

2022 Culver City Performing Arts Grant Program

APPLICATION GUIDELINES AND NOTICE OF FUNDING AVAILABILITY

Welcome

The City of Culver City sponsors dance, music and theatre performances through its Performing Arts Grant Program which is under the purview of the City's Cultural Affairs Division and Cultural Affairs Commission. These performances provide enriching and accessible cultural opportunities for the city's residents, business community and visitors.

The City of Culver City is dedicated to achieving cultural equity and inclusion through the Performing Arts Grant Program. Cultural equity and inclusion embodies the values, policies, and practices that ensure that all people—including but not limited to those who have been historically underrepresented based on race/ethnicity, age, disability, sexual orientation, gender, gender identity, socioeconomic status, geography, citizenship status, or religion—are represented in the development of arts policy; the support of artists; the nurturing of accessible, thriving venues for expression; and the fair distribution of programmatic, financial, and informational resources.

Performing arts organizations of all sizes are encouraged to apply to this program.

All grant activities, events and projects will be subject to the public health orders in effect at the time and must adhere to all COVID-19 restrictions and guidance issued by the City of Culver City, County of Los Angeles, and State of California. The goal of the Culver City Performing Arts Grant Program is to provide enriching and accessible cultural opportunities, and to support you in achieving that goal.

New Information for 2022

- Matching funds reinstated
- Venue Letter of Intent reinstated
- CA Secretary of State active nonprofit status confirmation
- List of Culver City grant history (except for new applicants)
- Live performances only; no virtual or online events



Photo by Kyle Head

Award Amount and Matching Funds

The Culver City City Council has allocated funding for this program from the Art in Public Places Program's Cultural Trust Fund. Sony Pictures Entertainment and Culver City Arts Foundation have provided additional contributions to the program. There is a grant limit of \$10,000 per organization, and applicants must provide matching funds that are equal to, or greater than, their requested grant amount.

Grant Workshops

Grant application workshops will be held to discuss the application and answer any questions. It is strongly recommended that applicants attend a workshop. Previous grantees have found it to be helpful. See Grant Schedule for workshop details.

It is recommended that applicants contact Cultural Affairs staff at least two weeks in advance of the application deadline to discuss the program and guidelines.

For questions about the application process, please contact Lee Lawlor at cultural.affairs@culvercity.org or (310) 253-5772

Eligibility Requirements

To be eligible for consideration, organizations and projects must meet all the following criteria:

- The primary mission of the organization must include performances in one or more of the following disciplines: dance, music, theatre.
- The organization must be a current 501(c)(3) and provide proof of non-profit status; or the organization must provide a current agreement with an established fiscal receiver that is a 501(c)(3).
- The organization must be based within Los Angeles County.
- Projects must be scheduled to take place in a Culver City location from **January 1 – December 31, 2022**.
- Performances must take place in an ADA-compliant venue or location.
- Performances may not be staged in conjunction with a fundraiser or class presentation.
- Applicants must include their SMU DataArts Funder Report for a minimum of one year.
- Organizations must demonstrate significant plans for outreach and promotion to attract Culver City residents and visitors.
- Applicants may not submit multiple applications for different projects.
- Applicants may not apply to the City's Performing Arts Grant Program and the City's Special Events Grant Program for the same project.

Checklist

- Online application – signed and submitted
- Venue Letter of Intent – signed by applicant and venue representative
- Project Budget – using approved template
- SMU DataArts Funder Report
- IRS Nonprofit Determination Letter or Fiscal Receiver Agreement
- CA Secretary of State active status confirmation
- Artistic Sample(s)
- Support and/or Collateral Materials
- All of the above must be submitted prior to the deadline.



Photo by Leon Liu

Submission Requirements

All applicants must adhere to the procedures specified in these guidelines and in the Performing Arts Grant Application. **Incomplete applications will not be considered. No exceptions.** It is the responsibility of the applicant to ensure that the application form and the required attachments are complete. All applications deemed complete by staff will be forwarded to the peer review panel for consideration. City staff is not obligated to contact applicants for missing information and applications deemed incomplete will be disqualified.

Completed applications must be submitted by
5 PM on September 17, 2021.

