



# Community Arts Grant Application 2024

The City of Burbank Parks and Recreation Department and the Burbank Cultural Arts Commission are pleased to announce the second Community Arts Grant funding cycle. This grant program aims to support local professional artists and non-profit arts organizations and engage Burbank residents with diverse and outstanding cultural arts projects.

The mission of the Burbank Cultural Arts Commission is to enrich the lives of Burbank residents by celebrating its diverse arts and media community and to promote Burbank as a vibrant and enticing regional arts center.

We encourage applications and projects that:

- Expand public access to the arts and build awareness and appreciation for the art form presented.
- Educate, entertain, and inspire participants and thoughtfully engage residents, businesses, artists, and visitors.
- Offer a wide range of creative perspectives and reflect our community's rich cultural diversity.

Grants up to \$5,000 are available for eligible applicants and community arts projects in both visual and performing arts.

## TIMELINE

Applications open	October 8, 2024
Applications Due	November 19, 2024 no later than 5pm PST
Panel Review	December 2024 - January 2025
Grant Recipient Notice	February 2025
Project Implementation Period	March 1, 2025 - February 28, 2026

For full eligibility requirements, evaluation criteria, and guidelines, [click here](#). Incomplete applications will not be considered.

## PART 1: APPLICANT PROFILE SECTION 1- All Applicants

This section consists of questions that identify the applicant and describe the organization/artist and their work.

### Applicant Primary Artistic Discipline \*

If other describe \*

## Applicant Contact Information

This is the organization or artist who will enter into a contract with the City of Burbank and receive payment if awarded funds.

**Artist/Organization Legal Name \***

**Popular Name or DBA (if different from legal name)**

**Mailing Street Address \***

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

**Phone Number \***

Please enter a valid phone number.

**Applicant/Organization Website**

**Applicant/Organization Social Media**

List social media handles and platform separated by commas, i.e. Instagram@####, Facebook### etc.

**Primary Grant Contact Name \***

**Primary Grant Contact Email \***

**Primary Contact Phone Number \***

Please enter a valid phone number.

### **Alternate Grant Contact Name and Email (optional)**

### **Application Type \***

Applicant is based in Burbank and proposes to use grant funds for an arts project in Burbank

Applicant is not based in Burbank but proposes to use 100% of grant funds for an arts project in Burbank

### **Applicant is a/an \***

Individual Artist

Non-Profit Arts Organization

## **PART 1: APPLICANT PROFILE SECTION 2 - Individual Artist Applicants**

This section consists of questions for individual artist applicants only.

### **Proof of Residency: \***

Drivers License

Utility Bill

Not a Burbank Resident

### **Artistic Statement: \***

(Suggested file name: ApplicantName\_ArtistStatement) Please include an artistic statement or philosophy that describes your work. How would receiving this grant further your development as an artist?

0/500

### **If Yes, please include the amount of funding and project. \***

**Have you received funding from the City of Burbank in the past? I.E. utility box beautification program, art in public places, community arts grant etc. \***

Yes

No

**Name of Executive Director \***

## **PART 1: APPLICANT PROFILE SECTION 2- Arts Non-profit Organization Applicants**

This section consists of questions for arts non-profit organization applicants only.

**Email of Executive Director \***

**What year was the organization founded? \***

**Organization Mission Statement \***

100 word limit0/100

**Organization History/Programming: \***

Briefly describe the history of the applicant and current core arts programs and services.0/500

**Community/Core Audience: \***

Describe the applicant's community/core audience including any relevant demographic, geographic,

0

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cultural, economic, or other characteristics, as applicable or that are important to your organization. Describe how the applicant identifies community/core audience needs (including any advisory councils) and how the applicant develops programs to meet these needs.  
500

**Organization's Annual Operating Budget: \***

(format \$x,xxx,xxx)

**Does your organization have a Cultural Equity Statement? \***

Yes

No

**If yes, please include your Cultural Equity Statement here: \***

0/100

**REQUIRED DOCUMENTS:**

Please upload required documents in pdf format.

