting Tentative Schedule --August, 2009

Date	Day	Time	Location
City Council			
August 10	Monday	7:00 PM	Council Chambers
Redevelopment Agency			
August 3	Monday	7:00 PM	Council Chambers
Parks and Recreation Commission			
August 4	Tuesday	7:00 PM	Patacchia Room
Planning Commission			
August 6	Wednesday	7:00 PM	Council Chambers
Civil Service Commission			
August 5	Wednesday	7:00 PM	Council Chambers
Cultural Affairs Commission			
August 12	Tuesday	7:00 PM	Council Chambers
• Times and dates may be changed. • Meetings may be added or changed			

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

Meeting Date: 07/14/09		Item Number: <u>A-1</u>	
AGENDA ITEM: Election of Officers and Assignment of Commissioners to Sub-Committees for Fiscal Year 2009 – 10.			
Contact Person/Dept.: Jeremy Green/ Cultural Affairs		Phone Number: (310) 253-5764	
Fiscal Impact: Yes ☐ No ☒		General Fund: Yes ☐ No ☐	
Public Hearing: ☐		Action Item: ☒	Attachments: ☒
Public Notification: Cultural Affairs Master E-Mail Notification List (07/08/09)			
Department Approval: Sol Blumenfeld		City Attorney Approval: N/A	
Chief Financial Officer Approval: N/A		City Manager Approval: N/A	

RECOMMENDATION:

Staff recommends that the Cultural Affairs Commission elect a Chair and Vice Chair for the Cultural Affairs Commission and make sub-committee assignments for Fiscal Year 2009-10.

BACKGROUND:

At its first regular meeting in July of each year, the Cultural Affairs Commission ("CAC") elects a Chair and Vice Chair and two Commissioners are assigned to two or more of the CAC's eight regular sub-committees. Sub-committee meetings are held on an as-needed basis.

At the June 10, 2008 Cultural Affairs Commission meeting, a ninth sub-committee was formed: the Cultural Affairs Commission/City Council Subcommittee. This sub-committee will continue to exist until the sub-committee subject matter has been concluded.

PROCEDURE:

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

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

FISCAL ANALYSIS:

There is no fiscal impact.

ATTACHMENTS:

1. FY 2008 – 2009 Cultural Affairs Commission Sub-Committee Assignments;

MOTION:

That the Cultural Affairs Commission:

Elect _____ as the Chair and _____ as the Vice Chair and makes the following sub-committee assignments for Fiscal Year 2008 – 09:

Sub-Committee

Commissioners

Education in Life-Long Learning

_____ / _____

Facilities

_____ / _____

Festivals and Events

_____ / _____

Fundraising

_____ / _____

Grants and Artist Services

_____ / _____

Historic Preservation

_____ / _____

Image and Public Relations

_____ / _____

Public Art

_____ / _____

Cultural Affairs Commission/City Council

_____ / _____

MEETING DATE: July 14, 2009

AGENDA ITEM: **Election of Officers and Assignment of Commissioners
to Sub-Committees for Fiscal Year 2009 – 10.**

ATTACHMENTS

	<u>Pages</u>
1. FY 2008 – 2009 Cultural Affairs Commission Sub-Committee Assignments	1

ATTACHMENT 1

CULTURAL AFFAIRS COMMISSION SUB-COMMITTEE ASSIGNMENTS

FY 2008 – 2009

Luther L. Henderson, III (Chair)
Gayle Smashey (Vice Chair)
Clement Hanami
Ronnie Jayne
Marla Koosed

SUB-COMMITTEE

COMMISSIONERS

Education in Life-Long Learning	Hanami/ Smashey
Facilities	Hanami / Jayne
Festivals and Events	Henderson/Jayne
Fundraising	Smashey/Koosed
Grants and Artist Services	Henderson / Smashey
Historic Preservation	Hanami / Koosed
Image and Public Relations	Smashey / Koosed
Public Art	Hanami / Koosed
*City Council/ CAC	Henderson/ Jayne

*Temporary subcommittee

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

Meeting Date: 07/14/09		Item Number: <u>A-2</u>	
AGENDA ITEM: Consideration of Draft Notice of Funding Availability (NOFA) for the 2010 Performing Arts Grant Program			
Contact Person/Dept.: Susan Obrow & Phone Number: (310) 253-5762 or 5764 Jeremy Green/Cultural Affairs			
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☐ No ☒	
Public Hearing: ☐		Action Item: ☒ Attachments: ☒	
Public Notification: Cultural Affairs Event Notification and Cultural Affairs Commission Meeting Notification (07/01/2009)			
Department Approval: Sol Blumenfeld		City Manager Approval: N/A	
Chief Financial Officer: N/A			

RECOMMENDATION:

That the Cultural Affairs Commission ("CAC") review the attached draft Notice of Funding Availability ("NOFA") for the 2010 Performing Arts Grant Program, provide staff with any comments or changes, and approve the document (as amended by the CAC during discussion of this item).

