COMMUNITY ARTS GRANT PROGRAM

2027-28 Community Arts Grant Application

The City of Burbank Parks and Recreation Department and the Burbank Cultural Arts Commission are pleased to announce a new funding cycle for the Community Arts Grant Program. The purpose of the grant is to support local artists and arts organizations and to 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 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 8, 2026
Applications Due	Friday, October 16, 2026, no later than 5 pm PST
Panel Review	November – December 2026
Grant Recipient Notice	Week of January 4, 2027
Project Implementation Period	March 1, 2027 - February 28, 2028

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 Organization

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

www.instagram.com/xyz

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

Primary Grant Contact Name *

Allison Administrator

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 *

- [x] 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
- [x] Nonprofit Arts Organization or Fiscally Sponsored 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 Organization is to provide...

100 word limit 8/100

What year was the organization founded? *

1993

Organization History/Programming: *

Since its founding, XYZ Organization has...

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

6/500

Community/Core Audience: *

XYZ Organization serves Burbank and the surrounding areas...

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? *

- [x] Yes
- [ ] No

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

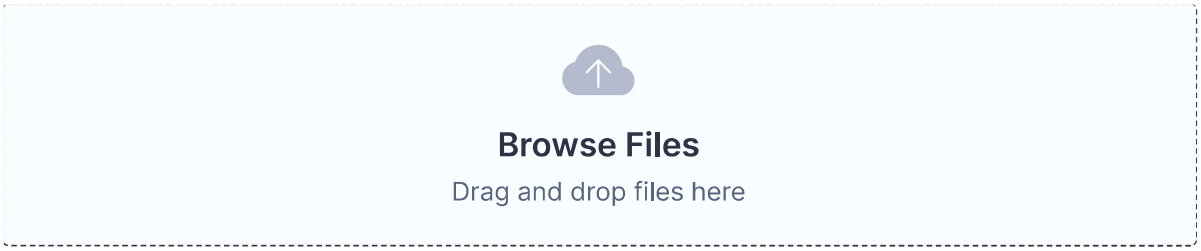
XYZ Organization is committed to....

5/100

REQUIRED DOCUMENTS:

Please upload required documents in pdf format.

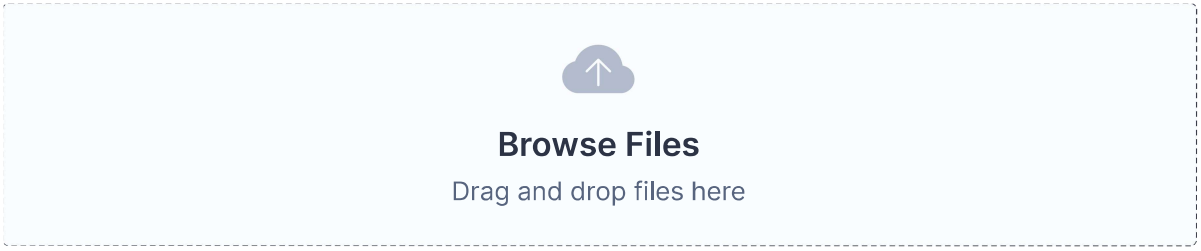
File Upload: Proof of Nonprofit Status or Fiscal Sponsorship Agreement *



XYZ org_irsnonprofi...548.docx 11.1KB

(Suggested file name: ApplicantName_IRSNonprofitStatus)

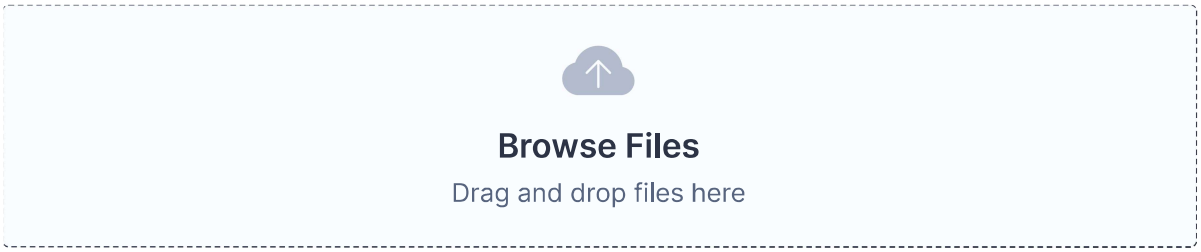
File Upload: Board of Directors List: Include Officer Title, Professional Affiliation, Years on Board *



XYZ org...rd.docx 11.1KB

(Suggested file name: ApplicantName_Board)

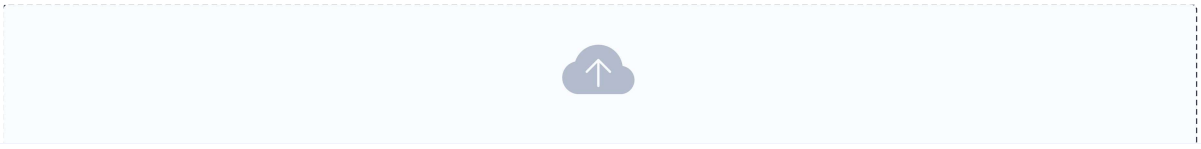
File Upload: Most recent fiscal year Organizational Financial Statement (audited if available); and fiscal sponsor 990 (if applicable) *



XYZ org...nt.docx 11.1KB

(Suggested file name: ApplicantName_FinancialStatement)

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



Browse Files

Drag and drop files here

XYZ org...us.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
- [x] 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 - 5, 2027

The project must take place between March 1, 2027, and February 28, 2028. If dates are to be determined, give an estimate of what month the project will take place.
21/60

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

Main Street 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)
26/60

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 for the project....

166/750

Personnel/Artist 2

Full Name: Sue Smith

Title: Production Director

Short Biography (include project role)

0/750

Personnel/Artist 3

Full Name: Cast (TBD)

Title:

Short Biography (include project role)

Production cast will be selected through a competitive audition process....

75/750

Personnel/Artist 4

Full Name:

Title:

Short Biography (include project role)

0/750

Personnel/Artist 5

Full Name

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 engagement 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

3/15

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) *

5000

Max request $5,000.

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

	Amount
Admission/Ticket Sales	3000
Sponsorship	1000
Individual Donations	1000
Corporate Donations	
Foundation Donations	
Other Government Funding	
* Other Income (description below)	

Total Other Income (automatically calculates from table above)

5000

Project Income Budget Explanation *

Ticket sales are 150 tickets x $20. 100 tickets will be provided free of charge to local schools and community groups. Other income includes sponsorship from...

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.
26/350

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

10000

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

Project Expenses *

	Expense Amount
Salaries	1000
Artist Fees (non-salaried)	3500
Production/Tech Crew (non-salaried)	1500
Production and Exhibition Costs	1500
Venue Rental	1500
Marketing/Advertising	750
* Other	250

Total Project Expenses (automatically calculates from table above)

10000

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 actors in ABC Play. $250 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 2027. 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: *

As TWO hyperlink(s) PREFERRED

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

https://youtube.com/xyzorg1

Artistic Sample 1 Title, Date, and Description *

Old Play, January 2024

This sample shows....

7/50

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

https://youtube.com/xyzorg2

Artistic Sample 2 Title, Date, and Description *

New Play, January 2026

This sample shows....

7/50

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 "Old Play" from January 2024

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 *

- [x] Email
- [ ] Social Media
- [ ] Word of Mouth
- [ ] Other

Applicant Signature *



Clear

Applicant name and title *

Allison Administrator

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: *

- [x] 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 16, 2026. Use the **'PRINT'** Button to review your application before you submit.

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.