

2024 Culver City Performing Arts Grant Program

APPLICATION GUIDELINES AND NOTICE OF FUNDING AVAILABILITY

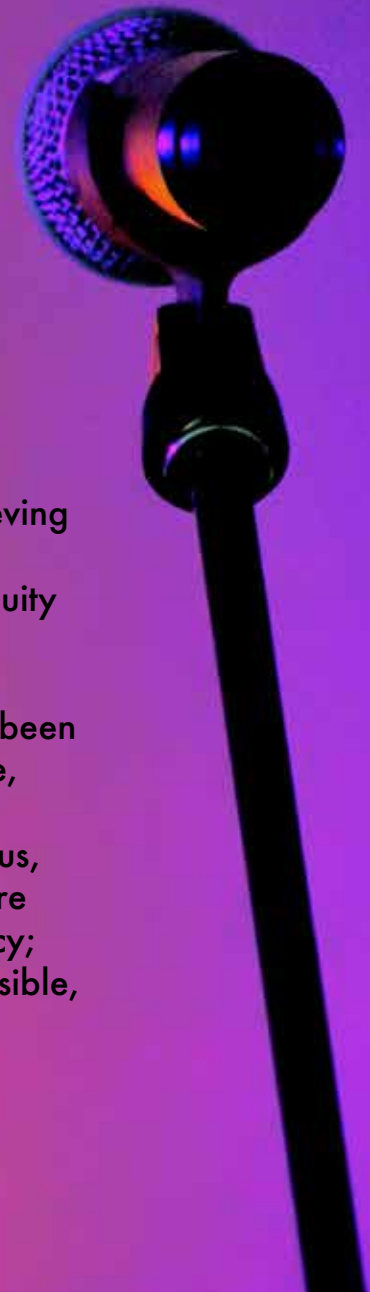
WELCOME!

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 Office of Economic and Cultural Development and Cultural Affairs Commission. These performances provide enriching and accessible cultural opportunities for the city's community, including residents, businesses and visitors.

For questions about the application process, please contact:

Lee Lawlor at
cultural.affairs@culvercity.org or
(310) 253-5772

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 Public Theatre. Photo by Caleb Kneeven

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 \$15,000** per organization, and applicants must provide matching funds that are equal to, or greater than, their requested grant amount.

Workshops and Technical Assistance

Grant workshops will be available 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. To attend a workshop, send an email to cultural.affairs@culvercity.org. See Grant Schedule for dates.

It is recommended that all potential applicants contact Cultural Affairs staff at least two weeks prior to the application deadline to discuss the guidelines and to request technical assistance.

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 from January 1 – December 31, 2024.
- 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.
- Applicants must demonstrate significant plans for outreach and promotion to attract the Culver City community.
- 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.

Venue Eligibility

All events must take place in an ADA-compliant building, facility, or location that meets **one or more** of the following criteria:

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

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 Video Sample
- Support and/or Collateral Materials
- All the above must be submitted prior to the deadline.





Photo by Kobe Subramaniam

Grant Application Schedule

August 8, 2023

2024 Guidelines, Instructions and Application Available on Culver City website

August 17, 2023 (Virtual) and August 18, 2023 (In-Person)

Workshops begin at 10 AM; email cultural.affairs@culvercity.org to reserve

September 15, 2023, at 5 PM DEADLINE TO SUBMIT APPLICATION

October 2023

Peer Panel - Review Meeting and Recommendations

November 21, 2023

Cultural Affairs Commission Meeting and Recommendations

December 2023

City Council Approves Final Grant Awards

January 1 to December 31, 2024

Grant Performances in Culver City

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 15, 2023**.

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. You may attach the budget to your application. The budget template is available in Excel and Word formats 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 public at an affordable price or for free.

Events must take place in an ADA-compliant building, facility, or location that meets **one or more** of the following criteria:

- wholly or partially located within Culver City,
- under the purview of the City of Culver City,
- immediately adjacent to Culver City, or
- is assigned a USPS zip code in 90230 or 90232.

Please contact Cultural Affairs staff in advance to verify venue addresses if necessary.

All applicants must demonstrate significant plans to attract Culver City audiences, and the performance location is an important aspect of those efforts.

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.

Cultural Data Profile Funder Report

The City of Culver City is participating with SMU DataArts to utilize the Cultural Data Profile (CDP). 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. Organizations with expenses below \$50K can opt to complete a shorter Cultural Data Profile, 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.

SMU
DataArts

www.culturaldata.org
(877) 707-3282
help@culturaldata.org



Jazz Hands for Autism concert at The Culver Steps

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. If your grant project or performance details change, it is required that you notify the City staff. 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 sponsor logos.

