

APPLY NOW!

Arts Grant Writer Application

INSTRUCTIONS

The Arts Grant Writer is a consultant position within the Parks and Recreation Department. The position is open to those candidates who have experience researching, applying, and administering grants. The application filing deadline is Sunday, October 2, 2022. Please submit a completed application and resume. Submissions will not be accepted if both an application and resume are not included. If you are interested or someone you know is interested, please apply now. All materials can be submitted electronically to EBarrows@BurbankCA.gov or via hard copy to:

**City of Burbank Parks & Recreation Department
Arts Grant Writer
PO Box 6459
Burbank, CA 91510-6459**

DESCRIPTION

Definition

Under direction, to be responsible to research and apply for art related grants; work closely with City personnel to establish a grant award program; apply for a minimum of one grant for in the first year; manage compliance of grant award program.

Compensation

Up to \$25,000

Applicant Information

First Name: _____ Last Name: _____

Street Address: _____ City: _____

State: _____ Zip Code: _____

Phone: _____ Email: _____

Experience

Please explain in detail your experience researching and applying for grants.

Please describe in detail your experience administering grants.

References

Reference 1

Name: _____

Phone Number: _____

Email Address: _____

Nature of work completed for this individual/company (max 250 words):

Date Completed: _____

Reference 2

Name: _____

Phone Number: _____

Email Address: _____

Nature of work completed for this individual/company (max 250 words):

Date Completed: _____