



LA COUNTY PERFORMING ARTS RECOVERY GRANT FREQUENTLY ASKED QUESTIONS

1. What is the LA County Performing Arts Recovery Grant?

The LA County Performing Arts Recovery Grant is a new grant initiative designed to support the continuing recovery of Los Angeles County's dynamic performing arts sector through flexible funding support that centers the artistic and creative process. It will deliver one-time funding to artists, independent producers, and small and mid-sized performing arts organizations that have a demonstrated history of developing, producing, and/or presenting work in the performing arts disciplines, including dance, music, theater, folk, and traditional arts, with a history of public-serving performances, festivals, events, and engagement activities.

The LA County Performing Arts Recovery Grant is an initiative of Arts and Culture. The Center for Cultural Innovation (CCI), a nonprofit intermediary focused on the economic security of individuals in the arts, is administering the initiative on behalf of Arts and Culture.

2. Who is eligible to apply for an LA County Performing Arts Recovery Grant?

LA County-based individual artists, independent producers, and small and mid-size performing arts organizations—including nonprofits, for-profits, fiscally sponsored organizations (Models A or C), and producing collectives—that are a part of the cultural community that performs regularly throughout the region are eligible to apply for funding. Also eligible are those that participated in or would have been eligible to participate in the Ford Theatres' Artist Partnership Program (APP), Big World Fun (BWF), and Jam Sessions (JS) programs.

Depending on the applicant category (i.e., individuals or organizations), additional criteria must be met to be eligible for funding consideration.

Individual artists and independent producers must also:

- Reside full-time in Los Angeles County;
- Be 21 or older;

- Have a documented history (at least five years) of developing, producing, and/or presenting work in the performing arts (dance, theater, music, and traditional and folk arts) in a public context, including online/digital platforms, in Los Angeles County;
- Cannot be a full-time or matriculating student; and
- Cannot have a conflict of interest (family or financial relationships) with the boards, staff, and directors of CCI, LA County's Board of Supervisors, or Arts and Culture.

Organizations must also:

- Be based in Los Angeles County;
- Have a mission that expressly centers on the performing arts;
- Have a documented history (at least five years) of developing, producing, and/or presenting work in the performing arts (dance, theater, music, and traditional and folk arts) in a public context, including online/digital platforms, in Los Angeles County;
- Annual operating budget/total revenue cannot exceed \$5M;
- Cannot be a County-owned or operated organization or facility; and
- Cannot have a conflict of interest (family or financial relationships) with the boards, staff, and directors of CCI, LA County's Board of Supervisors, or Arts and Culture.

3. What does the LA County Performing Arts Recovery Grant support?

Grants of up to \$30,000 will be awarded through a competitive grant application process to support the creation, documentation, and/or presentation of new or existing artistic work. Funding is meant to be flexible and can support any project and/or operating costs toward achieving the artistic work.

Examples of Project Expenses:

- Artist, collaborator, and designer fees at or above a fair living wage
- Rehearsal, studio, and creative space costs
- Partnership and collaborative costs
- Venue production expenses, such as rental fees and labor
- Costumes, props, lighting, sound, equipment rental, and scenic elements
- New media, immersive technologies, or other technological elements of artistic work
- Marketing, public relations, and promotions
- Online production costs such as hosting and digital promotion fees or streaming services
- Documentation costs such as studio/storage space, engineers, videographers, editing, translation services, music recording, photography, print or digital publishing, NFTs, digitization, dance notation, or archiving

- Community engagement before, during, or in the creation or presentation of artistic work
- Accessibility costs associated with artist or audience engagement, such as language translation, subsidies to make tickets free or low-cost, captioning, American Sign Language, and other related disability supports

Examples of Operating Expenses:

- Staff salaries and benefits; for individual applicants, this includes fees, compensation, or other resources necessary for the individual to complete the project
- Overhead (no cap)
- Administrative costs
- Professional services (e.g., support around AB5 compliance, bookkeeping, insurance coverage)

4. Who/what is ineligible for funding consideration?

We value the work of the following artists, arts workers, and organizations; however, they are outside this initiative’s scope and ineligible for consideration:

- Arts education organizations, such as those that focus on K-12 school and/or afterschool programs. Teaching artists can apply so long as they have a performance practice outside of K-12 programming.
- Organizations for which the performing arts are not central to their programming, mission, and/or focus (such as media, film, and visual arts).
- Buskers and street performers.
- Specialized technicians, stage crew, vendors, and other back and front-of-house team members. (NB: while these individuals are ineligible to apply, compensation/salaries for their services may be reflected in an eligible applicant’s budget.)
- Applicants—organizations or individuals—whose project does not involve creating, documenting, and/or presenting new or existing artistic work.
- Educational institutions which lead to a degree or diploma, including but not limited to private or public schools or scholarship programs, colleges, and universities. This includes departments and programs therein, with the exception of arts organizations that possess independent 501(c)(3) status.
- K-12 schools, including public, private, and continuation.
- Student groups, recreational or social organizations.
- Municipal or County government agencies or departments.
- Private membership organizations that are not open to the general public.
- Federal, State, County, or municipal departments and agencies.
- Organizations with a “SUSPENDED” or “INACTIVE” Status with the California Secretary of State at the time of application.

The following are examples of ineligible project/operating expenses:

- Scholarly research
- Projects performed or exhibited outside of the County
- Programs not accessible to the public
- Purchase of major equipment, land, buildings or construction, maintenance of existing facilities, or other capital expenditures
- Funds going directly into trusts, endowments, or cash reserves
- Fundraising activities such as costs for galas or other fundraising events
- Projects with religious or evangelical purposes or that otherwise discriminate based on religion
- Projects that support, sponsor, or are related to competitions

5. If I've received funding through another CCI or LA County Department of Arts and Culture grant program, am I eligible to apply for a Performing Arts Recovery Grant?

As long as you meet the eligibility criteria outlined for your applicant category, then you are eligible!

6. How do I apply for funding?

Applications will only be accepted through CCI's Submittable platform. Applicants MUST create an account in Submittable before they will be able to access the grant application. The application can be accessed at:

<https://centerforculturalinnovation.submittable.com/>. Information about using Submittable is available [here](#).

7. How much funding should I request? If I request less than \$30,000, will my application be *more* competitive?

The LA County Performing Arts Recovery Grant is a one-time funding opportunity; therefore, we recommend asking for the maximum award amount of \$30,000. To be clear, you are not required to request \$30,000, nor will the amount you have requested factor into the application review.

8. What should I include in my project budget?

The project budget is a tool for conveying to panelists what the applicant needs to realize their proposed project fully. Artist fees and compensation, staff salaries, venue/space costs, supplies and materials, equipment, research, overhead, training, and travel are examples of line item expenses that may be reflected in the project budget.

We encourage applicants to compensate artists, staff, designers, et al. at or above a fair living wage, and remember to pay yourself!!! Wages must also be compliant with State, local, and federal laws. Resources for considering appropriate rates and ranges can be found at the [Teaching Artists Guild Pay Rate Calculator](#), [Working Artists and the Greater Economy \(W.A.G.E\) Fee Calculator](#), and [MIT's Living Wage Calculator](#).

Additionally, applicants must provide budget notes. Budget notes help panelists interpret your budget and should correspond to the information provided in your project narrative. For example, if you describe audience outreach activities in your narrative, you should cite the expenses associated with these activities in your budget and provide further detail in the budget notes.

If you need guidance, we've prepared a [Sample Project Budget Template](#). Using it is optional, and if you do, feel free to customize it to your project.

9. Can I apply as both an Individual and an Organization? If not, which applicant category should I apply under?

Applicants may apply only once and to only one category. In other words, you may not apply both as an Individual and as the primary contact of an Organization, even if you meet the eligibility criteria in both categories. This is so we can support as many unique applicants as possible in a competitive application process.

In the case of applicants who identify as both "Individuals" and "Organizations" (e.g., an applicant who identifies as both an individual artist and a member of a producing collective) and who meet the eligibility criteria in both categories, you may apply as an individual; however, you cannot serve as the *primary contact* of your organization's application. This means that you cannot use the same Submittable account to submit both your individual application and the organization's, even if a different primary contact is named.

In addition, we will not accept applications that request support for the same project, regardless of category.

