

City of Los Angeles Department of Cultural Affairs (DCA) October, 2011

CULTURAL EXCHANGE INTERNATIONAL (CEI) FELLOWSHIP PROGRAM

Grant Application Instructions and Forms

The goal of the CEI program is to enhance Los Angeles as a national and international center, fostering cultural understandings through the expansion of networks and exchange of knowledge by creative professionals. Additionally, CEI seeks to reach out to audiences throughout the City's rich and diverse communities engaging them in the residency projects of international arts/cultural professionals and their host organizations. Please refer to the information and instructions below to apply for Cultural Exchange International (CEI) funding of projects to start no sooner than July 1, 2012 and conclude no later than June 30, 2013. **These guidelines are revised from those available in prior months. As such, it is essential that you review these instructions before developing a proposal, as the types of applications sought each year vary slightly based on agreements with new and returning international partners.**

Overview:

CEI provides fellowship support to creative professionals (artists – e.g. dancers, designers, musicians, architects, filmmakers, visual artists, etc.; arts administrators; arts/cultural educators and scholars; curators; presenters; creative entrepreneurs; cultural innovators; and cultural experts) who are proposing a creative residency

The elements of a creative residence may include an exchange of learning or teaching as well as a professional collaboration with the host entity whether in LA or abroad. It should include relationship building that could take the form of development workshops, rehearsal or demonstration performances or exhibitions and other forms of collaborative endeavors. The goal is to utilize the residency period to establish deeper and more thoughtful relationships than are possible through touring programs or touring exhibitions.

All CEI fellowship projects should include photographic and/or video documentation that will later be composed as an on-line story. Residencies by international fellows in Los Angeles should include at least one free or low cost activity wherein LA-area residents may observe or interact with the international fellow(s), and this activity may be a final presentation to conclude the residency.

Funds are available for LA-based individuals or small groups (3-4 persons) to travel abroad for residencies of two weeks to three months; or for creative professionals of non-USA nationality who do not currently live in the US and who have planned collaborative relationships with Los Angeles organizations to host their residencies of two weeks to three months.

In rare cases wherein a quick reciprocal project is proposed (a project that connects two residencies, one abroad and one in Los Angeles, within the same year) applicants are encouraged to submit these proposals on either the outgoing or incoming forms depending upon which residency project initiates the exchange. Further, CEI can support the launch of an internet-based project that is created through a travel residency.

International creative professionals wishing to undertake residency activities in LA will not apply directly. Their residency proposals must be submitted by an LA-area host organization (or the lead agency of a local consortium). LA-area applicants who plan to conduct residencies abroad will represent the City of Los Angeles and should plan to conduct their residencies with sensitivity to local customs, cultures and laws and return to LA no later than June 1, 2013. Applications for both incoming and outgoing residencies should include equipment fees or collaborative relationships to gather photographic and video documentation, as well as a timeline and budget allowing for the production/posting of an on-line story of no less than 7 minutes, which shall provide the general public with an overview of the residency's purpose, experience and results.

The best application narratives will describe how the proposed residency ideas, activities, relationships and outcomes will be contextualized within the host community, beyond the host agency.

On-line stories can be realized in interview or narrative format and should include no less than 3 minutes of real-time footage of activities.

CEI grants do not require a one-to-one cash match. However, projects in LA or abroad that include additional institutional support (in-kind or cash) and/or other funding are encouraged and may be more competitive. If your project may be receiving additional cash or in-kind support from sources other than CEI, it is strongly advised that you explain this support in the narrative and include it in the attached budget forms.

CEI is not a source of support for:

- touring or exhibition-only projects that are not substantively linked to residency activities in the host community,
- sabbaticals or study trips,
- travel for youth or youth projects,
- student projects being offered or created for any degree program,
- residencies that focus exclusively on benefiting closed groups (e.g. tuitioned-students at one or more specific schools)

While CEI is not intended to support tours by large or small groups or exhibition tours, a CEI residency may be proposed to preface a pre-planned tour or exhibition, as long as the later performing/exhibition tour is not supported with DCA funding. In such cases, it is important that applicants clearly describe the residency-based portion with the attached forms and budget

pages, and provide addenda or supplemental information about the larger/extended project so DCA's peer review panel can understand the relationship between the residency and the later tour or exhibition.

For brief descriptions of prior CEI Fellows, use the following link <http://culturela.org/grants/initiatives.html>. Past winners are detailed in 5 lists according to the years of their selection and contract. The projects listed provide a basic scope of the types of residencies that have received funding and are not intended for duplication.

Eligibility:

Proposals are accepted from individual creative professionals and LA-based non-profit organizations (including non-profits in other sectors, for example Assisted living facilities, hospitals, economic development organizations) . LA-based for-profit arts and cultural organizations may also apply, as long as the proposed project: has broad public participation, is staged to benefit LA residents in general, and is not primarily arranged for commercial profit. DCA recommends that for-profit arts and cultural organizations (e.g. art galleries, bookstores, publishers...) contact DCA's Grants Director (joe.smoke@lacity.org) to verify eligibility of their project ideas before submitting a full proposal.