BACKGROUND:

Since 1994, the City of Culver City has sponsored a Performing Arts Grant Program with funds allocated each year from the Art Fund. Section 15.06.120 of the City's Municipal Code stipulates that 25% of the money paid into the Art Fund during the previous fiscal year shall be allocated toward the Performing Arts Grant Program the following fiscal year. For FY 09-10, \$12,500 has been allocated for this program from the Art Fund. In addition, \$15,000 is the amount that staff will be recommending the City Council allocate to the 2010 Performing Arts Grant Program from a larger grant that is expected from Sony Pictures Entertainment ("SPE"). If the City Council approves the recommended amount from the SPE donation, the total funding available for the 2010 calendar year Performing Arts Grant Program will be **\$27,500**. There are minimal administrative costs associated with this program which include expenses for the grant workshop, peer review panel meeting, and production of marketing materials. These administrative costs are taken from this program for budget tracking purposes.

DISCUSSION:

For the second year, the City of Culver City, along with other funders in California, will require 2010 applicants to update a Cultural Data Profile through the California Cultural Data Project ("CDP"). The California CDP is a state-wide, collaborative

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Cultural Affairs Commission Agenda Item Report

effort of public and private funders throughout California and consists of an online system for collecting and standardizing historical, financial and organizational data.

Additionally, the common questions developed by the Los Angeles County Arts Commission and municipal funders for each city's grant application to standardize the language and further simplify the grant process for Los Angeles County performing arts organizations, will remain in the 2010 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 2010 NOFA for review and comment by the CAC Grants and Artist Services Sub-Committee. Subsequently, the attached draft was developed to elucidate the adjustments for the 2010 application.

Substantive changes to the 2010 NOFA include:

- **p. 1**

Language was added to inform recipients that the expected range of funding for each recipient will be between \$1,000 and \$5,000 and to remind applicants that the recommended request should not exceed 50% of project budget.

- **p. 2**

Clarifying language was added after the request for the IRS 990 form to state that if an organization does not have such a form, a letter excusing the organization from having the form may be submitted instead.

- **p. 4**

Language was added under "Applications Guidelines" to remind applicants that the Performance Venue Letter of Intent is not a formal contract.

- **p. 5-6**

Language was extended and a section was added to highlight information about the application workshop and to encourage applicants to attend.

- **p. 9-10**

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The narrative Culver City questions which previously were numbered 7 through 13 in a later section were moved to the front of the application. This way, the narrative portion of the document is consolidated and the common questions regarding the organization flow seamlessly into the Culver City questions regarding the specific project.

- **p. 16**

The question regarding “Supplementary Printed Materials” was given its own section (now number 7) and follows the format of Artistic Documentation and the other components which involve a list of entries followed by attached materials.

- **p. 18**

The City of Culver City logo was added to the “Performance Venue Letter of Intent”.

- **p. 19-20**

Application Instructions were added for the Culver City narrative questions to follow the same format as the instructions for the common questions.

- **p. 24- 25**

Information on the California Cultural Data Project was updated to reflect the 2010 grant application and to provide further information for online training for the CDP profile process.

As was the case in previous years, a panel of five individuals comprised of performing art professionals from a variety of disciplines, Janice Pober of Sony Pictures Entertainment, and one Culver City community member will meet to score the applications and make grant recommendations to staff and the CAC Grants and Artist Services Subcommittee. (The CAC Subcommittee will be at the panel meeting as observers and as a resource for questions.) Staff and the Subcommittee will take the panel’s recommendations, make any changes they deem appropriate, and forward a recommendation to the Cultural Affairs Commission who will make its final recommendation to the City Council at the November 10, 2009 meeting. The City Council makes the final grant awards.

The 2010 NOFA is scheduled to be released the week of July 20, 2009. Vehicles for notification will include a press release, various listservs and networking

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organizations (e.g., Los Angeles Culture Net, Los Angeles Stage Alliance, Dance Resource Center, and Jim Eninger's Clickable Chamber Music Newsletter), and the City website.

