2021 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 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 2021 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. For any questions or concerns please contact the City of Culver City's Cultural Affairs staff at cultural.affairs@culvercity.org or (310) 253-5716.

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  Required

Primary Contact Name  Required

Primary Contact Email  Required

Primary Contact Title  Required

Primary Contact Phone Number  Required

Alternate Contact Name, Title and Email

Primary Artistic Discipline

Grant Request Amount for Primary Project (Maximum $10,000)  Required
Brief Description of Proposed Primary Project (Character Limit 800)  Required

Proposed Date and Location of Performance(s)  Required
Please include a proposed location within Culver City or a virtual platform.

Has the applicant ever received a Culver City Performing Arts Grant?  Required

Non-profit status  Required

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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
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Project Information

PRIMARY PROJECT DETAIL: Describe a live or virtual event, including specifics. 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. Please describe how City funding will be used in connection with the project. (Character limit 3000)  Required

VENUE DESCRIPTION AND COVID-19 PLAN: What venue or location in Culver City is planned for this project? If virtual only, what platform or technology will be utilized? Describe the applicant's prior experience at that venue or with that online platform. How will the proposed project proceed if live performances are not permitted or if health restrictions and social distancing requirements are in place? (Character limit 3000)  Required

SECONDARY PROJECT DETAIL: If your primary project described above cannot proceed as planned, do you want to use grant funding from
Culver City for another performance option? If so, please describe that live or virtual event. You will also have the opportunity to present primary and secondary project budgets. (Character limit 3000)

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. (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 3000) Required
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)  

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)
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

1

Staff #2: Name, Title, Short Biography

2

Staff #3: Name, Title, Short Biography

3

Staff #4: 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. (Limit 10 Names)

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

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

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

Name of Board Member #4: 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 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. Weblinks (Vimeo, YouTube, etc.) will not be accepted. 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.

Title and Description of Artistic Sample #1  Required

Title and Description of Artistic Sample #2

COLLATERAL 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.**

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Project Budget Information

PROJECT BUDGET INSTRUCTIONS

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

Applicants must then upload the final budget PDF here. If you have any questions about this requirement, email cultural.affairs@culvercity.org.

Here is a Link for the approved budget template and instructions. Primary Project Budget is required. Secondary Project Budget is optional.

Primary Project Budget (upload PDF only)  Required

Select file

Max file size: 50 MB
Max number of files: 1 file
Accepted file types: .pdf
Secondary Project Budget if Applicable (upload PDF only)

Select file

Max file size: 50 MB
Max number of files: 1 file
Accepted file types: .pdf

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

Select file

Max file size: 50 MB
Max number of files: 1 file

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. Required

Select file
Max file size: 50 MB
Max number of files: 1 file
Accepted file types: .pdf

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

Full Name of Official Signing for Applicant  Required

Title of Official Signing for Applicant  Required

Sign Here  Required

- Draw signature below  - Upload photo of signature