An applicant to travel abroad must be a U.S. citizen or U.S. legal resident based or domiciled in the greater Los Angeles area or an experienced creative professional whose projects are based on or representative of Los Angeles. Strongest consideration will be given to applicants with organized plans to travel abroad to conduct residency-based arts/culture projects and applicants whose past projects have been developed or sited in the Greater Los Angeles area for at least one year. Full and part-time employees of the City of Los Angeles are not eligible to receive or benefit from CEI grants.

An applicant to host foreign creative professionals must be an organization as defined above seeking support for a specific residency-based arts/culture project that will either take place within the City of Los Angeles and/or serve LA residents as described herein. International creative professionals must have passports from a country other than the United States, and should not currently reside in the U.S.

All applications should come under one individual or organization name. An individual or organization may apply on behalf of one or more additional collaborating professionals. Likewise, host organizations are encouraged to collaborate.

CEI applicants may propose one exchange project per deadline, and may apply annually as often as desired. In some instances, multi-faceted organizations (e.g. universities) may wish to submit more than one proposal per deadline, but should call DCA's Grants Director to discuss eligibility. If selected for CEI support, however, CEI Fellows and their partners cannot submit further proposals, or benefit from another CEI grant until the prior CEI contract(s) is/are successfully fulfilled. Current applicants and DCA grantees may seek separately to participate in one or more of the special initiatives created by CEI and its CEI Sponsor-partners. These special initiatives are described on page 5 and may include residency projects for LA-based creative professionals wishing to participate in a targeted international initiative abroad or LA-based organizations wishing to host a residency from one of the targeted international initiatives.

Proposal Deadline and Proposed Project Scheduling:

The upcoming postmark deadline for CEI is December 16, 2011. Proposed residencies to take place during the City of LA's 2012-2013 fiscal year (July 1, 2012 through June 30, 2013) will be evaluated by one peer review panel in early 2012.

Partnership Information and Special Focus Information:

This program is made possible with support from the City of Los Angeles and several respected sponsor-partners detailed on page 5. It is an ongoing strategy of DCA to seek additional CEI funding partners. Additionally, special funding partnerships and curated projects are also developed with selected international entities. These projects will be announced publicly and utilize CEI funds for specific proposals or targeted projects. Said projects benefit LA creative professionals and their international counterparts in collaborating countries, by capturing unique international opportunities available to DCA. DCA specifically encourages proposals that build relationships through LA's Consular Corps, the second largest Consular Corps in the USA, as well as with LA's Sister Cities (see list on Attachment I, and note link to online directory for further research).

Approximate Number and Size of Awards:

DCA is seeking to support approximately 6 to 8 projects* to take places between July, 1, 2012 and June 30, 2013 (*based on approval of FY12-13 funding from the City of Los Angeles and funding partners). CEI grants generally range from \$5,000 to \$20,000 each. Support will be provided in the form of an honorarium or fellowship. A fellowship from CEI cannot be used to support healthcare or insurance, yet travelers insurance is mandatory. Thus applicants must be prepared to support insurance and healthcare costs with other means. CEI applications, invoices, and reports must be submitted with budgets in U.S. dollars and you must use the Budget Forms provided in this packet.

Eligible Expenses and Limits to City of LA Responsibilities:

If selected, DCA will contract to provide CEI Fellows with an honorarium. The items listed below may be covered within that honorarium, but may also be supported/provided by other sources:

- artists commission fees (including mandatory income taxes as regulated by the host country and mandatory income taxes as regulated by the United States),
- artist performance fees,
- translators,
- shipping,

- supplies,
- telephone, and
- travel (including relevant Visas).

The City of Los Angeles, DCA, and CEI funding partners are not responsible for selecting or maintaining a Fellow's:

- transportation reservations,
- project-duration lodging,
- host relationships,
- project presentation venues abroad, or
- unbudgeted/emergency expenses.

Option to Suspend or Cancel this Request for Proposals:

The City of Los Angeles Department of Cultural Affairs reserves the right to decline all submissions, cancel this Request for Proposals (RFP), amend and/or reissue this RFP, or cancel any recommended project at any time. Likewise, DCA reserves the right to invite revised proposals if insufficient numbers or types of proposals are submitted. This RFP is subject to MBE/WBE and the Living Wage, Contractor Responsibility, Equal Benefits Ordinances, and other Los Angeles City ordinances.

Application Instructions:

1) For applicants proposing residency projects abroad with a return presentation in LA:

If you are a creative professional seeking to conduct a residency abroad and provide a public educational or creative presentation upon your return to Los Angeles, please submit the information requested on pages 7-9 and 14-17. Follow the checklist at the bottom of page 9 to organize and submit full sets of materials.

2) For LA-based host organizations (non-profit and for-profit) seeking to host visiting international creative professionals:

If you represent an organization that is applying to host visiting international creative professionals, submit the materials requested on pages 10-17. Follow the checklist at the bottom of page 16 to organize and submit full sets of materials.

If you are a foreign creative professional seeking to be in residence in Los Angeles your proposal must be submitted by a qualified host organization according to the instructions above.