A workshop to assist applicants will be held on Wednesday, August 12, 2009 at 7:00 p.m. in the Lethbridge Garden Room at the Veterans Memorial Building. The workshop date and location are included in the 2010 NOFA.

FISCAL ANALYSIS:

Of the \$27,500 allocated for calendar year 2010 for the Performing Arts Grant Program, \$12,500 has been appropriated per Municipal Code from the Art Fund (Account number 41300614.619800). The remaining \$15,000 is expected to come from a larger grant donated by Sony Pictures Entertainment pending City Council approval.

ATTACHMENTS:

1. Draft 2010 Notice of Funding Availability
2. Final 2009 Notice of Funding Availability

MOTION:

That the Cultural Affairs Commission:

- 1) Approve the 2010 Notice of Funding Availability for the Culver City Performing Arts Grant Program with any changes noted during discussion.

MEETING DATE: July 14, 2009

AGENDA ITEM: **Consideration of Draft Notice of Funding Availability (NOFA) for the 2010 Performing Arts Grant Program**

ATTACHMENTS

	<u>Pages</u>
1. Draft 2010 Notice of Funding Availability	1-28
2. Final 2009 Notice of Funding Availability	29-54

ATTACHMENT 1



PERFORMING ARTS GRANTS

application **2009**

**2009 CULVER CITY
PERFORMING ARTS GRANT PROGRAM**

NOTICE OF FUNDING AVAILABILITY

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

In support of the arts in Culver City, the City Council has allocated \$50,000 for the 2009 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 the Arts and Culture webpage at www.culvercity.org.

ELIGIBILITY CRITERIA

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

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

Children's Theatre

Any theatre for young audiences, for or by children.

Dance

Any form of rhythmical movement.

Music or Concert

Any musical form whether classical or popular.

Musical Theatre or Opera

Any dramatic performances of which music is an integral part.

Theatre Performance

Any form of dramatic presentation, either spoken or silent.

Performances must occur between January 1, 2009 and December 31, 2009. 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 2009. 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.

2009 dates for the Kirk Douglas Theatre Community Access Program are:

Tuesday, August 11, 2009
Wednesday, August 12, 2009
Thursday, August 13, 2009 (Daytime Only)
Friday, August 14, 2009
Saturday, August 15, 2009
Sunday, August 16, 2009

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. Grant recipient shall also be required to include the Culver City logo in the event program. 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 Performing Arts Grant Program Fund with support from
Sony Pictures Entertainment.”**

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 and to ensure receipt of the 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.

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 (20), 3-hole punched copies of the application, including attachments. In an effort to conserve paper, please submit double sided copies if possible. 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 or e-mailed 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 “Proposal Expenses” (page 12).

California Cultural Data Project

This year marks the first year that the City of Culver City is engaging in a new 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, now requires applicants to complete a Cultural Data Profile through the California CDP Web site (<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 2009 Culver City Performing Arts Grant Program in their application. (See pages 26-27 for more information).

Performance Venue – Letter of Intent

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 all space rental requests, you must include the “Performance Venue – Letter of Intent” form completed by the venue representative, or city facilitator, 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 peer 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 11, 2008 at 7:00 PM** in the Lethbridge Garden Room at The Veterans' Memorial Complex, 4117 Overland Avenue, Culver City to discuss the application and to answer any questions. It is the responsibility of the applicant to insure 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.

The tentative schedule is as follows:

Application Released	Week of July 21, 2008
Application Workshop	August 11, 2008
Applications Due	September 8, 2008
Applications Sent to Review Panel	September 22, 2008
Review Panel Meets to Make Recommendations	October 21, 2008
Cultural Affairs Commission Reviews Panel's Recommendations	November 11, 2008
City Council Meeting Makes Final Grant Awards	December 8, 2008

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 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 twenty, 3-hole punched, copies of their proposal and all attachments to:

**Jeremy Green
Cultural Affairs / City of Culver City
9770 Culver Boulevard, 3rd Floor
Culver City, CA 90232**

All applications must be submitted no later than September 8, 2008 at 5:00 p.m. Any questions can be directed to Jeremy Green, at 310.253.5764 or jeremy.green@culvercity.org.

Thank you.
We look forward to your application.

APPLICATION CHECKLIST

ALL APPLICANTS

FORMS

Application Form (page 8) _____

Application Questionnaire (page 9 – 18) _____

Certification (page 19) _____

Performance Venue – Letter of Intent (Page 20) _____

ADDITIONAL REQUIREMENTS

California CDP 2009 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 _____

RECOMMENDED

Workshop Attendance
(August 11, 2008) _____

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)

Children's Theatre ☐

Dance ☐

Music/Concert ☐

Musical Theatre/Opera ☐

Theatre Performance ☐

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): _____

Proposed Performance Venue(s): _____

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

Instructions for Application Questionnaire begin on page 21

☀ (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 your response:

- A. ☀ **Mission/Purpose of Applicant:** Provide the applicant’s mission statement.

