



**FREE CONCERTS IN PUBLIC SITES  
GUIDELINES FOR PRESENTERS  
2005-2006**

**GENERAL INFORMATION**

Since 1968 the Los Angeles County Arts Commission has been sponsoring free concerts at community venues throughout Los Angeles County to provide access to quality music programming representing the diversity of County residents. The Arts Commission and the Music Performance Fund provide funds for the program. The Arts Commission contracts the musicians and along with the Professional Musicians Union, Local 47 administers musician payments a performance fee at rates established by the Musicians Union.

Free Concert Presenters are responsible for all communication with the Arts Commission and musicians, coordinate all necessary logistics, market the event, and effectively draw the audience size as proposed in the application. Other Presenter responsibilities are listed in the Program Requirements section.

**Please read through these guidelines thoroughly before applying.**

**NEW FOR 2005 – IMPORTANT UPDATES TO THE APPLICATION PROCESS**

**APPLICATION TIMELINE**

The new Presenter application timeline is listed below (subject to slight changes). **PLEASE NOTE** the year round Free Concerts season has reduced its application periods from three down to two. Returning applicants should mark their calendars accordingly, as the lead time to apply has increased in some cases, depending on the month of the proposed concert. Thank you in advance for your attention to this new schedule.

<b>Application Available Online</b>	<b>Electronic/Postmark Application Deadline</b>	<b>Concert Dates</b>	<b>eGRANT Music Performance Fund Application Type</b>
February 9, 2005	March 23, 2005	June 2005-October 2005	Presenter First Period
June 8, 2005	July 20, 2005	November 2005-April 2006	Presenter Second Period

**eGRANT**

All applications are electronic via eGRANT. The eGRANT system will make it easier for you to fill out the application and improve the accuracy of information. Organizations that have already registered and opened other applications can login to eGRANT using their same password and login and contact information will transfer into a newly opened application. **You MUST submit your application electronically.**

The eGRANT application is accessible through the Los Angeles County Arts Commission web site, [www.lacountyarts.org/free.html](http://www.lacountyarts.org/free.html)

*Early submission is strongly recommended as staff monitors applications and can provide assistance to you if needed.*

---

## APPLICATION ELIGIBILITY

---

### ELIGIBLE ORGANIZATIONS

You can apply for a concert if you represent a park, library, hospital, juvenile hall, probation camp, arts organization, civic center, senior citizen center, or other non-profit performance venue. Los Angeles City agencies please contact the City of Los Angeles Cultural Affairs Department at (213) 473-7700 to inquire about their Music Performance Fund Program.

### NOT ELIGIBLE

Chambers of Commerce, for-profit, religious, political, and private groups are not eligible. Concerts may not be used for testimonials, proms, mixers, class reunions, commencement exercises, award functions, seminars or workshops, individual instructions or clinic-type performances, at blood donors' clinics, political events (including rallies, parades, meetings, conventions, social functions or celebrations), or sectarian or ecumenical religious services.

**Music groups are not eligible to submit presenter applications, as it is considered a conflict of interest.**

---

## PROGRAM REQUIREMENTS

---

By submitting an eGRANT application, the organization's contact agrees to the following conditions:

- Performances must be **free** and **open to the general public**. There may not be an admission charge or condition of admittance, including the purchase of food.
- There may not be donations or fundraising, before, during or after the performance (including raffles).
- There can be no commercial advantage gained from the performance.
- **All organizations MUST select musicians/groups from the Musicians Roster**. No partial or split payments are allowable through the program.
- Any proposed changes to an approved concert (e.g. date, time, etc.) must first be cleared with the Arts Commission.
- Approved concert presenter contacts are directly responsible for all communications and logistical coordination with musicians, **except** contracts and payments, which are administered by the Arts Commission and Local 47.
- Cancellations of concerts must be made at least 28 days in advance of the approved concert date when a music group has been booked for the event. It is the presenter's responsibility to notify both the Arts Commission and the music group leader. Failure to do so may result in disqualification from future concert eligibility. Cancellations due to weather issues for outdoor events are excluded.
- While it is not a requirement for prospective Free Concert presenters to have equipment available on site, it is viewed favorably in the application when items such as a tuned piano or a PA system can be provided. It is important to accurately complete the "Equipment Available" section on the application, as incorrect information may result in a disqualification of an approved event.
- All Free Concerts in Public Sites may be visited by a staff member of the Arts Commission to ensure all proposed criteria are met.
- All presenters are required to credit the Los Angeles County Arts Commission and Music Performance Fund (see Acknowledgement of County's Contribution section).
- All presenters are required to electronically submit a final report and evaluation of the concert using the internet-based eGRANT system. Approved concert presenters will be provided with more information during the notification and contract phases of the program.

