

## MEETING ROOM GRANT REQUEST

TORRANCE CULTURAL ARTS CENTER  
3330 CIVIC CENTER DRIVE, TORRANCE, CA 90503

***Please print in ink or type***

All spaces must be completed.

**Grant Criteria:**

- Grant is **solely for rental charges** associated with event. Organization will still be billed for labor.
- Torrance based organization
- 501(c)3 nonprofit corporation
- Grants are focused on the development of cultural arts programming.

**1. Facility to be rented:**

- |  |  |
|--|--|
| <input type="checkbox"/> Toyota Meeting Hall<br><input type="checkbox"/> Toyota Meeting Hall Kitchen<br><input type="checkbox"/> Ken Miller Recreation Auditorium<br><input type="checkbox"/> Ken Miller Recreation Assembly Rm<br><input type="checkbox"/> Ken Miller Recreation Kitchen<br><input type="checkbox"/> Torino Plaza | <input type="checkbox"/> Nakano Theatre<br><input type="checkbox"/> Nakano Theatre Lobby<br><input type="checkbox"/> Garden Room A<br><input type="checkbox"/> Garden Room B<br><input type="checkbox"/> Japanese Garden<br><input type="checkbox"/> Entry Plaza |
|--|--|

**2. Applicant requesting use of the Torrance Cultural Arts Center (TCAC):**

Name of Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_

*(Complete contact information must be provided in item 8 of this document)*

**501(c)3 Tax ID #:** \_\_\_\_\_

**3. Title of Event:** \_\_\_\_\_

**4. Type of Activity:** \_\_\_\_\_

- One-time event
  Annual
 Recurrent

**5. Estimated # of people attending:** \_\_\_\_\_ (per day, if multiple dates are involved)

**6. Use of Facility (All events must end at midnight):**

Day	Date	Arrival Time	Start Time	Departure Time	Room(s)

7. Cost of Room Rental: \_\_\_\_\_

8. CONTACT INFORMATION:

Representative: \_\_\_\_\_

Work Phone: (\_\_\_\_)\_\_\_\_\_ Home Phone: (\_\_\_\_)\_\_\_\_\_

Fax Number: (\_\_\_\_)\_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

9. How does this program foster cultural enrichment and education of the community? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Does this program provide visual, performing, or literary arts programming?

\_\_\_\_\_  
\_\_\_\_\_

11. Does this program provide programming for a particular cultural audience?

\_\_\_\_\_  
\_\_\_\_\_

12. On what type of interest group does this program focus? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

13. What charge if any will there be to the public? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**14. GRANT PROCESSING GUIDELINES:**

- Application process is an annual cycle, with applications due by May 15.
- Applications will be presented by Cultural Arts Center Staff to Torrance Cultural Arts Commission in June, for funds available the next fiscal year.
- The Torrance Cultural Arts Commission will select grants based on the application pool.
- Final recommendations of the Torrance Cultural Arts Commission will be submitted to the City Council for approval.

**15. USER AGREEMENT:**

I (the undersigned) have read, certify that the statements above are true and correct to the best of my knowledge.

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_