- B. ☀ **History/Programming:** Briefly describe the history of the applicant and current core programs and services. Note any significant administrative or artistic changes and/or major accomplishments and initiatives that have taken place over the past two years.

- C. ☀ **Planning & Leadership:** Where does the applicant want to be, artistically, administratively and financially, within the next two years? What short-term goals have been established to work toward this desired state? What specific steps have been taken recently? How have board and staff members contributed to the applicant’s overall planning?

- D. ☀ **Community/Core Audience:** Describe the applicant’s community/core audience in terms of geography, age, cultural and economic characteristics, as applicable. Describe how the applicant identifies community/ core audience needs (including any advisory councils) and how the applicant develops programs to meet these needs.

- E. ☀ **Artistic Policy:** Briefly describe the process for making artistic decisions. Describe the applicant’s practice for payment of artists.

(2) STAFF & ARTISTS

Provide short biographies of key staff and/or artists for the applicant. Begin with the applicant's leaders (e.g. Artistic Director, Executive Director, Managing Director). If necessary, attach additional sheets of the original form to accommodate more staff/artists.

<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.

[illegible]

(4) PROPOSAL EXPENSES

Proposal Expenses from to .

EXPENSES	Total	Budget Notes:
A. Salaries & Fringe Benefits		
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 and Marketing		
7. Artist Commission Fees		
8. Artists & Performers - 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 and Performance Rental Fees		
30. Supplies		
31. Telephone		
32. Touring		
33. Travel		
34. Utilities		
Subtotal Operating Expenses		
GRAND TOTAL EXPENSES (A +B)		

(5) PROPOSAL SUPPORT

Proposal support from *to* .

SUPPORT	Total	Budget Notes:
A. Earned Revenue		
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 Revenue		
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 Revenue		
15. Sponsorship Revenue		
16. Other		
Subtotal Earned Revenue		
B. Support		
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 Support		
27. Parent Organization Support		
28. In-kind Contributions		
Subtotal Support		
GRAND TOTAL REVENUE (A + B)		

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

(6) ARTISTIC DOCUMENTATION

REQUIRED: SAMPLE ☐ DVD ☐ CD

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

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

--

For questions 7 - 12, use this form only. Responses must be typed. Do not reduce font type size below 11 point.

- (7) Describe the project you wish funded. Please be specific. Emphasize how this project matches the mission and goals of the organization. Please describe how City funding will be used in connection with the project.**

- (8) 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?**

- (9) 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?**

- (10) Organizations with a funding history, must answer questions 10 (a) and 10 (b). New organizations with no funding history shall answer question 10 (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.**

(11)

(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?

- (12)** Name, address and phone number for venues where your group has previously performed. *Please include dates.*

- (13)** Please submit a maximum of four 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.

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

Performance Venue – Letter of Intent

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.

We require organizations, applying for a grant, to provide us with dates and locations of its proposed performances.

This form must be completed and returned by September 8, 2008 as part of the Culver City 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 _____

Date(s) and times requested for use _____

Signature: _____

VENUE INFORMATION

Venue Name _____
Contact Person _____
Contact Person, Title _____
Contact Number _____
Contact E-mail Address _____
Special Use Requirements _____
Rental Charge Quoted _____

Confirmation of date request acknowledged by _____

Signature _____

Performances will occur between January 1, 2009 and December 31, 2009.

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.

Once grants are awarded, grantee will be responsible for reservation of venue. *Letter of Intent* form is strictly to provide potential Grantor with the venue information with whom the Grantee is in negotiations.

APPLICATION INSTRUCTIONS

☀ (1) NARRATIVE INFORMATION

A partnership of the Arts Council for Long Beach, City of Los Angeles Department of Cultural Affairs, City of West Hollywood, Culver City Cultural Affairs Division, Los Angeles County Arts Commission, Pasadena Cultural Affairs, and Santa Monica Cultural Affairs Division has developed common application questions intended to help nonprofit organization in Los Angeles County save time in the grant application process. Common questions are indicated with the ☀ symbol.

