

# 2022 Culver City Performing Arts Grant Program Application



## About the application.

The City of Culver City has a vibrant creative economy which includes arts organizations that share their work with the public. The City sponsors performances through its Culver City 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, based in Los Angeles County, are encouraged to apply to this program.

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. Cultural Affairs staff will confirm receipt and send a PDF of your final application within five business days.

[Refer to the 2022 Grant Guidelines for detailed instructions and timeline.](#)

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

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

Thank you. We look forward to your application.

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## 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 Grant Contact Title** Required

**Primary Contact Phone Number**

**Alternate Grant Contact Name, Title and Email**

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**Primary Artistic Discipline (Select 1 option)**

- Dance
- Music
- Theatre
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**Grant Request Amount for Primary Project (Maximum \$10,000)** Required

Grant request must be less than half of the total Project Budget

**Brief Description of Proposed Project (Character Limit 1000)** Required

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

Eligible period: January 1, 2022 to December 31, 2022

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**Proposed Location of Performance Within Culver City** Required

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**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: \$5000 in 2021, \$4000 in 2020, \$8500 in 2018

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**Non-profit status (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*

**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

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**☀ 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

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## 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

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**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

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**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)

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## 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

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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, program partnerships, outreach, audience engagement or other strategies. (Character limit 3000)

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## 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

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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

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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

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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**

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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**

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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**

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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**

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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**

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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**

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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**

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☀ **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**

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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**

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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**

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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**

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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**

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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**

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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**

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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**

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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**

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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**

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**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.

[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.

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**Title and Description of Artistic Sample #2**

Video, Audio, Photos, Documents, Etc.

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**COLLATERAL AND SUPPORT MATERIALS** (Description Only)

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 submit a maximum of four collateral materials.

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

**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**

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**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, email [cultural.affairs@culvercity.org](mailto:cultural.affairs@culvercity.org).

[Here is a link for the approved budget template and instructions.](#)

### 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.

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## Venue Letter and Nonprofit Status

### VENUE LETTER OF INTENT

Organizations applying for a grant are required to provide dates and locations of proposed 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](mailto:cultural.affairs@culvercity.org) before the application deadline if you are not ready to upload now.**

[Here is a link for the Venue Letter of Intent and instructions.](#)

### 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

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*End of form*

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