The online application is available on the Culver City Performing Arts Grant webpage.

Project Budget

Project budgets must be submitted using the approved format only. The budget template is available in Excel format on the Culver City website. The budget is for your proposed project only. Detailed budget notes are highly recommended. The Culver City grant request must be included in the budget, as well as other sources of funding. In-kind income and expenses must also be included, with details.

Do not provide an organizational budget.

Performance Venues

The Venue Letter of Intent, signed by the grant applicant and signed by a representative of the venue, is required.

Performances must be available to the general public at an affordable price or for free. All events must take place in an ADA-compliant building or facility that is wholly or partially located in Culver City or under the purview of the City of Culver City. Please contact Cultural Affairs staff in advance to verify venue addresses if necessary. A partial list of frequently used indoor and outdoor performance venues is included as Attachment A. There is an additional list of potential venues, with contact information, posted on the Culver City website. Please note that you are not limited to the venues on these lists and the Cultural Affairs staff is available to review other creative ideas for your performance.

The venue and producer must obey all health guidance and restrictions from City of Culver City, County of Los Angeles and State of California. Refer to the COVID-19 section of the Culver City website for updates and resources.



Photo by Samuel Sianipar

Contract, Acknowledgement, Marketing

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

Grant recipients are required to contact Cultural Affairs staff two months prior to their first performance date to review marketing plans for performances in Culver City and to ensure receipt of the approved City of Culver City logo.

To ensure that acknowledgment is given to the City of Culver City and its Cultural Affairs Commission, Sony Pictures Entertainment and Culver City Arts Foundation, grant recipients are required to include a credit line, as well as logos, in all marketing materials as well as the event program. All grantees shall provide a draft of the marketing materials and event program to Cultural Affairs staff prior to their publication.

Culver
CITY



culvercity
artsfoundation

This performance is made possible in part by the City of Culver City and its Cultural Affairs Commission, with support from Sony Pictures Entertainment and the Culver City Arts Foundation.

Cultural Data Profile Funder Report

The City of Culver City is participating with SMU DataArts to utilize The Cultural Data Profile. The City of Culver City, along with other funders, requires applicants to complete an annual survey that collects financial and programmatic data. Applicants will complete the online Cultural Data Profile and use that data as part of their application to all participating funders throughout the state. A short form is available for organizations with budgets of less than \$50,000, making the data entry process faster and more equitable for small nonprofits. All applications must include the DataArts Funder Report for the Culver City Performing Arts Grant Program with their application. See Attachment B for further instructions.

Tax Exempt Status Verification

Applicant organizations, or their fiscal receiver, must qualify as tax exempt – as defined by the Internal Revenue Service and CA Secretary of State – at the time the application is submitted. A copy of the non-profit determination letter issued by the IRS and a screenshot or confirmation page from the CA Secretary of State showing ACTIVE NONPROFIT STATUS within 60 days of the deadline, must be submitted with the application to be considered eligible. See samples on the Culver City website.

Use of Funds

Grant awards from Culver City may only be used for direct expenses related to the performances in Culver City. No grants will be awarded for performances that are staged in conjunction with a fundraiser or a class presentation. Funding may be awarded for a single production or a series of performances.

Compliance

Compliance with licensing and insurance requirements established by the facility at which the performance will be held is required. If the applicant's production requires performance or staging rights, the applicant should include a letter indicating that rights have been secured. Please provide a copy of the Performance Rights License with the completed application. Applicant shall perform all work in accordance with applicable laws, codes and regulations required by all authorities having jurisdiction over such work.

Final Report and Payment

Grant recipients will be required to submit an invoice after the performance and an evaluation form detailing audience attendance, comments, and zip code tally.

Special Permits

Productions may require a permit through the City's Committee on Permits and Licenses. Application must be made with the Finance Department at City Hall. Please contact the Business License Division at (310) 253-5870 for information on permit fees. Visit the Culver City website for the online special permit application.

Culver City Business Tax Certificate

All grant recipients shall be required to obtain a Culver City Business Tax Certificate before a contract can be issued and before any performances. Visit the Culver City website or call the Business Support Center at (310) 594-7847 for information.