☀ Part I: Organizational Background

Please address Question 1, Part I in no more than 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. Answers must be typewritten, single-spaced in 11 point font or larger. Use the following headings and letters to organize your response:

- A. ☀ **Mission/Purpose of Applicant Organization:** Provide the full mission statement of the applicant organization. If applicable, summarize any additional characteristics, bylaws, governing statements or guiding principles that define the organization.
- B. ☀ **History/Programming:** Concisely timeline the history of the organization and outline all of its ongoing core programs and services. In total or per program, list significant administrative, board governance or artistic changes, accomplishments or initiatives that have taken place during the past two years.
- C. ☀ **Planning & Leadership:** Describe the organization's administrative, artistic and financial vision and list short-term goals for the next two years. Describe how the board and staff shape overall planning. As examples, list any specific steps already taken to reach current short-term goals.
- D. ☀ **Community/Core Audience:** Profile the applicant's community/core audience in terms of geography, age, cultural and economic characteristics, as applicable. Describe how the applicant identifies community/ core audience needs (including any advisory councils) and how the applicant develops programs to meet these needs.
- E. ☀ **Artistic Policy:** Briefly describe the process for making artistic decisions. Delineate the applicant's practice of payment to artists.

☀ (2) STAFF & ARTISTS

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

(3) **Board of Directors List**

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

(4) PROPOSAL EXPENSES

List expected expenses for the proposed project. Describe how grant funds will be used in the corresponding column to the right. Unexplained use of grant funds may result in poor reviews or scores. *Please note that these line items correspond to the line items in the California Cultural Data Project.*

1-5 Salaries: List the total expense for salaried and hourly employees by category. Please note that if a position includes tasks in more than one of the areas listed in the column headings, the salary for that position should be allocated over the applicable columns based percentages of time spent on each area. In general, this allocation should be the same or similar from year-to-year as long as the position description remains constant.

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

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

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

8 Artists & Performers – Non-Salaried: How much will the applicant spend on consultants, such as: artists, performers, designers, directors, etc.? These are people specifically hired to work on a temporary basis to participate in 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 & Maintenance, 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 25 above including supplies, materials and other related expenses? This might include education programs, etc. Do not include personnel costs or items included on other lines in this section.

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 and Marketing, Artists and Performers - Non-Salaried, Fundraising Professionals, Internet and 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 and 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 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?

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

33 Travel: How much will the applicant spend on travel, including business travel and transportation such as airfare, parking, and commuting fees? Do not include expenses associated with tours included in Line 33, or any expense items included in Line 20 - Lodging and Meals.

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

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

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

(5) PROPOSAL SUPPORT

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

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

2 Tuitions: How much revenue will the applicant earn from payments for multi-session classes or semester-long courses offered by the applicant? Do not include one-time workshops, lectures, or lecture series.

3 Workshop Fees: How much revenue will the applicant earn as a result of one-time events such as workshops?

4 Touring Fees: How much revenue 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 revenue 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 revenue from these services in this line. If the applicant receives a commission on food-related sales operated at the applicant's venue by an outside vendor, record that revenue on Line 9.

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 revenue will the applicant earn from the collection of membership dues or fees? Include donations which will be made in return for benefits such as free admission, discounts and invitations to special events.

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

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

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

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

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

15 Sponsorship Revenue: How much revenue will the applicant receive from a corporation or other organization to be used in exchange for use of the corporation's name or logo on printed materials or other agreed upon exchanges or promotions? Do not include any amounts entered on Line 21, Corporate Contributions.

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

Subtotal Earned Revenue: Add together all expenses listed in Proposal Support, 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 revenue reported in Line 11.

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 revenue entered on Line 17 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 support please provide a detailed list.

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

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

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

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

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

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

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 revenue would be the value of a donated computer, the value of free brochure printing services, or the value of the rent on a donated space used by the applicant. To determine whether an item should be counted as in-kind revenue, consult with a financial person or the applicant's auditor.

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

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

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

(6) ARTISTIC DOCUMENTATION

Artistic documentation is crucial for evaluating the artistic quality of the applicant and/or project. The sample should be recent, of high quality, and as relevant to the application and/or project as possible. Label the sample clearly with the name of the applicant.

Do not submit marketing/promotional materials as artistic documentation.

Preview the artistic documentation before submitting to ensure that there are no technical problems that might interfere with the panel's review of the work. Panelists generally spend no more than three to five minutes on the work sample 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

The following are accepted formats for submission:

DVD (Strongly Encouraged for Dance, Multi-Disciplinary, Media, Theatre and Traditional and Folk Art): 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 Index. Include track/chapter information in the Artistic Documentation Index. 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 on your Artistic Documentation Index. Include track information in your Artistic Documentation Index. Place your selection(s) in priority order.