10. I work closely with a team of collaborators. Can we submit a joint application?

The simple answer is no, you cannot submit a joint application. This applies to both individuals (i.e., individual artists and independent producers) and organizations (i.e., nonprofits, for-profits, fiscally sponsored organizations [Models A or C], and producing collectives). However, you're welcome to include partners and collaborators in the application's proposed project activities and compensation/fees for them in the project budget. In the case of organizations, if funding is approved, the primary contact will be responsible for fulfilling the grant requirements, such as reporting and record-keeping.

In addition, we will not accept applications that request support for the same project, regardless of category.

11. Who will review the applications?

CCI will invite panelists with various backgrounds and expertise in the performing arts and related fields in LA County to review eligible applications and make award recommendations. Prospective panelists will be identified via Arts and Culture's robust

and diverse list of panelists and through input from grant applicants, who are required to nominate at least one and no more than three individuals or organizations that they feel are critical to LA County's performing arts ecosystem and whose judgment they trust in recommending grantees for funding. By drawing panelists from the organizations and individuals nominated by applicants, the community will have more influence in shaping the outcomes of this one-time funding opportunity.

12. How are applications evaluated? What makes for a strong application?

Panelists will assess and score applications using the review criteria listed in the [LA County Performing Arts Recovery Grant](#) guidelines. Please review these closely. In keeping with the County's [Anti-Racism, Diversity, and Inclusion Initiative](#) and Arts & Culture's [Cultural Equity and Inclusion Initiative](#), panelists will also aim to ensure that recommended grantees represent the County's diverse arts and culture ecosystem. To that end, the panel will seek to support applicants and proposed projects that center underrepresented artistic voices and communities, and balance the final grantee pool across factors, which include: communities served, geography, discipline, and cultural form and/or tradition represented.

Successful applicants will demonstrate:

- A strong background in artistic and/or cultural work in the performing arts;
- A documented existing and supportive audience in the County;
- An active and meaningful role in the region's performing arts ecosystem;
- Alignment with the mission and vision of Arts and Culture, and the goals of the Performing Arts Recover Grant initiative (see the [Guidelines](#) for further details);
- The potential for funding to support the creation, documentation, and/or presentation of new or existing artistic work;
- Projects that advance cultural equity and inclusion, including projects that prioritize, support, engage, amplify, and/or are led by artists, organizations, or communities that identify as BIPOC, disabled, female, LGBTQIA, rural, immigrant, or other underrepresented voices in the performing arts; and
- Projects that promote the development of equitable partnerships, including but not limited to payment (at or above a fair living wage) for all artists and collaborators in the project.

Finally, in our experience, the most competitive applications are the ones that are clearly written, brief, and to the point, and demonstrate a strong alignment with each criterion.

13. What should I prepare for the Work Samples section? And, are there file format or length specifications?

Work samples accompany the review of applications and are critical in helping panelists acquaint themselves with your work. For the performing arts, panelists prefer to review substantive artistic excerpts rather than short, edited clips with heavy narration. In

general, it is best to select examples of recent work (2019 or later) and, if applicable, work related to your project. Additionally, we recommend avoiding samples that have poor visibility or audio quality.

Panelists will review samples for up to 5 minutes in total. **If only one sample is included (we require a minimum of one and no more than three), it must be of a live performance. Submitting only text or image-based materials will not be acceptable for this performing arts grant.** If you are submitting more than one type of work sample, you cannot submit the recommended total for each type. For example, you can submit 2 minutes of audio and 3 minutes of video but NOT 5 minutes of audio and 5 minutes of video. If you are uploading text or image-based materials, five pages equate to 5 minutes.

Work samples must be uploaded directly to the Submittable platform and accompanied by a one to two-sentence description that provides contextual information and viewing/playback instructions (if applicable). **We will not accept documents that link to an outside platform.** There is a size limit of 400 MB per uploaded file and 800 MB for the complete application submission. Please cue your sample(s) to the desired start time or include playback instructions in the work sample description. Finally, we strongly advise all applicants to test their uploaded work sample(s) for functionality. Corrupted, password-protected, or otherwise inaccessible work samples will render the application incomplete and ineligible for review.

For accepted file formats, [see the application preview](#).

14. I've uploaded videos of past performances to YouTube and Vimeo. How do I upload these to Submittable?

YouTube Instructions

From your desktop,

1. Sign in to [YouTube Studio](#).
2. From the left panel, select Content.
3. Point to the video you'd like to download, and select Menu, then ↓ Download
4. You'll then be able to upload the video to Submittable.

