



COMMUNITY ARTS GRANT PROGRAM

Community Arts Grant Application 2025

The City of Burbank Parks and Recreation Department and the Burbank Cultural Arts Commission are pleased to announce the third Community Arts Grant funding cycle, designed to support local artists and non-profit arts organizations, while actively engaging 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 by thoughtfully engaging 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	Tuesday, September 9, 2025
Applications Due	Friday, October 17, 2025, no later than 5 pm PST
Panel Review	November 2025 – December 2025
Grant Recipient Notice	Week of January 5, 2026

Project Implementation Period

March 1, 2026 - February 28, 2027

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 *

Performing Arts

▼

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 *

XYZ Org

Popular Name or DBA (if different from legal name)

Mailing Street Address *

1234 Main St.

Street Address

Street Address Line 2

Burbank

City

CA

State / Province

91505

Postal / Zip Code

Phone Number *

(555) 555-5555

Please enter a valid phone number.

Applicant/Organization Website

www.xyz.org

Applicant/Organization Social Media

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

Primary Grant Contact Name *

Allison Artist

Primary Grant Contact Email *

allison@xyz.org

Primary Contact Phone Number *

(555) 555-5555

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- Non-profit Arts Organization Applicants

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

Name of Executive Director *

John Smith

Email of Executive Director *

JohnSmith@xyz.org

Organization Mission Statement *

The mission of XYZ Org is....

100 word limit 6/100

What year was the organization founded? *

1993

Organization History/Programming: *

Since its founding, XYZ Org.....

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

5/500

Community/Core Audience: *

XYZ Org served Burbank and the surrounding communities....

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

8/500

Organization's Annual Operating Budget: *

\$500,000

(format \$x,xxx,xxx)

Does your organization have a Cultural Equity Statement? *

☒ Yes

☐ No

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


XYZ Org is committed to.....

5/100



REQUIRED DOCUMENTS:

Please upload required documents in pdf format.

File Upload: Proof of Nonprofit Status *




Browse Files
Drag and drop files here

 XYZ org_irsnonprofitstatus.docx11.1KB

(Suggested file name: ApplicantName_IRSNonprofitStatus)

File Upload: Board of Directors List: Include Officer Title, Professional Affiliation, Years on Board *




Browse Files
Drag and drop files here

 XYZ org_board.docx11.1KB

(Suggested file name: ApplicantName_Board)

File Upload: Most recent fiscal year Organizational Financial Statement (audited if available) *



Browse Files
Drag and drop files here

 XYZ org_financialstatement.docx11.1KB

(Suggested file name: ApplicantName_FinancialStatement)

File Upload: CA Secretary of State Active Nonprofit Status Screenshot *



Browse Files

Drag and drop files here



XYZ org_canonprofitstatus.docx

11.1KB



(Suggested file name: ApplicantName_CANonprofitStatus)

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

PART 2: PROJECT DESCRIPTION: All Applicants

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

What type of project/program are you proposing? *

- ☐ New Community Arts Program/Project
- ☒ Existing Community Arts Program/Project

Project Artistic Discipline. *

Performing Arts

Select the discipline that best represents your proposed project.

Project/Program Title *

ABC Play

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

8/60

Proposed Project Date/s *

September 1, 2026

The project must take place between March 1, 2026, and February 28, 2027. If dates are to be determined, give an estimate of what month the project will take place.

17/60

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

Colony Theatre, 91505

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

21/60

Brief Project/Program Description *

Funding from the City of Burbank will support ABC Play....

Provide a brief summary of your proposal (1-2 sentences) beginning with "Funding from the City of Burbank will support...." If funded, this description may be used to describe the project in public documents.

10/50

Detailed Project/Program Description *

ABC Play is an original work of theatre by.....

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.

9/500

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.

File Upload: Venue Letter



Browse Files

Drag and drop files here



XYZ org_Venue Letter.docx

11.1KB



(Suggested file name: ApplicantName_VenueLetter)

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. At least one Personnel/Artist entry is required. Volunteer-led organizations should provide the biographies of volunteers who are accomplishing the day-to-day work of the organization and proposed project.