Applicants who are applying to develop a residency that includes organizing pieces by numerous other creative professionals (e.g. artist-curator proposing group exhibitions) should make a definitive case about how all of the proposed pieces, their creators, and the group theme represent their home city/country.

Applicants must use the budget forms provided in these guidelines and please remember to list revenues and in-kind support that make the proposed project possible. Specifically, it is encouraged that the applicant submit a budget for the CEI portion of any proposed project. In many cases this CEI portion will be part of a larger project and applicants must submit the entire budget of the overall project on a separate budget page so that the peer review panel can understand the context of the CEI request.

Proposal Review Process:

DCA will convene **one multi-disciplinary peer review panel** for fiscal year 2012-2013. The panel will consist of knowledgeable cultural experts who are also familiar with international exchange. The panel will be facilitated by DCA Executive Director, Olga Garay. As is the case with all DCA grant programs, panel recommendations will be ranked and submitted to DCA's Executive Director, who will make the final determination based on the Evaluation Criteria described below as well as on international and City partnership opportunities available.

Evaluation Criteria:

- The peer panel will review each application considering the following criteria:
- **Merit/excellence of the proposed project**, determined by submitted work samples, history of the applicant, proposal attachments, and/or letters of support.
- **Relevance of the proposed project** to this specific initiative and ability of the proposed project to represent or benefit the creative community and residents of Los Angeles, USA as described in the project narrative.
- **Proposed budget.**

Helpful Hints:

Use the format prescribed. Panelists prefer to read proposal narratives that follow application questions exactly - what, where, when, why, and who - rather than trying to extrapolate this information from your proposal.

All applicants must use DCA budget categories, definitions, and forms when prescribed. If the proposed CEI project is part of a larger endeavor, please prepare and submit an Overall Budget so the panel can understand the context of the CEI request within your larger scope of work.

When using the budget forms enclosed, please list the CEI amount requested under Govt-City (DCA Grant Request) on page 15. The proposed project expenses requested (page 14) must equal the total revenues estimated (page 15).

In order to be comprehensive, applicants must clearly communicate which budget items are supported with cash - versus others that represent in-kind or donated time/materials. If you have several in-kind items to report, please give a total amount on the Proposed Project Support page and use Budget Notes to itemize them.

The most competitive proposals to send creative professionals from LA to sites abroad include strong letters of support from the proposed international host organization. All proposals should include letters of support from relevant persons or groups not affiliated with the proposed project in order to demonstrate prior/relevant experience, verify artistic quality and estimate public impact.

Terms and Contracting:

Applicants will be informed of their results in May 2012, after the release of the Mayor's 2012-2013 budget proposal. Contracting for grants awarded through this RFP will be done in June, and all work, including residency activity and final public presentation, is to be done between July 1, 2012 and June 30, 2013.

If your CEI project is selected and awarded less than 90% of requested funding, you will be asked to submit a revised project narrative and revised budget during a DCA contract meeting.

Selected CEI Fellows should be prepared to indemnify and absolve the City of Los Angeles, DCA, and all CEI funding partners of all liabilities.

As previously stated, applicants and their collaborators are entirely responsible for planning, securing, and/or maintaining: relevant Visas; mandatory income taxes as regulated by the host country and/or mandatory income taxes as regulated by the United States, as applicable; mandatory travelers insurance; transportation selections and reservations; project-duration lodging; health and nutrition requirements; host relationships; qualified language translators; venues, on-site assistance; project marketing; project documentation; miscellaneous/unbudgeted expenses; and emergency expenses.

Reporting and Payments:

Honoraria for creative professionals performing residencies abroad and returning to LA will be made as follows: 75% of the grant award upon execution of a City contract and 25% after completion of the return public presentation. If, for any reason, complete services including one return public presentation are not provided, the 75% of grant funds already awarded are owed as a debt to the City of Los Angeles.

Payments for organizations hosting visiting international creative professionals will be made as follows: 75% of the grant award upon execution of the contract to the host non profit organization and 25% after completion of the exchange project. If, for any reason, complete services are not provided, the 75% grant funds already awarded are owed as a debt to the City of Los Angeles.

Informational Orientations:

The next CEI informational workshop will be held on Thursday November 10, from 5:30 to 7:00p.m.*

Workshops are held at the Department of Cultural Affairs headquarters at 201 North Figueroa Street, Suite 1400, in downtown Los Angeles for groups of ten or more individuals.

You must **RSVP to sherlan.abesamis@lacity.org** at least one week in advance in order to attend. We will e-mail you four days before the meeting with confirmation or cancellation. General questions about the application or program can be sent to: joe.smoke@lacity.org.

Submission Postmark Deadlines:

Friday December 16, 2011

Submit Applications to:

**Director of Grant Administration
City of Los Angeles, Dept. of Cultural Affairs
201 North Figueroa Street, Suite 1400
Los Angeles, CA 90012
ATTN: CEI panel**

You may also hand-deliver 10 copies of all requested materials no later than 5 p.m. on the deadlines listed above. **You will be notified of your application's approval or decline in May 2012.**

* CEI workshop date and time subject to change.