California Cultural Data Project (California CDP) *New Partnership*

This year marks the first year that the City of Culver City is engaging in a new partnership. 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, now requires applicants to complete a Cultural Data Profile through the California CDP Web site (<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 Web site 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 2009 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 8, 2008.

The California CDP is intended to benefit the field by providing a means by which to analyze and report on the impact, assets, and needs of the state's cultural community. This powerful tool will enable participating organizations to benchmark their progress and better equip advocates to make the case for arts and culture, and will facilitate improved grant making and policy development by the funding partners.

- 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.) You will have access to online training and can get support from the Help Desk during regular business hours.

- **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 Web site and print the pre-defined report for the 2009 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 a Help Desk and online training.

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>

ATTACHMENT 2



PERFORMING ARTS GRANTS

application **2010**

**2010 CULVER CITY
PERFORMING ARTS GRANT PROGRAM**

NOTICE OF FUNDING AVAILABILITY

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

In support of the arts in Culver City, the City Council has allocated \$12,500 for the 2010 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. The expected range of funding for 2010 grant recipients per organization will be \$1,000 to \$5,000. As per common practice, organizations should consider requesting no more than 50% of their total cost for the performance(s).

For more information on Cultural Affairs in Culver City, please visit the Arts and Culture webpage at www.culvercity.org.

ELIGIBILITY CRITERIA

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

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

Children's Theatre

Any theatre for young audiences, for or by children

Dance

Any form of rhythmical movement

Music or Concert

Any musical form whether classical or popular

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, 2010 and December 31, 2010. 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. (If you do not have an IRS 990 form, please submit the government-issued letter stating your organization does not yet need the 990 Form.)**

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 2010. 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.

2010 dates for the Kirk Douglas Theatre Community Access Program are:

(DATES TO BE DETERMINED)

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 **staff 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. Grant recipient shall also be required to include the Culver City logo in the event program. 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 Performing Arts Grant Program Fund with support from Sony Pictures Entertainment.”

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 and to ensure receipt of the 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.

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. **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 twenty (20), 3-hole punched copies of the application, including attachments. In an effort to conserve paper, please submit double sided copies if possible. 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 or e-mailed 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 “Proposal Expenses” (page 14).

California Cultural Data Project

This year marks the **second** 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 20**10** Culver City Performing Arts Grant Program in their application. (See pages 24-25 for more information).

Performance Venue – Letter of Intent

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 all space rental requests, you must include the “Performance Venue – Letter of Intent” form completed by the venue representative, or City facilitator, acknowledging your request. **This letter of intent is not a formal contract between the applicant and the venue operator.**

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) 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 efforts for the Culver City community.	25
• Realistic budget and diversified funding base.	25
Total Possible Points	100

The tentative schedule is as follows:

Application Released	Week of July 20, 2009
Application Workshop	August 12, 2009
Applications Due	September 8, 2009
Applications Sent to Review Panel	September 21, 2009
Review Panel Meets to Make Recommendations	October 20, 2009
Cultural Affairs Commission Reviews Panel's Recommendations	November 10, 2009
City Council Meeting Makes Final Grant Awards	December 7, 2009

APPLICATION WORKSHOP:

An application workshop will be held on **August 12, 2009 at 7:00 PM** in the Lethbridge Garden Room at the Veterans' Memorial Building, 4117 Overland Avenue, 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

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 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 twenty,(20) 3-hole punched, copies of their proposal and all attachments to:

Ms. Jeremy Green
Cultural Affairs / City of Culver City
9770 Culver Boulevard, 2nd Floor
Culver City, CA 90232

All applications must be submitted no later than September 8, 2009 at 5:00 p.m. Any questions can be directed to Jeremy Green, at 310.253.5764 or jeremy.green@culvercity.org.

Thank you.
We look forward to your application.

