

**Culver City Performing Arts Grant Program**

**Sample of 2025 Application for Reference Only**

**All applications must be submitted electronically by the deadline.**

**This document is to help prepare answers and information in advance.**

**DO NOT SUBMIT THIS DOCUMENT**

Culver City accepts applications once per year using an online form submission. Applicants must complete, electronically sign, and submit their application, budget, attachments, 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. After 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.

Deadline to Submit Application is September 12, 2024, at 5 PM

Contact the City of Culver City grant staff with questions [cultural.affairs@culvercity.org](mailto:cultural.affairs@culvercity.org)  
(310)253-5772

Thank you. We look forward to your performance.

**Applicant Information**

Organization Legal Name

Popular Name or DBA (if different from legal name)

Organization Mailing Address Street Address

City, State, Zip Code

Organization Website

Organization Social Media

Organization Phone Number

Primary Grant Contact Name

Primary Grant Contact Email

Primary Contact Phone Number

Alternate Grant Contact Name and Email (optional)

Proposed Date of Performance (single date or multiple dates)

Eligible period: January 1, 2025, to December 31, 2025

Proposed Venue/Location of Performance

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

- 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)

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

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

Non-profit status of applicant (Select 1 option)

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

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

### **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)

⚙️ 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)

⚙️ 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)

⚙️ 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)

**Project Information**

PROJECT DETAIL: Describe the specific project that this grant will be used for. Include the ways that this project matches the mission and goals of the organization. Please indicate whether this performance has been presented in Culver City in the past and, if so, in what year. (Character limit 3000)

PROJECT FUNDING DETAIL AND MATCHING FUNDS: Describe how necessary funding will be attained to complete the project and to match the requested grant. 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. This is a reimbursement grant, so it will be paid after the event is complete. (Character limit 3000)

PROJECT FUNDING PLAN: Will the project go forward if 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)

## **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.

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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, 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 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 proposed project. (Limit 10 Names)

⚙ 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 if applicable, Professional Affiliation if applicable, and years served on Board.

## **ARTISTIC SAMPLES**

**One video of artistic sample required.** Artistic documentation is crucial for evaluating the artistic quality of the applicant and project. Samples should be recent examples of your artistic work. High quality videos, that are relevant to the proposed project, are most successful.

Include a title and description of each artistic sample below.

Attach files individually and ensure that they are clearly labeled with your organization name. Attach a maximum of two samples. Each sample may be up to five minutes. Do not submit marketing or promotional materials as artistic documentation.

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

## **OPTIONAL COLLATERAL AND SUPPORT MATERIALS**

You may include 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.

### **Project Budget and Funder Report**

Applicants may use the provided Culver City project budget template that is available on the City website. Other formats will be accepted, but must include similar categories. Complete the income and expenses for proposed project, plus budget notes. Then save your final budget as a PDF file.

Project Budget and Notes (upload PDF only)

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

### **Venue Letter and Nonprofit Status**

Organizations applying for a grant are required to provide proposed dates and location of performance. Letters or emails from the proposed venue are accepted. A sample Venue Letter of Intent is available. Letters must be completed, signed by a venue representative, 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.

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.

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