CEI Sponsor-Partners and How to Create an Application to Qualify for Their Support

DCA's current funding partners for 2012-2013 are listed below. **If your proposed project fits any of the parameters outlined below, it is strongly recommended that you take advantage of these collaborative opportunities, since your chances for receiving an award are greater.**

The British Council

Mission: The British Council has a long and distinguished history of supporting cultural exchange programs with the United States. The British Council West Coast office is seeking applications for socially-engaged fellowship projects by cultural leaders under a separate set of guidelines posted on the DCA website in mid-November.

Geographic emphasis with CEI: UK (England, Northern Ireland, Scotland and Wales)

Exchange Emphasis for 2012-13: For Fiscal Year 12-13 DCA and the British Council will be seeking to support 3-5 Los Angeles cultural leaders with grants of \$4000-\$6000 each for 2-4 week residencies in the United Kingdom. Next fiscal year, July 1, 2013 through June 30, 2014 applications are encouraged to support residency projects by UK expert leaders at Los Angeles area host institutions.

Accepted method of application: Projects by creative sector leaders (arts administrators, arts educators/scholars, creative presenters, cultural entrepreneurs, and community-based social activists) should apply under the separate set of guidelines available on the DCA website. Discipline-based artists residency applicants should use the attached forms and apply to CEI's General Pool. If you have questions about which forms are recommended for your proposed UK-LA residency project, please email a brief synopsis of your credentials and project purpose to joe.smoke@lacity.org.

Foundation for International Cultural Activities SICA (in collaboration with Consulates General of The Netherlands in Los Angeles and New York, Theatre Institute Netherlands, and Music Centre Netherlands)

Mission: SICA is an independent centre for expertise and networking, for organizations and artists involved in all kinds of cultural disciplines, both within the Netherlands and abroad. As a CEI sponsor-partner, SICA's main focus is supporting the exchange of performing arts (Dance, Music, and Theater). SICA has a history of supporting public meetings, public programs, publishing the quarterly magazine SICAmag, and managing Buitengaats, a database of Dutch cultural initiatives abroad. SICA information and publications are available on www.sica.nl, Dutch Centre for International Cultural Activities, Keizersgracht 324 1016 EZ Amsterdam, The Netherlands Email: l.underkamp@sica.nl Telephone: + 31 20 8512 342 F + 31 20 6128 152

Geographic emphasis with CEI: The Netherlands and The Netherland Antilles (Aruba, Bonaire, Curaçao, St. Eustatius and St. Maarten).

Accepted method of application: If the proposed performing arts residency is based on exchange between the Netherlands and/or an island of the Netherlands Antilles and Los Angeles, you may wish to target your proposal for SICA partnership support. Applicants should apply directly to DCA using the CEI application. Once recommended by DCA, an applicant's proposal will be forwarded to SICA, Music Centre Netherlands, Theatre Institute Netherlands, and the Consulate General of The Netherlands in New York for a complimentary review and final determination. If your application is in a non performing arts disciplines, you may still apply to the General CEI pool.

The French Cultural services

Mission: The French Cultural services promote the best of French arts, literature, and education to cultural and academic institutions across the United States, with a strong focus on the contemporary.

For more information visit: <http://www.frenchculture.org/> <http://www.consulfrance-losangeles.org/>

Geographic emphasis with CEI: France

Disciplines of art for CEI 2012-13: DCA and its French partners are currently seeking visual arts, architecture and performing arts residency proposals that will culminate in one or more public presentations (on the internet or sited at institutions in LA) for defined dates between January and June 2013 so that these projects may be promoted as part of a French-American festival of activities.

Accepted method of application: If the proposed visual arts, performing arts or architecture residency is based on exchange between France and Los Angeles, you may wish to target your proposal for French partnership support. Applicants should apply directly to DCA using the CEI application attached.

National Performance Network (in collaboration with LA RED)

Mission: NPN provides support for established and emerging artists in dance, music, theater, performance art, puppetry, and spoken word.

Geographic emphasis with CEI: Latin America and the Caribbean

Accepted method of application: NPN's application forms for its Creative Exchange/Performing Americas Program are available each year in late December or early January. Use the following link <http://nnpweb.org/whatwedo/programs/performing-americas/creative-exchanges/> to find instructions and guidelines.

Sacatar Foundation

Mission: A California non-profit 501c3 corporation based in Pasadena, the Foundation provides funding for the INSTITUTO SACATAR, a Brazilian non-profit foundation that administers an international arts residency program on the island of Itaparica in Bahia, Brazil. The Instituto Sacatar organizes roundtrip airfare, a room with private bath, meals, and studio space for the duration of stay. The Instituto Sacatar sponsors residencies for highly qualified individuals in all creative pursuits, without regard to race, creed, national origin, sex, age, sexual orientation, marital status, ancestry, disability, or HIV status. Each year fifteen to twenty-five artists are awarded Sacatar Foundation Fellowships. Over 150 artists from 42 countries have become fellows come since September 2001.