If you already have a Business Tax Certificate, it must be renewed annually. No grant contract will be issued without a valid Business Tax Certificate.



Photo by Tim Wildsmith



Photo by Samantha Weisburg

Evaluation and Selection Process

Grant applications will be reviewed by staff to ensure that the application is complete. The applications will be presented to a peer review panel for evaluation and scoring. The recommendations of the review panel will be presented to the Performing Arts Grant Program Subcommittee who will forward its recommendation to the Cultural Affairs Commission for consideration. The City Council will review the recommendations made by the Cultural Affairs Commission and make the final determination concerning grant awards. All applicants are highly encouraged to have a representative attend the Cultural Affairs Commission meeting to answer any questions that should arise and to promote their events. Applicants will receive notification of the specific date for the Cultural Affairs Commission meeting at least seven days in advance.

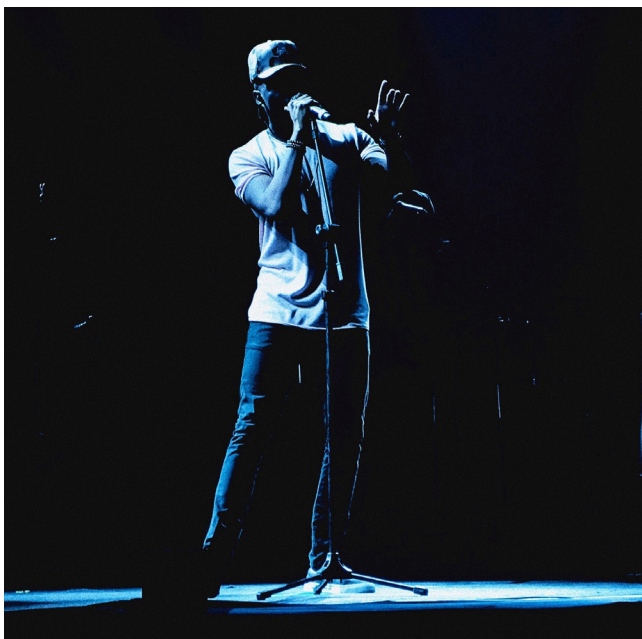


Photo by Vinicius Amnx Amano

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

Artistic excellence and cultural merit of proposed project	POSSIBLE POINTS
Project engages qualified and diverse arts or cultural professionals and provides arts experiences that expose participants to new perspectives.	45
Outreach and engagement with the Culver City community	20
Realistic project budget and funding base	20
Contribution to cultural equity and inclusion	15
TOTAL POSSIBLE POINTS	100

Some Reminders for a Successful Application

- Review the sample application available on the Culver City website and prepare your answers in advance.
- Start collecting signatures for the Venue Letter of Intent early. The form and routing process is new for 2022 so review it carefully.
- Prepare your Project Budget in advance and save as a PDF to upload with your application. Read the budget instructions and include detailed budget notes.

Grant Schedule

AUGUST 9, 2021

2022 Guidelines, Instructions and Application Available on Culver City website

AUGUST 16, 2021

Virtual Workshops at 10 AM and 3 PM
Email cultural.affairs@culvercity.org to register

**SEPTEMBER 17, 2021 AT 5 PM
APPLICATION DEADLINE**

OCTOBER 2021

Peer Review Panel Meeting and Recommendations

NOVEMBER 16, 2021

Cultural Affairs Commission Meeting and Recommendations

DECEMBER 13, 2021

City Council Approves Final Grant Awards

JANUARY 1 TO DECEMBER 31, 2022

Grant Performances in Culver City

- Recent, relevant, and high-quality videos are recommended. Uploading your selected video clips is most effective, rather than relying on links to YouTube or Vimeo.
- Start the online application early and ask any technical questions right away. Staff may not be available to assist you closer to the deadline.

Attachment A

The following is a selection of venues that are often used for performing arts events. For additional information and contact details, see the separate document "Partial List of Culver City Venues." Performances must take place in an ADA-compliant building or facility that is wholly or partially located in Culver City or under the purview of the City of Culver City. Please note that you are not limited to the venues or dates on these lists.