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.



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.



Bottom: photo by Kael Bloom

Compliance and Special Permits

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 is responsible for ensuring that rights have been secured. Applicant shall perform all work in accordance with applicable laws, codes and regulations required by all authorities having jurisdiction over such work.

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.

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.

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 may be issued without a valid Business Tax Certificate.

Final Report and Payment

Grant recipients are required to submit an invoice after the performance and an evaluation form detailing audience attendance, comments, and zip code tally. We recommend that you register for direct deposit with the Finance Department in advance. Cultural Affairs staff can assist with that process.

Scoring Criteria

Artistic excellence and cultural merit of project

45

Culver City outreach and engagement

20

Realistic project budget and funding base

20

Contribution to cultural equity and inclusion

15

TOTAL POSSIBLE POINTS

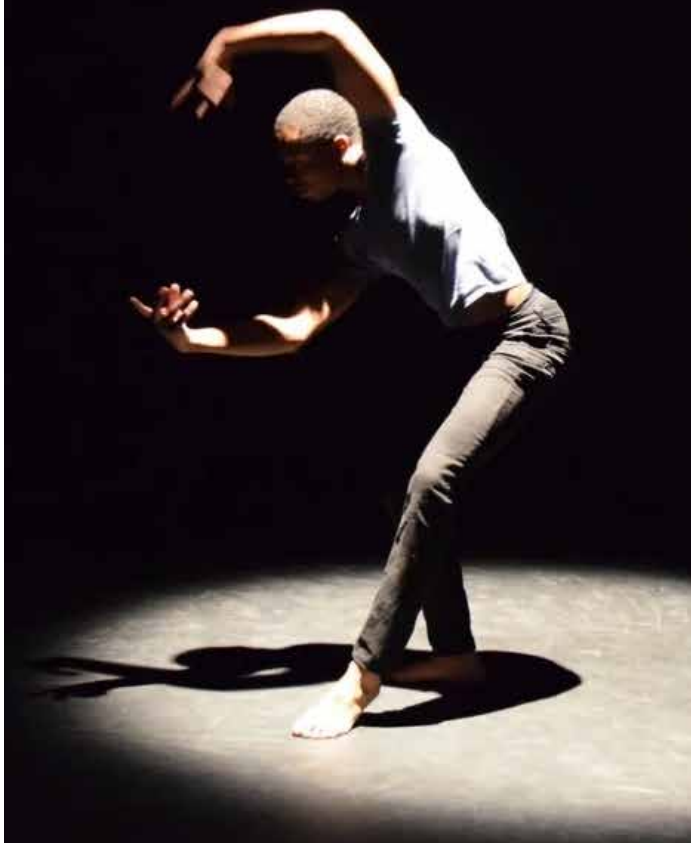
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Evaluation and Selection Process

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 of grant awards.

Suggestions for a Successful Application

- Review the sample application available on the Culver City website and prepare your answers in advance.
- The Project Budget must be clear and complete. Include detailed budget notes so that the review panel can see how the funds will be spent. Read the budget instructions and use the appropriate line items.
- Prepare your Project Budget in advance and save as a PDF to upload with your application.
- Start early when collecting signatures for the Venue Letter of Intent.
- Recent, relevant, and high-quality videos are highly 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. You can save the application in progress and return to it later. Once you submit, no changes can be made.



Attachment A

The following is a selection of venues that are often used for performing arts events. For additional locations and contact information, see the separate document "Partial List of Culver City Venues." Performances must take place in an ADA-compliant building or location. 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 Auditorium, Rotunda Room, Garden Room, 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. **2024 access dates are to be determined.** Please email cultural.affairs@culvercity.org for further information. Standard rentals are available for other organizations based on availability.

Ivy Substation

The Actors' Gang is the resident company of Ivy Substation. All applicants are eligible to participate in the Ivy Substation Community Access Program from **June 28th - July 14th, 2024.** Standard rental rates apply.