Geographic emphasis with CEI: The Instituto Sacatar is situated on the island of Itaparica, across the bay from Salvador, Bahia, the colonial capital of Brazil.

Accepted method of application: Sacatar is partnering with the City of LA DCA to support several two-month residencies for Los Angeles-based creative professionals at their host site in Brazil. Applicants should apply directly to the Sacatar Foundation with the links to applications on www.sacatar.org. Once recommended by Sacatar, the applicant's proposal will be forwarded by Sacatar to DCA for a complimentary review and final determination.

CEI Special Projects

In addition to the funding partnership opportunities listed above, DCA is also working with the following partners on curated exchange projects that are designed by nominations.

- City of Florence, Italy**
- Culture Ireland**
- Foundation for Jewish Culture, American Academy in Jerusalem**
- Los Angeles Sister Cities Foundation**

These opportunities are being curated by DCA's sponsor-partner agencies with advice from DCA staff. Bids to be included will be by invitation only.



1. Los Angeles Contemporary Exhibitions *photo by Marcus Benigno* 2. Sage Lewis *photo by Adrienne Koteen* 3. REDCAT *photo by Steven A. Gunter* 4. Silent Steppe Cantata *photo by Anne Lebaron* 5. Sage Lewis *photo by Adrienne Koteen* 6. REDCAT *photo by Scott Groller* 7. Joanna Klass *photo by Rafal Nowak* 8. Emily Mendelsohn *photo by Miranda Wright* 9. Philip Himberg & Roberta Levitow *photo by Christopher Hibma* 10. Susan Rawcliffe *photo by Gene Ogami* 11. Ova Saopeng *photo by Michael Burr* 12. Sara Wookey *photo by Sara Wookey* 13. g727, *photo by Carolina Caycedo* 14. Najite Agindotan *photo by Darryl Smith*

CULTURAL EXCHANGE INTERNATIONAL (CEI) FELLOWSHIP PROGRAM

Cover Sheet for Creative Professionals Proposing Residency Projects Abroad with a Return Presentation in Los Angeles

Cover Sheet (0)

A. Full Legal Name: _____ Common name: _____

Address (street, city, zip code): _____

Mailing address (if different from above): _____

Title: _____

Telephone: _____

E-mail: _____

Website: _____

Reminder: Full and Part-time employees of the City of Los Angeles are not eligible to receive or benefit from CEI grants.

B. Current USA passport # and expiration date*

*(*Note: Many countries will not accept passports that have less than 6 months remaining until expiration)*

Have you researched whether a visa is necessary for your proposed travel and project? yes no

C. Category (check one only):

General CEI Pool Foundation for International Cultural Activities SICA/The Netherlands Partner Pool

NPN Partner Pool Sacatar Foundation Partner Pool

D. Proposed destination (City[ies], Country[ies]): Please note, if you are proposing to residency projects in more than one city and/or country, you must clearly articulate in your proposal how this is necessary to achieve the goals of your project.

Proposed dates of exchange (necessary travel days plus at least twelve residency days, but no more than 90 residency days): _____

E. Name, and contact information for the organization(s) which will act as your host(s):

Name, title and contact information of key organizational or artistic staff representing the principal host organization: _____

Proposed lodging, name and address of hotel, artist community, college/university, etc; or home-stay family name and address: _____

Name and address of your primary collaborating venue abroad: _____

What ground transportation is planned during your residency: _____

Will you travel with an interpreter, will one be provided for you by your host(s)/collaborator(s), or are you fluent in the language(s) of your destination? _____

Do you require any special accommodations (nutritional, medical, or physical)? _____

F. Grant amount requested (generally between \$5,000 and \$20,000): \$ _____

The amount requested must also appear on Page 15, line item 23.

Certification:

I/We certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of our knowledge. If payment is to be made to anyone other than the grantee, it is understood that the grantee is financially, administratively, and programmatically responsible for all aspects of the grant and that all reports must be submitted through the grantee.

Applicant

Printed name _____ Signature _____ Date _____

Proposal Narrative Questions for Creative Professionals Proposing Residency Projects Abroad with a Return Presentation in Los Angeles

This page is not a writable form. Please provide requested information on separate pages.

2) Proposal Narrative

Please address the following questions in no more than three, single-sided, 8½" x 11" pages with 1" margins. Applications must be typewritten, single-spaced in font size 11 point or larger. Use the exact questions, headings, or letters to organize your response. Be as specific as possible.

Detail the residency-based arts/culture project being proposed. Your narrative should include the following information:

- o Details of the project being proposed (what, where, when, why, and who).
- o Describe how you and your project will represent Los Angeles in the country(ies) you are proposing to conduct your residency. Please note, if you are proposing projects in more than one city and country, you must clearly articulate in your proposal how this is necessary to achieve the goals of your project.
- o Describe the educational or artistic presentation you will conduct once back in Los Angeles (what, where, when, why, and who).
- o Describe your readiness, the timing, and how the proposed international cultural exchange will impact your career.
- o Conclude with an assessment of how the proposed activities will benefit Los Angeles as described in the goals of the CEI program on the first page of this document.

