

Culver City Performing Arts Grant Program Sample Application – DO NOT SUBMIT

The City of Culver City offers grants to support theatre, dance, and music performances. The program is administered by the Office of Economic and Cultural Development. Grants are recommended by the Cultural Affairs Commission. The City Council awards the final grants and sponsorships. Performing arts organizations of all sizes, based in Los Angeles County, are encouraged to apply to this program. The amount of grant funding available depends upon the total deposits made into the City's Cultural Trust Fund each fiscal year.

Culver City wants everyone to have a chance to experience and enjoy the arts and our grants helps make this happen. We support a wide variety of artists and organizations, especially those who haven't had many opportunities in the past. This includes people of different races, ethnicities, ages, abilities, orientations, genders, and backgrounds. Our goal is to support a variety of cultural experiences to benefit all of Culver City, including its residents, businesses, artists, and visitors.

Culver City accepts applications once per year using an electronic submission form. Applicants must complete, electronically sign, and submit their application, artistic samples, and attachments by the deadline to be considered for a grant. Late materials or incomplete application form will not be accepted. Once the application has been signed and submitted, no further changes can be made. Confirmation of submission and a PDF of your final application will be sent by email.

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Section 1. Applicant Information and Grant Request

Organization Legal Name (Required)

Popular Name or DBA (if different from legal name)

Organization Mailing Address

Organization Website (Required)

Organization Social Media (optional)

Organization Phone Number

Primary Contact Name (Required)

Primary Contact Email (Required) – We will use this address when emailing users about submissions.

Primary Contact Phone Number (Required)

Alternate Grant Contact Name and Email (optional)

Primary Artistic Discipline (Select 1 option) (Required)

Dance

Music

Theatre

Annual Operating Budget of Organization (estimated or actual) (Select 1 option) (Required)

Under \$250,000 annual operating budget

From \$251,000 to \$1 million annual operating budget

Over \$1 million annual operating budget

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

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

Title and Brief Description of Project (maximum 500 characters, including spaces) (Required)

Proposed Date of Performance. New eligibility period is March 1, 2026 to December 31, 2026.

Enter 1 day or multiple dates. (Required)

Is the performance date confirmed or tentative? (Required)

Proposed Venue or Location of Performance (Required)

Is the performance venue/location confirmed or tentative? (Required)

For tentative locations, describe your plans for securing a venue in Culver City.

For a partial list of performance locations in Culver City, or to discuss venue opportunities and eligibility, please contact staff at cultural.affairs@culvercity.gov.

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

Venue is fully or partially located within Culver City boundary

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 1 or 2 prior grants Yes, received 3 or more prior grants No, never applied
No, applied but never received

Non-profit status of applicant (Select 1 option) (Required)
501(c)(3) with an IRS determination letter
Have a Fiscal Sponsor with a letter of agreement

If you are using a Fiscal Receiver for this application, type the full legal name of that nonprofit organization below. They must be based in Los Angeles County.

Section 2. Grant Project and Outreach

PROPOSED PERFORMANCE: Describe the specific project this grant will be used for, including project title, lead artists, and details. How does this project align with the artistic mission and goals of your organization? (maximum 2000 characters) (Required)

Have you presented this project in Culver City before?
If yes, describe when and where.

FUNDING AND MATCHING: How will you pay for the project and what are your matching funds? Identify specific income sources by name (other grants, individual contributions, earned income, etc.) What income is already secured and what is pending? The Culver City award is a reimbursement grant, so it will be paid AFTER the event is complete. (Required)

FUNDING PLAN: How will you use the Culver City grant? Will the project go forward if you receive a smaller grant? Will the project go forward if you do not receive this grant? How would the event be adjusted? (Required)

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.

Does your organization have a formal statement, policy, or approved plan that outlines your commitment to diversity, equity, inclusion, access, or similar initiatives? (Required)
If yes, please type it here or attach a PDF document.

AUDIENCE: The Cultural Affairs Commission advocates for equity, diversity and inclusion in cultural activities and programs within the City. Ongoing enrichment of the community includes opportunities to encounter, appreciate, and participate in arts activities. Describe any techniques or strategies that you are adding or implementing to diversify your audience. (Required)

OUTREACH AND PROMOTION: Describe how the proposed project will use marketing, partnerships, outreach, audience engagement, promotion and other strategies to inform potential audiences and encourage event attendance. (Required)

EVALUATION: What are your plans for evaluation and feedback related to this project? Do you have any data collection or analysis procedures in place? Summarize your organization's process for evaluation. (Required)

Section 3. Municipal Arts Funders Common Questions

This section of the application includes 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 AND PURPOSE: Provide the applicant's mission statement. (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. (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? (Required)

COMMUNITY AND 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. (Required)

Section 4. Staff, Board, Artistic Samples, Venue Letter

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 artistic 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)

Staff/Artist: 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 if applicable, Professional Affiliation if applicable, and years served on Board.

Fiscal Sponsor - If you are applying with a Fiscal Sponsor, enter their Board of Directors here, or attach a Board list with the fiscal receiver agreement in next section.

Board Member: Name, Officer Title, Professional Affiliation, Years on Board

ARTISTIC SAMPLES

One video of artistic sample (Required). Maximum two samples.

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 recommended. It is often difficult for reviewers to view the links as intended. If your video is password protected, include that information in the description below.

Title and Description of Artistic Sample #1 (Required) Recent video sample recommended.

Title and Description of Artistic Sample #2 Video, Audio, Photos, Documents, Etc.

UPLOAD ARTISTIC SAMPLES

MARKETING AND SUPPORT ATTACHMENTS Optional. Maximum two attachments.

You may include up to two attachments in support of your application, such as flyers, marketing materials, reviews, newsletters, press releases, photos, etc.

UPLOAD MARKETING AND SUPPORT ATTACHMENTS

VENUE LETTER OF INTENT

Organizations applying for a grant are (Required) to show that they have plans to use a specific location in Culver City. 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.gov before the application deadline if you are not ready to upload now.

Venue Document (upload PDF only) Letters or emails, indicating intent to use a specific venue or location, must be signed by an authorized representative of the venue or location.

Section 5. Project Budget, Funder Report, Nonprofit Status and Signature

PROJECT BUDGET INSTRUCTIONS AND TEMPLATE

Applicants are encouraged to use the approved Culver City project budget template that is available on the City website. Other formats will be accepted but must be complete and include all relevant budget categories. The format and content of your budget documents will impact the scoring of your application. Complete the income and expenses for the proposed project, plus detailed budget notes. Then save your final budget as a PDF file. Upload your final project budget PDF below. If you have any questions about this requirement, or cannot find the approved template, email cultural.affairs@culvercity.gov.

CULTURAL DATA PROFILE FUNDER REPORT

Refer to the grant guidelines for detailed information about creating the correct Funder Report.

UPLOAD BUDGET AND FUNDER REPORT

Proof of nonprofit status; 501(c)(3) organization or fiscal sponsorship agreement (upload PDF only)

Attach an IRS determination letter or a current agreement with a fiscal sponsor.
Additional Board of Directors lists may also be attached here.

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

Full Name of Official Signing Application (Required)
Official Title (Required)
Signature

End of form