

Culver City Performing Arts Grant Program Application



About the application.

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. Performing arts organizations of all sizes, based in Los Angeles County, are encouraged to apply to this program.

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.

Culver City accepts applications once per year using an online form submission. Applicants must complete, electronically sign, and submit their application and supporting materials by the stated deadline to be considered for a grant. Late materials or incomplete application form will not be accepted. You can save your application in progress and return later. Once the application has been signed and submitted, you may not make further changes. Confirmation of submission and a PDF of your final application will be sent by email.

[Before you begin, read all of the guidelines and instructions on the Culver City website.](#)

Submitting early in order to have time to address any issues or errors in submission is recommended.

Contact the City of Culver City's Cultural Affairs staff at cultural.affairs@culvercity.org or (310) 253-5772 with questions.

Thank you. We look forward to your performance.

Applicant Information

Organization Legal Name Required

Popular Name or DBA (if different from legal name)

Organization Mailing Address

Street Address Required

City Required

State Required

Zip Code Required

Organization Website Required

Organization Social Media - Facebook, Instagram, Twitter, etc. (optional)

Organization Phone Number

Primary Grant Contact Name Required

Primary Grant Contact Email Required

Primary Contact Phone Number Required

Alternate Grant Contact Name and Email

Primary Artistic Discipline (Select 1 option) Required

- Dance
- Music
- Theatre

Grant Request Amount (Maximum \$10,000) Required

Grant request must be 50% or less of the total Project Budget.

Brief Description of Project (Character Limit 1000) Required

Include the performance title and lead artists, if known.

Proposed Date of Performance (single date or multiple dates) Required

Eligible period: January 1, 2023 to December 31, 2023

Proposed Venue/Location of Performance Required

Eligibility of Venue (check all that apply) (Select 1 to 3 options) Required

- Venue is wholly or partially located within Culver City
- Venue is under the purview of the City of Culver City
- Venue is assigned a USPS zip code in 90230 or 90232

Has the applicant ever received a Culver City Performing Arts Grant? (Select 1 option) Required

- Yes, received a grant
- No, never applied
- No, applied but never received

Complete this field if you selected 'Yes, received a grant' in *Applicant Information: Has the applicant ever received a Culver City Performing Arts Grant?*

If you HAVE previously received any performing arts grants from Culver City, list the three most recent awards (year and amount).

Example: \$5,000 grant in 2022, \$4,000 grant in 2021, \$8,500 grant in 2019

Non-profit status of applicant (Select 1 option) Required

- 501(c)(3) - IRS determination letter
- Have a fiscal receiver - letter of agreement

Complete this field if you selected 'Have a fiscal receiver - letter of agreement' in *Applicant Information: Non-profit status of applicant*

If you have a Fiscal Receiver, type the full legal name of the organization below. Required

About your organization

The ☼ denotes LA County Municipal Arts Funders Common Questions.

To help organizations save time in the grant application process, common questions have been developed by a group of funders including Arts Council for Long Beach, City of Los Angeles Department of Cultural Affairs, City of West Hollywood, City of Culver City, Los Angeles County Department of Arts and Culture, Pasadena Cultural Affairs, and Santa Monica Cultural Affairs Division. You may cut and paste the answers to these common questions on the application forms of any of these funders.

☼ MISSION/PURPOSE: Provide the applicant's mission statement. (Character limit 1500) Required

☼ HISTORY AND 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. (Character limit 3000) Required

☀ PLANNING AND 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? (Character limit 3000) Required

☀ COMMUNITY/CORE AUDIENCE: Describe the applicant's community/core audience including any relevant demographic, geographic, cultural, economic or other characteristics, as applicable or that are important to your organization. Describe how the applicant identifies community/core audience needs (including any advisory councils) and how the applicant develops programs to meet these needs. (Character limit 3000) Required

Project Information

PROJECT DETAIL: Describe the project to be funded. Be specific. Emphasize how this project matches the mission and goals of the organization. Please state whether this performance has been presented in Culver City in the past and, if so, in what year. (Character limit 3000) Required

PROJECT FUNDING DETAIL: Describe how necessary funding will be attained to ensure the completion of the project. Identify funding sources by name and whether funds are secured or pending. Please describe how Culver City funding will be used in connection with the project. (Character limit 3000) Required

PROJECT FUNDING PLAN: Will the project go forward in the event that a smaller grant than requested is received or if the applicant is denied funding? How would the planning for the event be adjusted? (Character limit 1000)

Required

Cultural Equity, Outreach and Promotion

Cultural Equity, Outreach and Promotion

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.