3) Resume

Please attach your professional resume (maximum three pages).

4) Using the forms provided on pages 14 -17, provide a CEI residency budget with Proposed Project Expenses and Proposed Project Support. If the proposed project has a larger scope than DCA is being asked to support, prepare and submit an "Overall Project Budget" page so the panel can understand the context of your request.

When using the budget forms enclosed, please list the CEI amount requested under Govt-City (DCA Grant Request) on page 15. The proposed project expenses requested (page 14) must equal the total revenues estimated (page 15).

5) Using the Budget Notes page or one additional page, provide a brief narrative analysis of your proposed budget. Justify any unusual expenses, contingencies, or provide further details. This form should also be used to itemize Applicants' budget items that are supported with cash versus others that are listed to be comprehensive but represent in-kind support as well as donated time and materials.

6) Sample Materials:

Please select one format and send no more than 2 samples of up to 10 minutes of panel viewing. Make sure that the label on the Sample Documentation corresponds to the descriptions below. Each different DVD, CD, or CD-ROM should be considered one sample. **Submit only recent or relevant samples.** The following are accepted formats:

DVD (strongly encouraged for performance-based proposals): Up to 10 minutes. In general, panelists prefer to review substantive excerpts rather than short edited clips with heavy narration. List each different DVD as one sample on the Sample Documentation Index. Include track/chapter information in the Sample Documentation Index. Place selection(s) in priority order.

Audio CD (strongly encouraged for music publishing projects): Up to 10 minutes. List each different CD as one sample on your Sample Documentation Index. Include track information in your Sample Documentation Index. Place your selection(s) in priority order.

Published Material: This format is best used for print projects or to demonstrate museum/gallery exhibitions.

Images on CD-ROM (strongly encouraged for visual or design based proposals): Up to 15 images. Digital files of completed work. All images must be numbered (1 through 15). Digital files must be in JPG format, 300 DPI, 5MB or smaller. This format is best used for exhibition materials. In addition, if a catalogue was produced for a previous presentation of proposed exhibition materials, please submit 2 copies.

PRIMARY SAMPLE MATERIALS: DVD CD CD-ROM*

Title	Identification of applicant (if not obvious)	Date of presentation	Track(s) or Chapter(s)	Running Time

***For CD-ROM submissions: On a separate sheet of paper create a numbered image list. For each JPG image include: creator’s name, title or project name, medium, dimensions, and date. Include the same information as a caption under each image.**

Primary Published Material (list titles below, if appropriate designate specific pages for panel review):

Title	Specific Pages for Review:

OPTIONAL: Supplementary Printed Materials

Please attach no more than two items (reviews, program brochures, or program catalogs) from the past one or two years, that specifically support the quality, content, relevance, or intended impact of the proposed project.

7) Letters of Support

Place at the conclusion of your grant application no more that 2 letters of support by experts or past project partners that can attest to the significance of your previous projects and/or the proposed project. Applicants are encouraged to provide at least one letter of recommendation from a prior international project partner.

Submission Instructions for Outbound Creative Professionals:

Please organize the following seven elements:

- 1. Completed and signed cover sheet (pg. 7)
- 2. Project Narrative (no more than 3 pages)
- 3. Resume (no more than 3 pages)
- 4. CEI Budget Forms and Notes (pgs. 14 and 15, 17)
- 5. Overall Project Budget, if applicable
- 6. Sample and Supplementary Printed Materials
- 7. Letters of Support

Submit 1 original set and 10 photocopy sets of all paper materials. Fasten each set with binder clip.

Do not package materials in special folders. Do not send unique or uniquely valuable materials. Keep one reference copy for yourself.

CULTURAL EXCHANGE INTERNATIONAL (CEI) FELLOWSHIP PROGRAM

Cover Sheet for Organization Applicants to Host Visiting International Creative Professionals

Cover Sheet (I)

A. Official IRS Name: _____ Popular name: _____
Address (street, city, zip code): _____
Mailing address (if different from above): _____
Contact person: _____ Title: _____
Telephone: _____ E-mail: _____ Website: _____

B. Employer Identification Number (EIN): _____ Dunn and Bradstreet #: _____

C. Category (check one only):
 General CEI Pool Foundation for International Cultural Activities SICA/The Netherlands Partner Pool
 NPN Partner Pool Sacatar Foundation Partner Pool

D. Creative Professional(s):
For each proposed visitor please list: full legal name, country of birth, current residence/nationality, and passport number with expiration dates and name of issuing country (Notes: None of the proposed travelers listed here should be US citizens or residents. USA may not accept foreign passports that have less than 6 months remaining before expiration). Further, international creative professionals must have passports from a country other than the United States, and should not currently reside in the U.S.

Have you researched whether a visa is necessary for this proposed travel and project? yes no

Proposed dates of travel and residency project production in Los Angeles (necessary travel days plus at least twelve residency days, but no more than 90 residency days):

Proposed lodging, name and address of hotel, artist community, college/university, etc; or home-stay family name and address:

Who will act as dedicated staff or local host to assist the visiting professionals with logistics?