APPLICATION CHECKLIST

ALL APPLICANTS

FORMS

Application Form (page 8) _____

Application Questionnaire (page 9 – 16) _____

Certification (page 17) _____

Performance Venue – Letter of Intent (Page 18) _____

ADDITIONAL REQUIREMENTS

California CDP 2010 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 _____

RECOMMENDED

Workshop Attendance
(August 12, 2009) _____

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)

Children's Theatre ☐

Dance ☐

Music **or** Concert ☐

Musical Theatre **or** Opera ☐

Theatre Performance ☐

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): _____

Proposed Performance Venue(s): _____

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

Instructions for Application Questionnaire begin on page 19

(1) NARRATIVE INFORMATION

☼ **Part I: Organizational Background**

Please address the following questions in no more than three single-sided 8½ x 11" pages with 1" margins. Number each page and indicate the Applicant's name in the upper right of each page. Applications must be typewritten, single-spaced in font 11 point or larger. ☼ Denotes LA County Municipal Arts Funders Common Questions. Please see instructions for more details and a list of participating funders. Use the following headings and letters to organize your response:

- A. ☼ **Mission/Purpose of Applicant:** Provide the applicant's mission statement.
- B. ☼ **History/Programming:** Briefly describe the history of the applicant and current core programs and services. Note any significant administrative or artistic changes and/or major accomplishments and initiatives that have taken place over the past two years.
- C. ☼ **Planning & Leadership:** Where does the applicant want to be, artistically, administratively and financially, within the next two years? What short-term goals have been established to work toward this desired state? What specific steps have been taken recently? How have board and staff members contributed to the applicant's overall planning?
- D. ☼ **Community/Core Audience:** Describe the applicant's community/core audience in terms of geography, age, cultural and economic characteristics, as applicable. Describe how the applicant identifies community/ core audience needs (including any advisory councils) and how the applicant develops programs to meet these needs.
- E. ☼ **Artistic Policy:** Briefly describe the process for making artistic decisions. Describe the applicant's practice for payment of artists.

Part 2: Organizational/Performance Specifications

Please address the following questions in no more than four 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. Use the following headings and letters to organize your responses:

- F. **Project Description:** Describe the project you wish funded. Please be specific. Emphasize how this project matches the mission and goals of the organization. Please describe how City funding will be used in connection with the project.

G. Funding Details: 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? How would you adjust your planning for the performance(s)?

H. Audience Development: 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 performance(s)?

I. Funding History: Organizations with a funding history, must answer questions I (a) and I (b). New organizations with no funding history shall answer question I (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.

J. Culver City History: If your organization has received a grant from the City in past years, please answer J(a). If you have not received a grant in the past, please answer J (b).

(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?

K. Performance Venues: Name, address and phone number for venues where your 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). 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 EXPENSES

Proposal Expenses from *to* .

EXPENSES	Total	Budget Notes:
A. Salaries & Fringe Benefits		
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 and Marketing		
7. Artist Commission Fees		
8. Artists & Performers - 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 and Performance Rental Fees		
30. Supplies		
31. Telephone		
32. Touring		
33. Travel		
34. Utilities		
Subtotal Operating Expenses		
GRAND TOTAL EXPENSES (A + B)		

(5) PROPOSAL REVENUE

Proposal support from _____ to _____.

REVENUE	Total	Budget Notes:
A. Earned Revenue		
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 Revenue		
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 Revenue		
15. Sponsorship Revenue		
16. Other		
Subtotal Earned Revenue		
B. Contributed Revenue		
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 Support		
27. Parent Organization Support		
28. In-kind Contributions		
Subtotal Contributed Revenue		
GRAND TOTAL REVENUE (A + B)		

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

(6) ARTISTIC DOCUMENTATION

REQUIRED: SAMPLE ☐ DVD ☐ CD

Title	Artist(s)	Date work completed	Track(s) or Chapter(	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 your 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:
	Telephone:	Date:
Executive Director/ Managing Director	Name:	Signature:
	Telephone:	Date:
President/Chair, Board of Directors	Name:	Signature:
	Telephone:	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. We require organizations, applying for a grant, to provide us with dates and locations of its proposed performances.

This form must be completed and returned by September 8, 2009 by 5:00 p.m. 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

Contact Person, Title

Contact Telephone Number

Contact E-mail Address

Special Use Requirements

Rental Charge Quoted

Confirmation of date request acknowledged by

Signature _____

Performances will occur between January 1, 2010 and December 31, 2010.

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.

Once grants are awarded, the Grantee will be responsible for the venue reservation. This Letter of Intent form is strictly to provide potential Grantor with the venue information with whom the Grantee is in negotiations.