Describe your organization’s policies, values and practices regarding cultural equity and inclusion. How are you integrating those INTERNALLY with board, leaders, artists, and staff? Provide specific strategies and methods that your proposed project will use to achieve these goals in Culver City. (Character limit 3000) Required

An effective outreach and promotional campaign should foster community participation. The City of Culver City is committed to equity and inclusion by striving to provide every resident of our community with opportunities to encounter, appreciate, and participate in arts activities. Describe how the proposed project will integrate and reflect the values of cultural equity and inclusion EXTERNALLY, with marketing, partnerships, outreach, audience engagement, and other strategies. (Character limit 3000)

Organization Details and Supporting Materials

☼ **STAFF** Provide name, title and short biographies of key staff and/or artists for the applicant. Begin with the applicant's leaders (e.g. Artistic Director, Executive Director, and Managing Director). For key project staff, emphasize their experience in areas of direct relevance to the proposal. Volunteer-led organizations should provide the biographies of volunteers who are accomplishing the day-to-day work of the organization and/or proposed project. **(Limit 10 Names)**

Staff #1: Name, Title, Short Biography

Complete this field if you entered something in *Organization Details and Supporting Materials: Staff #1: Name, Title, Short Biography*

Staff #2: Name, Title, Short Biography

Complete this field if you entered something in *Organization Details and Supporting Materials: Staff #2: Name, Title, Short Biography*

Staff #3: Name, Title, Short Biography

Complete this field if you entered something in *Organization Details and Supporting Materials: Staff #3: Name, Title, Short Biography*

Staff #4: Name, Title, Short Biography

Complete this field if you entered something in *Organization Details and Supporting Materials: Staff #4: Name, Title, Short Biography*

Staff #5: Name, Title, Short Biography

Complete this field if you entered something in *Organization Details and Supporting Materials: Staff #5: Name, Title, Short Biography*

Staff #6: Name, Title, Short Biography

Complete this field if you entered something in *Organization Details and Supporting Materials: Staff #6: Name, Title, Short Biography*

Staff #7: Name, Title, Short Biography

Complete this field if you entered something in *Organization Details and Supporting Materials: Staff #7: Name, Title, Short Biography*

Staff #8: Name, Title, Short Biography

Complete this field if you entered something in *Organization Details and Supporting Materials: Staff #8: Name, Title, Short Biography*

Staff #9: Name, Title, Short Biography

Complete this field if you entered something in *Organization Details and Supporting Materials: Staff #9: Name, Title, Short Biography*

Staff #10: Name, Title, Short Biography

☀ **BOARD OF DIRECTORS** Provide a complete list of the applicant's Board of Directors beginning with Board Officers (President, Vice President, Secretary, and Treasurer). Include full name of each Board Member, Officer title, professional affiliation, city of residence, and years served on Board.

Name of Board Member #1: Officer Title, Professional Affiliation, City of Residence, Years on Board

Complete this field if you entered something in *Organization Details and Supporting Materials: Name of Board Member #1: Officer Title, Professional Affiliation, City of Residence, Years on Board*

Name of Board Member #2: Officer Title, Professional Affiliation, City of Residence, Years on Board

Complete this field if you entered something in *Organization Details and Supporting Materials: Name of Board Member #2: Officer Title, Professional Affiliation, City of Residence, Years on Board*

Name of Board Member #3: Officer Title, Professional Affiliation, City of Residence, Years on Board

Complete this field if you entered something in *Organization Details and Supporting Materials: Name of Board Member #3: Officer Title, Professional Affiliation, City of Residence, Years on Board*

Name of Board Member #4: Officer Title, Professional Affiliation, City of Residence, Years on Board

Complete this field if you entered something in *Organization Details and Supporting Materials: Name of Board Member #4: Officer Title, Professional Affiliation, City of Residence, Years on Board*

Name of Board Member #5: Officer Title, Professional Affiliation, City of Residence, Years on Board

Complete this field if you entered something in *Organization Details and Supporting Materials: Name of Board Member #5: Officer Title, Professional Affiliation, City of Residence, Years on Board*

Name of Board Member #6: Officer Title, Professional Affiliation, City of Residence, Years on Board

Complete this field if you entered something in *Organization Details and Supporting Materials: Name of Board Member #6: Officer Title, Professional Affiliation, City of Residence, Years on Board*

Name of Board Member #7: Officer Title, Professional Affiliation, City of Residence, Years on Board

Complete this field if you entered something in *Organization Details and Supporting Materials: Name of Board Member #7: Officer Title, Professional Affiliation, City of Residence, Years on Board*

Name of Board Member #8: Officer Title, Professional Affiliation, City of Residence, Years on Board

Complete this field if you entered something in *Organization Details and Supporting Materials: Name of Board Member #8: Officer Title, Professional Affiliation, City of Residence, Years on Board*

Name of Board Member #9: Officer Title, Professional Affiliation, City of Residence, Years on Board

Complete this field if you entered something in *Organization Details and Supporting Materials: Name of Board Member #9: Officer Title, Professional Affiliation, City of Residence, Years on Board*

Name of Board Member #10: Officer Title, Professional Affiliation, City of Residence, Years on Board

ARTISTIC SAMPLES (Description Only)

Artistic documentation is crucial for evaluating the artistic quality of the applicant and/or project. Samples should be recent, of high quality, and as relevant to the application and/or project as possible. Do not submit marketing/promotional materials as artistic documentation.