VETERANS MEMORIAL COMPLEX: The Veterans Memorial Complex includes Veterans Memorial Building, Culver City Teen Center and Culver City Senior Center. All facilities are available for rentals and regularly accommodate performances and rehearsals.

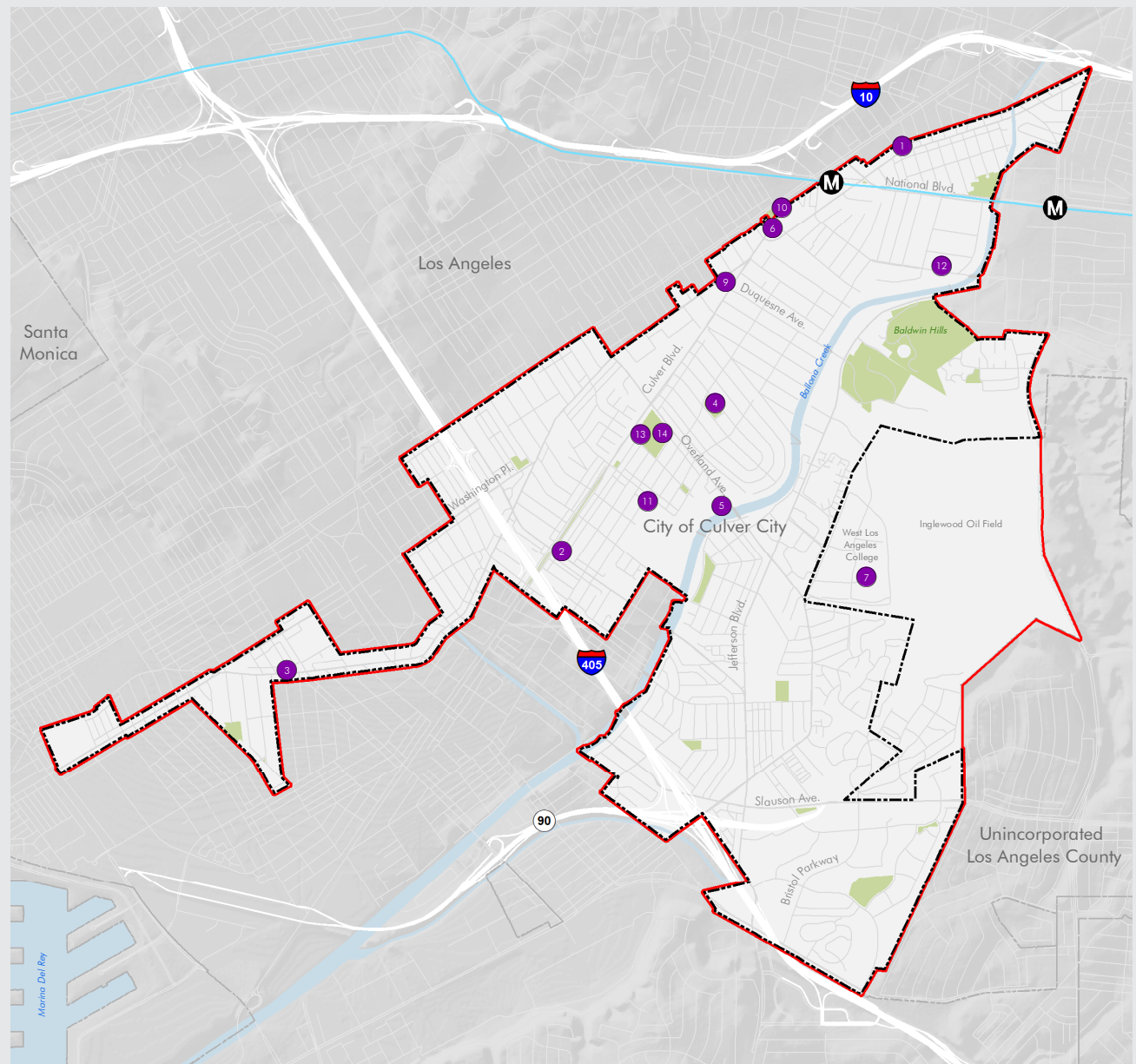
KIRK DOUGLAS THEATRE: Center Theatre Group is the resident company of the Kirk Douglas Theatre. Only Culver City-based performing arts organizations are eligible to participate in the Kirk Douglas Theatre Community Access Program from August 15 to 21, 2022. Standard rentals are available for other organizations.