APPLICATION INSTRUCTIONS

(1) NARRATIVE INFORMATION

A partnership of the Arts Council for Long Beach, City of Los Angeles Department of Cultural Affairs, City of West Hollywood, Culver City Cultural Affairs Division, Los Angeles County Arts Commission, Pasadena Cultural Affairs, and Santa Monica Cultural Affairs Division has developed common application questions intended to help nonprofit 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 your response:

- A. ☼ Mission/Purpose of Applicant Organization:** Provide the full mission statement of the applicant organization. If applicable, summarize any additional characteristics, bylaws, governing statements or guiding principles that define the organization.
- B. ☼ History/Programming:** Concisely timeline the history of the organization and outline all of its ongoing core programs and services. In total or per program, list significant administrative, board governance or artistic changes, accomplishments or initiatives that have taken place during the past two years.
- C. ☼ Planning & Leadership:** Describe the organization's administrative, artistic and financial vision and list short-term goals for the next two years. Describe how the board and staff shape overall planning. As examples, list any specific steps already taken to reach current short-term goals.
- D. ☼ Community/Core Audience:** Profile the applicant's community/core audience in terms of geography, age, cultural and economic characteristics, as applicable. Describe how the applicant identifies community/ core audience needs (including any advisory councils) and how the applicant develops programs to meet these needs.
- E. ☼ Artistic Policy:** Briefly describe the process for making artistic decisions. Delineate the applicant's practice of payment to artists.

Part 2: 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 your responses:

- F. Project Description:** Describe the project you wish funded. Please be specific. Emphasize how this project matches the mission and goals of the organization. Please describe how City funding will be used in connection with the project.
- G. Funding Details:** 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? How would you adjust your planning for the performance(s)?
- H. Audience Development:** 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?
- I. Funding History:** Organizations with a funding history, must answer questions I (a) and I (b). New organizations with no funding history shall answer question I (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.

- J. Culver City History:** If your organization has received a grant from the City in past years, please answer J(a). If you have not received a grant in the past, please answer J (b).
- (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?
- K. Performance Venues:** Name, address and phone number for venues where your 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 EXPENSES

List expected expenses for the proposed project. Describe how grant funds will be used in the corresponding column to the right. Unexplained use of grant funds may result in poor reviews or scores. *Please note that these line items are similar, but not identical to the line items in the California Cultural Data Project.*

1-5 Salaries and Fringe Benefits: List the total expense for salaried and hourly employees by category. Please note that if a position includes tasks in more than one of the areas listed in the column headings, the salary for that position should be allocated over the applicable columns based percentages of time spent on each area. In general, this allocation should be the same or similar from year-to-year as long as the position description remains constant.

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

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

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

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

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

33 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 32, or any expense items included in Line 19 - Lodging and Meals.

34 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).

(5) PROPOSAL REVENUE

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

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

2 Tuitions: How much revenue will the applicant earn from payments for multi-session classes or semester-long courses offered by the applicant? Do not include one-time workshops, lectures, or lecture series.

3 Workshop & Lecture Fees: How much revenue will the applicant earn as a result of one-time events such as workshops?

4 Touring Fees: How much revenue 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 revenue 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 revenue from these services in this line. If the applicant receives a commission on food-related sales operated at the applicant's venue by an outside vendor, record that revenue on Line 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 revenue will the applicant earn from the collection of membership dues or fees? Include donations which will be made in return for benefits such as free admission, discounts and invitations to special events.

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

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

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

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

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

15 Sponsorship Revenue: How much revenue will the applicant receive from a corporation or other organization to be used in exchange for use of the corporation's name or logo on printed materials or other agreed upon exchanges or promotions? Do not include any amounts entered on Line 19, Corporate Contributions.

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

Subtotal Earned Revenue: Add together all expenses listed in **Earned Revenue**, 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 revenue 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 revenue 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 support please provide a detailed list.

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

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

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

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

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

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

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 revenue would be the value of a donated computer, the value of free brochure printing services, or the value of the rent on a donated space used by the applicant. To determine whether an item should be counted as in-kind revenue, consult with a financial person or the applicant's auditor.

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

Grand Total Revenue: Add together the Subtotal of Section A, Earned Revenue, to the Subtotal of Section B, **Contributed Revenue**, to arrive at the Grand Total **Revenue** (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.**

(6) ARTISTIC DOCUMENTATION

Artistic documentation is crucial for evaluating the artistic quality of the applicant and/or project. The sample should be recent, of high quality, and as relevant to the application and/or project as possible. Label the sample clearly with the name of the applicant.

Do not submit marketing/promotional materials as artistic documentation.

Preview the artistic documentation before submitting to ensure that there are no technical problems that might interfere with the panel's review of the work. Panelists generally spend no more than three to five minutes on the work sample 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

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 Index. Include track/chapter information in the Artistic Documentation Index. 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 on your Artistic Documentation Index. Include track information in your Artistic Documentation Index. Place your 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 your 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 second 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 2010 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 8, 2009.

- 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 2010 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 July 27 at 10:00 a.m. 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>