Upload a screenshot from the [Business Search](#) showing organization name and active status within 60 days.

**What type of project/program are you proposing? \***

New Community Arts Program/Project

Existing Community Arts Program/Project

**Project Artistic Discipline. \***

Select the discipline that best represents your proposed project.

**Project/Program Title \***

Enter a title (3-4 words) for your submission. This will be used to refer to your proposal during the review process.

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### **Proposed Project Date/s \***

The project must take place between March 1, 2025, and February 28, 2026. If dates are to be determined, give an estimate of what month the project will take place.

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## **PART 2: PROJECT DESCRIPTION: All Applicants**

This section consists of questions that highlight the details of your proposed project (who, what, when, where, why).

### **Brief Project/Program Description \***

1-2 sentences. This description will be used to describe the project in any public listings. Complete this sentence: Funding from the City of Burbank will support....

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### **Detailed Project/Program Description \***

Describe the project and artistic activities involved. Give sufficient information so that the panel can understand the scope of the project, the artists involved, who will organize it, where it will take place, who will participate, and ticket costs, if any. Explain why this project should receive public funds, taking into account the overall grant program priorities.

0/500

### **If other describe \***

## List of Key Project Personnel/Artists

Provide name, title and short biographies of key project staff and/or artists for the applicant and briefly describe their project role. Make sure to include any staff/artist who is receiving payment from grant funds. Emphasize their experience in areas of direct relevance to the proposal and include project role. Volunteer-led organizations should provide the biographies of volunteers who are accomplishing the day-to-day work of the organization and proposed project.

## Short Biography (include project role) \*

0/750

## Proposed Project Location/Venue (must include venue name and zip code) \*

Proposed location/venue must be located in the City of Burbank (91501, 91502, 91503, 91504, 91505, 91506, 91507, 91508, 91510, 91521, 91522, 91523, 91526) 0 / 60

## Venue Letter (Highly Recommended)

Applicants are encouraged to identify and engage with proposed venues in the preparation of this application. While a venue letter of intent is optional, it is highly recommended. Use our sample template or upload a copy of an email /letter from the venue with the same information.

## Community Access/Cultural Equity: Describe the project's community engagement strategies; how does this project reflect and address the needs of the Burbank community? \*

How do you define the community you wish to serve? Does this project involve anyone from under-represented groups? How is the project or programming inclusive and accessible to those who may not have access to your programming? Is the project expected to positively impact local businesses and/or community organizations? Describe any relevant project partnerships.

0/500

**Project Marketing/Promotions: Describe how the project will be promoted in the community? \***

Detail your marketing plan. How will you let the intended community/audience as described above know about your project? Identify where and how the project will be marketed and promoted. 0 / 150

**Anticipated total number of attendees/participants: \***

0/15

**Project Evaluation: \***

Explain how you will measure the success of your project and what information you will use to account for your success. 0/150

**Project Expense Budget Explanation \***

Provide details on project expenses that will help the reviewer understand project costs. Include a breakdown of personnel, production costs, and any \*other expenses noted. 0/350

**Short Biography (include project role)**

0/750

**Support Materials (Optional)**

Applicant may include a maximum of two pieces of collateral material (such as articles, reviews, marketing material, blog posts, newsletters, etc.) with the application. Published reviews critiquing the quality of the applicant's work are preferable. Provide short description of any collateral materials in the field(s) below.

**Description of Collateral 1**

0/50

**Short Biography (include project role)**

0/750

**Description of Collateral 2**

0/50

**Short Biography (include project role)**

0/750

**How did you hear about the Burbank Community Arts Project Grant \***

Email

Social Media

Word of Mouth

Other

**If other, please describe. \***

**Short Biography (include project role)**

0/750

**Applicant Certification By checking this box, the applicant certifies that they: \***

By checking this box, I certify that all of the information above is correct and to the best of my knowledge. I have read the guidelines for the Burbank Community Arts Project Grant, understand the information provided by the applicant herein becomes public record at the time the application is submitted; and formally approve this submission. I also understand that submitting an application does not constitute an expressed or implied contract.