Personnel/Artist 1 *

Full Name

Allison Artist

Title

Creative Director

Short Biography (include project role) *

Allison has 15 years of experience as a multi-disciplinary artist and is responsible for the management of all project details and artistic vision....

150/750

Personnel/Artist 2

Full Name

Allison Artist

Title

Short Biography (include project role)

0/750

Personnel/Artist 3

Full Name

Allison Artist

Title

Short Biography (include project role)

0/750

Personnel/Artist 4

Full Name

Allison Artist

Title

Short Biography (include project role)

0/750

Personnel/Artist 5

Full Name

Allison Artist

Title

Short Biography (include project role)

0/750

File Upload: Additional Key Project Personnel/Artists (Optional)



Browse Files

Drag and drop files here

If needed, upload additional project personnel with (Full name, Title, Bio, and Project Role) on a single pdf (File name: ApplicantName_AdditionalPersonnel)

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.

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

Our project team will use the following strategies to engage 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.

13/500

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

The marketing plan for ABC Play includes....

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 in Burbank and beyond.

7/150

Anticipated total number of attendees/participants: *

250

Project Evaluation: *

The project team will measure the success of the project by....

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

11/150

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. You MUST provide a balanced budget where Project Income is equal to Project Expenses.

Grant Request (City of Burbank Community Arts Grant) *

Max request \$5,000.

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

	Amount
Admission/Ticket Sales	800
Sponsorship	500
Individual Donations	500
Corporate Donations	
Foundation Donations	
Other Government Funding	500
* Other Income (description below)	

Total Other Income (automatically calculates from table above)

Project Income Budget Explanation *

Ticket sales are 40 tickets x \$20. Other income includes....

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.
10/350

Total Project Income (automatically calculates Grant Request + Total Other Income)

7300

Total Project Income (Grant Request + Total Other Income) MUST EQUAL Project Expenses

Project Expenses *

	Expense Amount
Salaries	1000
Artist Fees (non-salaried)	2200
Production/Tech Crew (non-salaried)	1000
Production and Exhibition Costs	1000
Venue Rental	1300
Marketing/Advertising	500
* Other	300

Total Project Expenses (automatically calculates from table above)

7300

Total Project Expenses MUST EQUAL Total Project Income (Grant Request + Other Income)

Project Expense Budget Explanation *

Salaries include a portion of the Creative Director's salary. Artist fees are paid to the actor in ABC Play. \$300 in other expenses is allocated to insurance.....

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.

27/350

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 the project. Samples should reflect the concepts and quality of the applicant's work. Please provide two (2) high-quality videos, audio, or images relevant to the project. Do not submit marketing/promotional materials in place of artistic documentation. Each video/audio sample should be no longer than 5 minutes.

INSTRUCTIONS: You have an option to provide 2 hyperlinks, upload 2 files, or submit 1 hyperlink/1 file upload, depending on the types of samples available. Links to Soundcloud, YouTube, Vimeo, or other online music/video showcases or cloud services are preferred. Provide the title, description, and date (and password if applicable) for each sample as indicated. All links must remain active and viewable until March 2026. If a sample is longer than 5 minutes, please identify the 5-minute section that panelists should view.

Uploads will be restricted to file sizes no larger than 250MB/250,000KB. Formats such as .jpg, .mp4, .mov, and .mpg are accepted. If a sample is larger than the maximum size allowed, please use a link.

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

As TWO hyperlink(s) PREFERRED ▼

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

https://youtube.com/xyzproject1

Artistic Sample 1 Title, Date, and Description *

XYZ Work, January 2024

This sample shows.....

//

7/50

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

<https://youtube.com/xyzproject2>

//

Artistic Sample 2 Title, Date, and Description *

XYZ Work, December 2023

This sample shows.....