Are the arts/cultural professionals fluent in English, will you provide a translator or will they travel with a translator?

What ground transportation is being organized so that the visiting arts/cultural professionals can get around Los Angeles?

Do any or all of these visitors require any special accommodations (nutritional, medical, or physical)?

E. Briefly outline the residency, collaborative, participatory/public programs to be accomplished during the proposed visit:

F. Grant amount requested (generally between \$5,000 and \$20,000): \$

This amount requested must also appear on Page 15, line item 23.

Certification:

I/We certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of our knowledge. If payment is to be made to anyone other than the grantee, it is understood that the grantee is financially, administratively, and programmatically responsible for all aspects of the grant and that all reports must be submitted through the grantee.

Organization Director

Printed name _____ Signature _____ Date _____

Proposal Narrative Questions for Host Organizations

This is not a writable form. Please use headings below and provide your answers on separate pages.

1) Narrative

A) Host Organization Background

Please address the following questions in no more than two, single-sided, 8½" x 11" pages with 1" margins. Number each page and indicate the Applicant's name in the upper right of each page. Applications must be typewritten, single-spaced, in font size 11 point or larger. Use the exact questions, headings, or letters to organize your response. Be as specific as possible.

I. **Mission/Purpose of Applicant:** Provide the applicant's mission statement.

II. **History/Programming:** Briefly describe the history of the applicant and its current core programs and services. Please note any significant administrative or artistic changes and/or major accomplishments and initiatives that have taken place over the past two years.

B) Proposal Narrative

Please address the following question in no more than two, single-sided, 8½" x 11" pages with 1" margins. Be as specific as possible.

I. Detail the creative project being proposed (what, where, when, why, and who). Why are you proposing this project for your organization at this time and why this particular arts/cultural professional(s). With the CEI initiative in mind, please address how the proposed activities will benefit Los Angeles.

2) Biographical Information

Provide short biographies of key staff and visiting creative professionals. If necessary, attach additional sheets of this form.

Name:	Title:

Name:	Title:

Name:	Title:

Name:	Title:

4) Proposed Project Expenses (Only fill out relevant project-related expenses in categories marked with * and provide notes)

	Total	Notes
I. EXPENSES		
A. Salaries & Fringe		
1. Artists & Performers – Salaries	N/A	
2. Program – All Other – Salaries	N/A	
3. Fundraising – Salaries	N/A	
4. General & Administrative – Salaries	N/A	
5. Fringe Benefits	N/A	
Subtotal Salaries & Fringe	N/A	
B. Operating Expenses		
6. Advertising and Marketing*		Should not exceed 5% of total request
7. Artist Commission Fees*		
8. Artists & Performers - Non-Salaried*		
9. Catering & Hospitality	N/A	
10. Conferences & Meetings	N/A	
11. Cost of Sales	N/A	
12. Equipment Rental	N/A	
13. Facilities – Other	N/A	
14. Fundraising Expenses – Other	N/A	
15. Fundraising Professionals	N/A	
16. Honoraria*		List fees here for technical workers (lighting, sound, etc.)
17. In-Kind Contributions	N/A	
18. Insurance	N/A	
19. Internet & Website	N/A	
20. Lodging & Meals*		
21. Office Expense – Other	N/A	
22. Other*		e.g. translator fees
23. Shipping*		
24. Printing	N/A	
25. Production & Exhibition Costs	N/A	
26. Programs – Other	N/A	
27. Professional Development	N/A	
28. Professional Fees	N/A	
29. Public Relations	N/A	
30. Rent	N/A	
31. Supplies*		
32. Telephone*		
33. Touring	N/A	
34. Travel*		
35. Utilities	N/A	
Subtotal Operating		
TOTAL EXPENSES (A + B)		

5) Proposed Project Support

	DCA Support	Other Support and Notes
A. Earned Revenue	N/A	N/A
1. Admissions	N/A	N/A
2. Ticket Sales	N/A	N/A
3. Tuitions	N/A	N/A
4. Workshop & Lecture Fees	N/A	N/A
5. Touring Fees	N/A	N/A
6. Special Events - Other	N/A	N/A
7. Gift Shop/Merchandise Sales	N/A	N/A
8. Gallery Sales	N/A	N/A
9. Food Sales/Concession Revenue	N/A	N/A
10. Parking Concessions	N/A	N/A
11. Membership Dues/Fees	N/A	N/A
12. Subscriptions	N/A	N/A
13. Contracted Services/Performance Fees	N/A	N/A
14. Rental Income – Program Use	N/A	N/A
15. Rental Income – Non-Program Use	N/A	N/A
16. Advertising Revenue	N/A	N/A
17. Sponsorship Revenue*		List host organization monetary support here
18. Other*		
Subtotal Earned Revenue		N/A
B. Support	N/A	N/A
19. Trustee/Board Contributions*		
20. Individual Contributions*		
21. Corporate Contributions*		
22. Foundation Contributions*		
23. Govt-City (DCA Grant Request)*		
24. Govt – County*		
25. Govt – State*		
26. Govt – Federal*		
27. Special Events – Fundraising*		
28. Other Public Support*		
29. Parent Organization Support*		
30. In-kind Contributions*		Overall value of donated goods and/or services, use Budget Notes to detail items
Subtotal Support		Do not include value of in-kind
TOTAL REVENUE (A + B)		This total <u>must</u> equal the Total of Expenses from the prior page

If you are estimating/reporting multiple sources of support in any category above (e.g. Corporate, Foundation, or Government) please provide a breakdown of these line items in the box below:

Please use the Budget Notes form on the next page to itemize in-kind donations and provide numbered clarifications for any expense or revenue item.