Culver City Parks

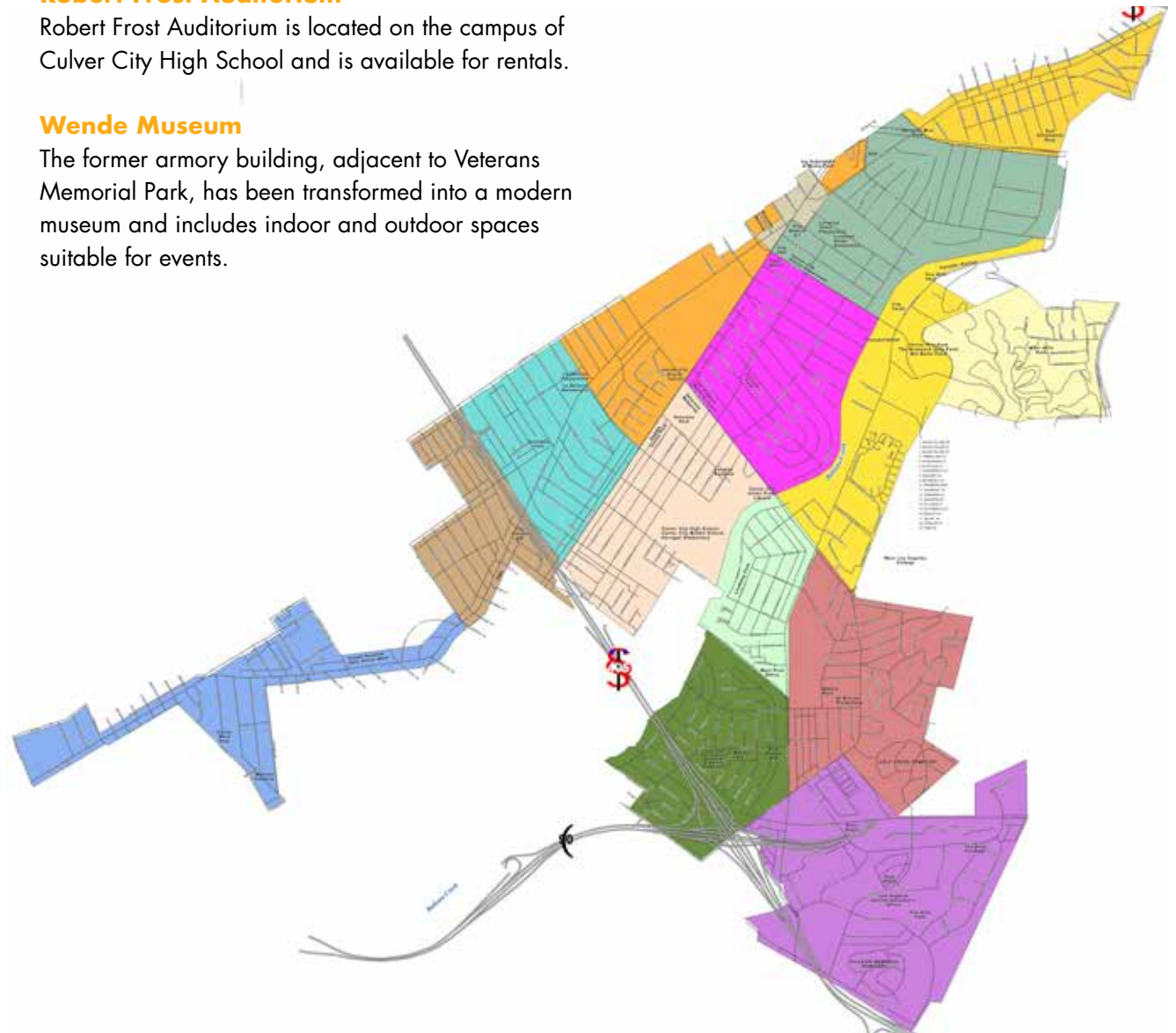
There are several parks within Culver City that accommodate performances. Visit the Culver City Parks and Recreation website for a list of parks with photos, amenities, and contact information.

Robert Frost Auditorium

Robert Frost Auditorium is located on the campus of Culver City High School 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

DataArts employs cutting-edge research techniques and high-powered computing to test hypotheses, build theory, and increase understanding of the arts and cultural sector. Their research efforts range from academic papers published in leading journals, applied research undertaken with community partners, and actionable insights shared directly with arts practitioners. The Cultural Data Profile (CDP) is a free and secure online survey that collects financial and programmatic data from nonprofit arts, culture, and humanities organizations so they can apply for grants, gather insights, use data to strengthen a case for support, and contribute to nationwide research. As of 2021, over 19,000 organizations have contributed data.

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: **da.culturaldata.org** 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.
 - c. Provide notes in the Funder Report narrative in your CDP explain any significant financial or other variances in your Funder Report. Those notes will appear below those sections in your Funder 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.
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.
5. Once you clear the error check, you will generate a Funder Report for City of Culver City Cultural Affairs.
6. 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 City of Culver City.
7. Save the PDF Funder Report so you can upload and submit it to with the rest of your grant application.

The completion of the DataArts CDP will require an investment of time. Resources are available to help applicants, including an online Knowledge Base, training videos, 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:
(877) 707-3282
Email: help@culturaldata.org**

The SMU DataArts Support Center is available Monday - Friday from 7:30 AM to 4 PM PST.