Panelists will review the artistic samples together during the peer review panel meeting. Please be aware that the entire sample (not just the selected segment) is considered a part of the application package and may be reviewed. Panelists prefer to review recent substantive artistic excerpts rather than short edited clips with heavy narration, such as a promotional video. Also, panelists may choose to visit the applicants' websites prior to the meeting.

Describe artistic samples in priority order.

One artistic sample in video file format is required. Please submit a maximum of two samples up to five minutes in length.

Due to the file size of video samples, they will be uploaded separately on the City website.

[Here is a link to the Culver City website to upload your artistic samples.](#)

Website links (Vimeo, YouTube, etc.) are acceptable, but not preferred.

Title and Description of Artistic Sample #1 Required

Recent video sample recommended.

Title and Description of Artistic Sample #2

Video, Audio, Photos, Documents, Etc.

COLLATERAL AND SUPPORT MATERIALS

Please describe a maximum of four pieces of collateral material (such as articles, reviews, marketing material, blog posts, newsletters, etc.) with the application. Published reviews critiquing the quality of the applicant's work are preferable. No recommendation letters will be accepted. Please submit a maximum of four samples.

Describe selections in priority order.

Please describe and attach a maximum of four collateral materials below.

Title and Description of Collateral Material #1

Complete this field if you entered something in *Organization Details and Supporting Materials: Title and Description of Collateral Material #1*

Title and Description of Collateral Material #2

Complete this field if you entered something in *Organization Details and Supporting Materials: Title and Description of Collateral Material #2*

Title and Description of Collateral Material #3

Complete this field if you entered something in *Organization Details and Supporting Materials: Title and Description of Collateral Material #3*

Title and Description of Collateral Material #4

UPLOAD COLLATERAL AND SUPPORT MATERIALS Required



Please attach all files to the end of this form before submitting it.

Project Budget and Funder Report

PROJECT BUDGET INSTRUCTIONS

Applicants are required to use the approved Culver City project budget template that is available on the City website. No other format will be accepted. Complete the income and expenses for proposed project, plus budget notes. Then save the final budget as a PDF file.

Applicants must then upload the final budget PDF below. If you have any questions about this requirement, or cannot find the approved template, email cultural.affairs@culvercity.org.

[Link to Project Budget Template\(XLSX, 25KB\)](#) (Excel .xlsx)

[Link to Project Budget Instructions with Template\(DOCX, 56KB\)](#) (Word .docx)

Project Budget and Notes (upload PDF only) Required



Please attach all files to the end of this form before submitting it.

DataArts Funder Report (upload PDF only) Refer to the grant guidelines for detailed information about the funder report requirement. Required



Please attach all files to the end of this form before submitting it.

Venue Letter and Nonprofit Status

VENUE LETTER OF INTENT

Organizations applying for a grant are required to provide proposed dates and locations of performances. The Venue Letter of Intent must be completed, signed and included as part of the grant application. **This letter may be emailed to cultural.affairs@culvercity.org before the application deadline if you are not ready to upload now.**

[Link to Venue Letter of Intent\(DOCX, 29KB\)](#) (Word.docx)

Venue Letter of Intent (upload PDF only) Letter must be signed by organization and venue representative.



Please attach all files to the end of this form before submitting it.

Proof of nonprofit status; 501(c)(3) organization or fiscal receiver agreement (upload PDF only) Attach an IRS determination letter or a current agreement with a fiscal receiver. (copy) Required



Please attach all files to the end of this form before submitting it.

The [CA Secretary of State's website](#) has a [Business Search](#) page with a list of all registered nonprofits. Find the name of your organization and confirm that the status is ACTIVE. Create a PDF of that page and upload it below.

[See the sample form on the Culver City website for reference.](#)

CA Secretary of State Active Nonprofit Status (upload PDF only) Attach a page from the Business Search showing Organization Name and Active status within 60 days. Required



Please attach all files to the end of this form before submitting it.

Full Name and Title of Official Signing for Applicant Organization (must be designated organizational representative or an authorized Board Member)

Full Name of Official Signing Application Required

Official Title Required

Sign Here Required

End of form

Don't forget to attach all files before submitting this form