6) Letters of Support

Place at the conclusion of your grant application no more than 2 letters of support by experts or past project partners that can attest to the significance of your previous projects and/or the proposed project. Applicants are encouraged to provide at least one letter of recommendation from a prior international project partner.

7) Sample Documentation:

Please select one format and send no more than 2 samples of up to 10 minutes of panel viewing. Make sure that the label on the Sample Documentation corresponds to description(s) below. Each different DVD, CD, or CD-ROM should be considered one sample. **Submit only recent or relevant samples.** The following are accepted formats:

DVD (strongly encouraged for performance-based proposals): Up to 10 minutes. In general, panelists prefer to review substantive excerpts rather than short edited clips with heavy narration. List each different DVD as one sample on the Sample Documentation Index. Include track/chapter information in the Sample Documentation Index. Place selection(s) in priority order.

Audio CD (for music publishing projects only): Up to 10 minutes. List each different CD as one sample on your Sample Documentation Index. Include track information in your Sample Documentation Index. Place your selection(s) in priority order.

Published Material: This format is best used to support proposals for print projects or to illustrate past exhibitions.

Images on CD-ROM (strongly encouraged for visual or design based proposals): Up to 15 images. Digital files of completed artwork. All images must be numbered (1 through 15). Digital files must be in JPG format, 300 DPI, 5MB or smaller. This format is best used for exhibition materials. In addition, if a catalogue was produced for a previous presentation of the proposed exhibition materials, please submit 2 copies.

PRIMARY SAMPLE MATERIALS: DVD CD CD-ROM*

Title	Identification of visiting professionals (if not obvious)	Date of sample presentation	Track(s) or Chapter(s)	Running Time

***For CD-ROM submissions: On a separate sheet of paper create a numbered image list. For each JPG image include: artist name, title or project name, medium, dimensions, and date. Include the same information as a caption under each image.**

Primary Published Material (list titles below, if appropriate designate specific pages for panel review):

Title	Specific Pages for Review

8) OPTIONAL: Supplementary Printed Materials

Please attach no more than two items (reviews, program brochures, or program catalogs) from the past one or two years, that specifically support the quality, content, relevance, or intended impact of the proposed project.

Submission Instructions for Arts/Cultural Organizations:

Please organize the following eight elements:

- 1. Completed and signed cover sheet (page 10)
- 2. Application Narrative (questions 1A and 1B)
- 3. Personnel Forms (pages 12-13)
- 4. Primary Sample Documentation and Optional Supplementary Printed Descriptions (outlined above)
- 5. Applicant’s organizational budget for the most recently completed fiscal year, which can be submitted as: a Form 990, an audited financial statement, or hard copy of a City of Los Angeles DCA Funder Report if the applicant organization is registered with the California Cultural Data Project. The City of Los Angeles reserves the right to require an audited financial statement at any time.
- 6. CEI Budget Forms and Notes (pages 15-17)
- 7. Overall Project Budget, if applicable
- 8. Letters of Support

Submit 1 original set and 10 photocopy sets of all paper materials. Fasten each set with binder clip. Do not package materials in special folders. Do not send unique or uniquely valuable materials. Keep one reference copy for yourself.

Budget Notes

Attachment I

Los Angeles area Consular Corp offices can be found through the Mayor's Office of Protocol

To find representatives of countries with current diplomatic relations with the City of Los Angeles, please use the link below:
<http://ceo.lacounty.gov/pdf/LosAngelesConsularCorpsRoster.pdf>

Los Angeles Sister Cities and dates of official commencement of sister city relations

Athens, Greece (1984)
Auckland, New Zealand (1971)
Beirut, Lebanon (2006)
Berlin, Germany (1967)
Bordeaux, France (1964)
Busan, Korea (1971)
Eilat, Israel (1959)
Giza, Egypt (1989)
Guangzhou, People's Republic of China (1981)
Ischia, Italy (2006)
Jakarta, Indonesia (1990)
Kaunas, Lithuania (1991)
Lusaka, Zambia (1968)
Makati, Philippines (1992)
Mexico City, Mexico (1969)
Mumbai, India (1972)
Nagoya, Japan (1959)
Salvador de Bahia, Brazil (1962)
San Salvador, El Salvador (2005)
Split, Croatia (1993)
St. Petersburg, Russia (1989)
Taipei, Taiwan (1979)
Vancouver, Canada (1986)
Yerevan, Armenia (2007)