IVY SUBSTATION: The Actors' Gang is the resident company of the Ivy Substation. All applicants are eligible to participate in the Ivy Substation Community Access Program from June 20 to 27, 2022. Standard rental rates apply.

CULVER CITY PARKS: There are several parks within Culver City that could accommodate performances. **Visit the Culver City Parks and Recreation website for a list of parks with photos, amenities, and contact information.**

ROBERT FROST AUDITORIUM: Robert Frost Auditorium is located on the Culver City High School Campus and is available for rentals.

WENDE MUSEUM: The former armory building, adjacent to Veterans Memorial Park, has been transformed into a modern museum and includes indoor and outdoor spaces suitable for events.



Attachment B

SMU DataArts was founded to bring the language and leverage of data to the business of culture. The Cultural Data Profile (CDP) is DataArts' flagship service, which thousands of cultural nonprofits use annually to report their financial and programmatic information. Organizations can produce a variety of reports designed to help increase management capacity and inform decision-making. They can also generate reports to be included as part of the application processes to participating grant makers.

The City of Culver City requires all Culver City Performing Arts Grant Program applicants to complete a CDP through the SMU DataArts website. A DataArts Funder Report is a requirement of the grant application package and must be submitted by the applicable deadline.

Follow these instructions to complete a CDP:

1. Go to the **SMU DataArts website** and use the orange login button to access your already existing DataArts account. If you do not have a DataArts account, **you can create one**. If you create a new account, your next step will be to **join an organization**.
2. Once you are logged in to your account, click 'New Survey' from your Dashboard to create and complete a CDP for your most recently completed fiscal year.

3. Enter data using your board-approved financial audit/review or year-end financial statements.

a. If your organization is not audited/reviewed, enter data based on board-approved, year-end financial statements.

b. DO NOT enter project budgets, budgets for future years, or data from incomplete or not-yet-approved audits/reviews/financial statements. When should I enter my Data?

4. If there are inconsistencies in your data, the built-in error check will alert you and you will be able to correct any issues as you go. When you are finished entering data and all errors have been addressed, use the Check and Complete button on the top right of the page to finalize your data. If you need assistance with any aspect of the CDP, call DataArts' Support Center at 1-877-707-3282.

a. Once your CDP clears the error check, you will be prompted to generate a Funder Report.

b. Enter 'City of Culver City Cultural Affairs' and click Find.

c. After clicking the 'View' dropdown, select 'Generate Report.' This is an important step that means you are giving The City of Culver City permission to see your data. While a Funder Report will generate, **it will NOT be automatically sent to The City of Culver City. You must submit the PDF Funder Report to The City of Culver City with the rest of your application materials.**

d. You can also find step by step instructions on how to generate a Funder Report on the website.

Provide notes in your application to explain any significant financial or other variances reflected in the applicant's DataArts report. Applicants are strongly encouraged to explain significant variances, to explain a deficit or surplus, to describe plans to retire a deficit, or to use a surplus. Unexplained budget or attendance variances may result in poor reviews or scores.

The completion of the DataArts CDP will require an investment of time. A number of resources are available to help applicants, including an online **Knowledge Base**, training videos, educational resources and data literacy courses. Applicants are encouraged to reach out to the SMU DataArts Support Center for assistance with the updated platform during regular business hours.

For new users who need assistance in completing a Cultural Data Profile or current users who need guidance using the new platform, there are frequent online **orientation** trainings through the DataArts website. You can register for an Orientation to the DataArts Platform through the training calendar. You can also listen to a recording of the latest online orientation.

Applicants should direct questions concerning the DataArts Cultural Data Profile to:

SMU DataArts Support Center Toll Free:
1-877-707-3282

EMAIL: help@culturaldata.org

The SMU DataArts Support Center is available Monday-Friday from 6 AM to 4 PM PST.