**PART 3: COMMUNITY ACCESS, CULTURAL EQUITY AND PUBLIC IMPACT: All Applicants**

This section consists of questions that highlight the public impact and engagement of the project. IMPORTANT: Community Arts Project Grants require a public benefit via an interactive component or culminating event that is open to the public.

**PART 4: PROJECT BUDGET: All Applicants**

This section details project costs and income. Applicants are encouraged to present projects where the City of Burbank is not the sole funder and with matching funds that are equal to, or greater than, their requested grant, but matching funding is not required.

**Grant Request (City of Burbank Community Arts Grant) \***

Max request \$5,000.

**Other Income (enter \$0 if no other income)**

	Amount
Admission/Ticket Sales	
Sponsorship	
Individual Donations	
Corporate Donations	
Foundation Donations	
Other Government Funding	
* Other Income (description below)	

**Project Income Budget Explanation \***

Provide details on income sources that will help the reviewer understand how you will fund the project. Include ticket prices, if applicable, and detail other income. Enter N/A if the applicant is projecting no income other than the grant request.

0/350

**Project Expenses**

	Expense Amount
Salaries	
Artist Fees (non-salaried)	
Production/Tech Crew (non-salaried)	
Production and Exhibition Costs	

Venue Rental

Marketing/Advertising

\* Other

## **PART 5: ARTISTIC DOCUMENTATION AND SUPPORT MATERIALS: All Applicants**

### **Artistic Samples**

Artistic work samples are crucial for evaluating the artistic quality of the applicant and project. Samples should reflect the concepts and quality of the applicant's work. Please provide two (2) high-quality video, audio, or images relevant to the project. Do not submit marketing/promotional materials. Formats such as .ppt, .jpg, .mov, and .mpg or audio files may be uploaded as separate files or included as links (ex. YouTube, Vimeo, etc). NOTE: Each video/audio sample should be a maximum of 5 minutes long. Provide the title, description, and date of each sample as indicated. If a sample is longer than 5 minutes, please identify the 5-minute section panelists should view.

**Please denote types of artistic samples you are submitting for Sample 1 and Sample 2: \***

**Artistic Sample 1 URL (format https://) \***

**Artistic Sample 1 Title, Date, and Description \***

0/50

**Artistic Sample 2 URL (format https://) \***

**Artistic Sample 2 Title, Date, and Description \***

0/50

**Artistic Sample 2 Upload**

Please upload Sample 2 to the City of Burbank Dropbox by clicking [HERE](#). Be sure to label your submissions with your name in the filename. i.e.:  
ApplicantName\_ArtisticSample 2.pdf

**Title, Date, and Description of Artistic Sample 2 \***

0/50

**Artistic Sample 1 and Artistic Sample 2 Upload**

Please upload your two artistic samples to the City of Burbank Dropbox by clicking [HERE](#). Be sure to label your submissions with your name in the filename. i.e.:  
ApplicantName\_ArtisticSample 1.pdf  
ApplicantName\_ArtisticSample 2.pdf

**Title, Date, and Description of Artistic Sample1 \***

text field with word limit 500/50

**Title, Date, and Description of Artistic Sample 2 \***

text field with word limit 500/50

## PART 6: APPLICATION CERTIFICATION: All Applicants

### Applicant name and title \*

Please insert first and last name and title (if applicable) of applicant/organization contact with authority to submit and certify this application. For organizations, must be designated representative or an authorized Board Member.

### END OF APPLICATION

If you haven't completed the application and want to save it for future editing, click the 'Save' button below. You may edit the application by clicking the 'Continue Form' button provided via email until the application deadline at 5 p.m. on Tuesday, November 19, 2024.

**PLEASE NOTE:** ALL PARTS OF THIS GRANT APPLICATION MUST BE COMPLETED IN FULL BY THE DEADLINE TO BE CONSIDERED FOR AN ARTS GRANT. INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.