//

7/50

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 the project. Samples should reflect the concepts and quality of the applicant's work. Please provide two (2) high-quality videos, audio, or images relevant to the project. Do not submit marketing/promotional materials in place of artistic documentation. Each video/audio sample should be no longer than 5 minutes.

INSTRUCTIONS: You have an option to provide 2 hyperlinks, upload 2 files, or submit 1 hyperlink/1 file upload, depending on the types of samples available. Links to Soundcloud, YouTube, Vimeo, or other online music/video showcases or cloud services are preferred. Provide the title, description, and date (and password if applicable) for each sample as indicated. All links must remain active and viewable until March 2026. If a sample is longer than 5 minutes, please identify the 5-minute section that panelists should view.

Uploads will be restricted to file sizes no larger than 500MB. Formats such as .jpg, .mp4, .mov, and .mpg are accepted. If a sample is larger than the maximum size allowed, please use a link.

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

TWO uploads




Artistic Sample 1 Upload Title, Date, and Description *

This upload is a clip from "Red Play," a work by the same playwright as "ABC Play" from October 2023, and highlights the artistic excellence of XYZ Org.



Artistic Sample 1 File Upload *



Browse Files
Drag and drop files here



Allison Artist_Arti...le1.docx

11.1KB




(Suggested file name: ApplicantName_ArtisticSample 1.pdf)

Artistic Sample 2 Upload Title, Date, and Description *

This upload is a clip from "Blue Play," presented at LBC Theatre in April 2024.

Artistic Sample 2 File Upload *



Browse Files
Drag and drop files here

XYZ org...7b0d76b



(Suggested file name: ApplicantName_ArtisticSample 2.pdf)

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 the project. Samples should reflect the concepts and quality of the applicant's work. Please provide two (2) high-quality videos, audio, or images relevant to the project. Do not submit marketing/promotional materials in place of artistic documentation. Each video/audio sample should be no longer than 5 minutes.

INSTRUCTIONS: You have an option to provide 2 hyperlinks, upload 2 files, or submit 1 hyperlink/1 file upload, depending on the types of samples available. Links to Soundcloud, YouTube, Vimeo, or other online music/video showcases or cloud services are preferred. Provide the title, description, and date (and password if applicable) for each sample as indicated. All links must remain active and viewable until March 2026. If a sample is longer than 5 minutes, please identify the 5-minute section that panelists should view.

Uploads will be restricted to file sizes no larger than 500MB. Formats such as .jpg, .mp4, .mov, and .mpg are accepted. If a sample is larger than the maximum size allowed, please use a link.

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

ONE hyperlink/ONE upload



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

https://youtube.com/



Artistic Sample 1 Title, Date, and Description *

This link shows a clip from "Red Play," a work by the same playwright as "ABC Play" from October 2023, and highlights the artistic excellence of XYZ Org.

28/50

Artistic Sample 2 Upload Title, Date, and Description *

This upload is a clip from "Blue Play," presented at LBC Theatre in April 2024.

15/50

Artistic Sample 2 File Upload *



Browse Files

Drag and drop files here



XYZ org_ArtisticSample2.docx

11.1KB



(Suggested file name: ApplicantName_ArtisticSample 2.pdf)

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

September 2024 newsletter

3/50

File Upload: Collateral 1



Browse Files
Drag and drop files here



XYZ org_Collateral1.docx

11.1KB



(Suggested file name: ApplicantName_Collateral 1.pdf)

Description of Collateral 2

LA Times review of "Red Play" from October 2023.

9/50

File Upload: Collateral 2



Browse Files

Drag and drop files here



XYZ org_Collateral2.docx

11.1KB



(Suggested file name: ApplicantName_Collateral 2.pdf)

PART 6: APPLICATION CERTIFICATION: All Applicants

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

- ☒ Email
- ☐ Social Media
- ☐ Word of Mouth
- ☐ Other

Applicant Signature *



Powered by **Jotform Sign** [Clear](#)

Applicant name and title *

Allison Artist

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.

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.

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 Friday, October 17, 2025.

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.