For further instructions or to watch a video tutorial, visit [YouTube Help](#). Note: You can't download other users' YouTube videos.

Vimeo Instructions

1. Click the download button located underneath the video player.
2. When prompted with a menu of downloading options, choose the version of the video that you want to download. The options, depending on what the video creator has allowed, are SD 240p, SD 360p, SD 540p, HD 720p, HD 1080, and the original video.

3. Once you've selected the format you want to download the video in, the video file will download to your computer where you can open it directly.
4. You'll then be able to upload the video to Submittable.

For further instructions or to watch a video tutorial, visit the [Vimeo Blog](#). Note: If the video's creator has disabled downloading, the download button will not appear underneath the video player.

15. When are applications due? When will I learn about my application status?

The application deadline is May 10, 2023, at 12 p.m. PT (noon). Notifications will be sent on June 28 by 5 p.m.

16. The notification date has passed, and I haven't heard from CCI. Does this mean I didn't receive a grant?

All applicants will be notified regarding their application status. If you haven't heard from CCI by the promised notification date and time, check your spam folder. You can also view your application status by logging into your Submittable account.

To ensure the timely delivery of all communications, please safelist notifications@email.submittable.com. See [here](#) for instructions by email service provider.

17. If I'm declined for funding, will you offer feedback on my application?

Yes, CCI will provide feedback to declined applicants via a 10-15-minute pre-scheduled phone call. Instructions for scheduling a call will be included in the declination notification. The feedback offered will be a compilation of panelists' comments.

18. If I am awarded funding, how will I receive the funds?

If awarded funding, you will have the option of receiving a direct deposit payment through Tipalti.com—CCI's secure, third-party accounting software platform—or via a mailed check. In either case, CCI's preference is to issue a single payment for the full amount of the grant award. Processing times will depend on the method of payment chosen and the return of your electronically signed grant agreement along with any requested documents, such as the Form W-9.

We understand that for individuals, fund disbursement may impact disability-related community support or other social benefits; therefore, we will structure options that work for each person's unique financial situation. Please contact CCI at grants@cciarts.org or call 415.288.0530 during our office hours on Monday and Wednesday from 10 am to 2 pm to determine a plan that works best for you.

19. If I am awarded a grant, is it considered taxable income?

Please be aware that grant awards may be taxable as ordinary income. As CCI cannot offer legal or tax advice, grantees are advised to consult with an accountant, tax expert, and/or benefits specialist.

We understand that for individuals, fund disbursement may impact disability-related community support or other social benefits; therefore, we will structure options that work for each person's unique financial situation. Please contact CCI at grants@cciarts.org or call 415.288.0530 during our office hours on Monday and Wednesday from 10 am to 2 pm to determine a plan that works best for you.

20. If I am awarded a grant, will I need to submit a report? Are there any other requirements?

If you are awarded a grant, you must complete a brief final report describing the impact and use of funding (i.e., line item expenses) and provide documentation of the activities supported, such as high-quality images, URLs to relevant press, and video or audio recordings. Reports will be due in early July 2024 through Submittable.

Additionally, grantees must acknowledge Arts and Culture's support in any materials or announcements related to the funded project, maintain records for five (5) years, and provide copies of records to County or federal auditors if requested. During the grant period, grantees are also encouraged to notify Arts and Culture about upcoming activities, projects, performances, events, and anything else that demonstrates the impact of funding.

21. I'm having technical problems with my application, what should I do?

If you need technical assistance (e.g. password or upload issues), request support at: <https://www.submittable.com/help/submitter/>. Submittable's business hours are 9 am – 5 pm MT. They aim to respond within 24 business hours.

22. Where can I find additional funding support?

CCI offers numerous funding opportunities, as well as other resources for individual artists and arts workers, such as workshops, training, and research and advocacy efforts. To learn about funding opportunities, visit [CCI's website](#) and [subscribe to our monthly e-newsletter](#). Artists and organizations can find additional opportunities through the LA County Department of Arts and Culture's digital resource center [here](#).

23. I still have questions.

CCI staff are here to help! Please email us at grants@cciarts.org with the subject "LA County Performing Arts Recovery Grant" or call 415.288.0530 during our office hours on Monday and Wednesday from 10 am to 2 pm.