### PROHIBITION OF BROADCASTS AND REBROADCASTS

Live television/radio broadcast or audio/video taping of any kind is strictly prohibited.

### ACKNOWLEDGEMENT OF COUNTY'S CONTRIBUTION

The following credit must be used in ALL spoken, printed and broadcast publicity. Failure to comply with this requirement will jeopardize future eligibility for this program.

***"THIS CONCERT IS SPONSORED BY THE LOS ANGELES COUNTY ARTS COMMISSION AND THE RECORDING INDUSTRIES' MUSIC PERFORMANCE FUND THROUGH THE ASSISTANCE OF THE PROFESSIONAL MUSICIANS UNION LOCAL 47. THE MUSIC PERFORMANCE FUND IS SUPPORTED BY RETAIL MUSIC ROYALTIES, WHICH HAVE SUFFERED FROM THE EFFECTS OF ILLEGAL INTERNET DOWNLOADING. MUSIC PIRACY IS AN ISSUE THAT IMPACTS THE FUTURE OF THE FUND AND THE COMMUNITIES IT SERVES. YOUR AWARENESS AND SUPPORT WILL ENSURE THAT THESE FREE CONCERTS WILL CONTINUE."***

The Arts Commission logo can be downloaded for use by all approved presenter applicants on all promotional publications at [www.lacountyarts.org/free.html](http://www.lacountyarts.org/free.html).

## APPLICATION PROCEDURE, SELECTION and NOTIFICATION

### NUMBER OF CONCERTS AVAILABLE TO ORGANIZATIONS

- Organizations generally receive one concert per fiscal year, June 1 – May 31.
- If funds are available, the Arts Commission will consider more than one proposal from presenters with an established festival and concert series.

### SELECTION CRITERIA

Funds for concerts are granted on a competitive basis. Priority is given to presenters with successful event producing and audience-building experience, and to events where the concert is the main attraction. Los Angeles County agencies (libraries, parks, probation camps, children’s services, etc.) with this experience will be given special consideration. Selection criteria include:






- Anticipated audience size relative to the number of musicians requested
- Ability of presenter site to provide effective production and marketing support
- Geographic distribution of concerts throughout Los Angeles County

### APPLICATION PROCEDURE

To apply to participate as a Presenter of Free Concerts in Public Sites:

- **NEW APPLICANTS:** you will need to register before opening an application.
  - **Register** by going to eGRANT at <http://lacountyarts.egrant.org/> (or you can click on the animated “E” box at [www.lacountyarts.org/holiday.html](http://www.lacountyarts.org/holiday.html) which will take you to the Arts Commission/eGRANT Welcome page). Click on the “Go” applicants link, which takes you to another page where you will select the “Register” button. Complete all the information on this page and scroll to the bottom and click on the “Save and Proceed” button. This will take you to a page where you can confirm or edit your registration information, or go directly to the application. Once you confirm your registration information, you will get an automated email verifying you have successfully set up your applicant profile.
  - **Please note:** the registered contact person should be the party responsible for coordination of the proposed concert. Please do not share registration information with people in your organization who may be applying for other programs at the Arts Commission, such as OGP and Internship. In these instances, it is best to set up separate registrations for the same organization.
- **RETURNING APPLICANTS:** please use your existing Login Name and Password for your organization. If you have forgotten your information, please contact the Arts Commission at 213.974.1343 for assistance.
- You can **update your registration information at any time** by logging into eGRANT and selecting the menu item Applicant Profile from the top of the screen window.
- **OPEN A NEW APPLICATION:** Click on “Go” applicants link, which takes you to another page where you will log in to eGRANT by entering your Login Name and Password, then clicking the “Login” button. You should see a page that will say “Welcome” and your organization’s name. Scroll down the page to a Pull Down Menu that says “Create a New Application,” and select Free Concerts – Presenter Period 1 and click the “Go” button. Your page will refresh and you will see something like this **Sample Image** below:

#### Current Applications

Application	Due Date	Status	Actions
05/06 Free Concerts – Presenter Period 1	Application 3/23/2005 3:59:59 PM	WORKING	    

To open the application, select the “Edit” button. This action will take you to your application, which consists of five parts:

1. **Instructions Page** – is the page you where you begin. **Please read these instructions before proceeding to ensure no information you enter is lost.**
2. **Organization Profile** – this page consists of general information about your organization, the group/band you desire (see the Musicians Roster section for more information), the audience you expect and the equipment you have available.
  - **Group/Band Desired:** All musicians must be selected through our Musicians Roster (see Musicians Roster section below for more information)
3. **Narratives** – on this page you: describe the proposed program in detail, how you will market/publicize the event, where and to whom the musicians report upon arrival, and list additional information about your presenting organization. New questions request information about your organization’s level of producing experience and what concert series and audiences you already have established.
4. **View/Print Application** - when the application is complete, go to this page to preview and review your proposal. If you are satisfied with it, print two (2) copies – one for your records, and one to include with the required support materials you will send to the Arts Commission.
5. **eGRANT Submission** - the final step of the application is to submit it. When you are ready to submit, go to this section of the application and click on the “Submit My Application” button. Once you have submitted the application you are unable to edit or add information.

Until you complete the final step of the application, you are able to Log Off and Log in again. Your information will be saved if you follow all the instructions, and you will be able to add to or edit your application as long as its status is “Working,” (see Sample Image above) which means you have not clicked on the “Submit” button.

## MUSICIANS ROSTER

- We have created a *Musicians Roster* that is accessible from the Arts Commission’s website, [www.lacountyarts.org/musicians\\_roster.html](http://www.lacountyarts.org/musicians_roster.html). The roster is searchable by style of music and includes a brief description of the group’s music style, a photo, contact information, a range of numbers of musicians, and –when applicable – a link to the group’s website. All organizations applying to this program for musicians’ fees will be REQUIRED to select musicians/groups from the *Musicians Roster*.
- Roster artists are eligible to perform up to 3 concerts per year. This limitation may be waived for certain groups in music genres with limited choices.
- On the Musicians Roster, you will see a range number of musicians available for various lineups of a given band. There is no minimum required number. However, there is a suggested maximum number of musicians, based on venue size, budget limitations, and communities/districts served. Therefore, the Arts Commission requests you follow the guidelines below when requesting your group and its size:

<u>Audience</u>	<u>Musicians</u>
50-150	1-3
150-499	3-5
500 and up	5 and up

**When selecting groups, please enter the number of musicians as listed on the Roster and make sure the available range of musicians for your group falls into the recommended size based on your estimated audience size.** For instance, if you are a library looking for a duo, look at the Roster listing under “Number of Musicians” and make sure their minimum amount is at least 2. If not, please select another group that can perform as a duo. **The Arts Commission will make the final determination of group size approved for each concert.**

Exceptions can be made to audience ratio, based on special circumstances and events, and underserved communities reached. **Any applicants requesting a group whose size exceeds the**

**recommended range for their audience size, and all applicants requesting groups of 7 or more in a lineup are strongly encouraged to make a compelling case for their event in the description section of the application.**

- **Applicants that do not have a PA system must request Musicians Roster artists with their own PA system unless the proposed venue does not require amplified sound.**

#### **NOTIFICATION**

Applications will be approved approximately 14-21 days after each published deadline. You will be notified of the status of your application via email at least 30 days prior to your proposed concert date.

#### **COUNTY SUPERVISORIAL DISTRICT INFORMATION**

To determine County Supervisorial district information call (562) 462-2748 or go to <http://www.lavote.net/district/>.

---

#### **QUESTIONS**

---

For any questions about this program or application process, please contact Managing Director of Productions, Patti McGuire at [pmcguire@bos.co.la.ca.us](mailto:pmcguire@bos.co.la.ca.us) or (213) 974-1343.